KOMMURI PRATAP REDDY INSTITUTE OF TECHNOLOGY

Ghanpur (V), Ghatkesar (M), Hyderabad- 501301

SERVICE RULES

Service Rules Formed with Approval of 4th GB Meeting held on 10.02.2014

	Table of Contents	
S. No.	**Particulars**	**Page No.**
1	Vision, Mission and Quality Policy	1
2	Hall Marks of KPRIT	2
3	Core values of KPRIT	3
4	Human Resource Policy: Introduction, The Management and Governing Body	4-7
5	Human Resource Management	8-10
6	Service Conditions	11-17
7	Motivational incentives	18-20
8	Leave Rules and Policies	21-23
9	Code of Conduct and Discipline	24-26
10	Administrative Procedures	27
11	Facilities and Amenities	28-29

KOMMURI PRATAP REDDY INSTITUTE OF TECHNOLOGY

Vision of the Institute

To emerge as a premier institute for high quality professional graduates who can contribute to economic and social developments of the Nation.

Mission of the Institute

Mission	Statement
IM1	To have holistic approach in curriculum and pedagogy through industry interface to meet the needs of Global Competency.
IM2	To develop students with knowledge, attitude, employability skills, entrepreneurship, research potential and professionally ethical citizens.
IM3	To contribute to advancement of Engineering & Technology that would help to satisfy the societal needs.
IM4	To preserve, promote cultural heritage, humanistic values and spiritual values thus helping in peace and harmony in the society.

Quality Policy

Kommuri Pratap Reddy Institute of Technology (KPRIT), is engaged in imparting quality "Education and Training" in the field of "Engineering and Technology". It aims to be an Institute of Excellence in Technical Education through continual improvement. The institute facilitates faculty and staff to work as a team and update their knowledge and skill to match the industrial and technological development.

Hall Marks of KPRIT

- KPRIT boasts of well experienced and highly qualified faculty, state-of-the-art infrastructure, regular placements and well-equipped laboratories. The institute has eminent professors from renowned organizations.

- To evolve as a university offering programs of relevance in emerging areas of technology.

- The KPRIT family is committed to the mission and philosophy of the institute, making leaders in the field of science & technology and management, through hard work, honesty and team spirit.

- Develop a campus which promotes higher learning and research.

- Foster a harmonious, cordial and tripartite relationship among the Management, Faculty and Students.

- Encouragement of creative project works in under graduate and post graduate programs.

- Encouragement to take up research & development and consultancy work.

- Professional societies, students' chapters of professional bodies, encourage co-curricular and extra-curricular activities. They are owned and managed by student representatives and are monitored by the faculty in-charge.

- The institute follows continuous evaluation system of students like regular class tests, mock tests, assignments, mid-term examinations, slip tests, seminars, quizzes and laboratory tests.

- Resourceful in giving inputs for overseas education and training the students for making them industry ready.

- Participation in community development programs under NSS like Cloths distribution, Blood Donation camps and so on.

Core Values of KPRIT

- To ensure excellence in teaching, research and service to meet the needs of all our stake holders such as students, parents, employers, faculty, staff, community and citizens of India.

- To equip students with sound technical knowledge and skills.

- To offer educational programs with a plethora of innovative concepts, creating a host of talented professionals.

- To encourage and open student-oriented culture with an understanding of students, their needs, goals and aspirations.

- To develop exceptional opportunities for study and research and a system of industry institution interaction, through industry liaisons cells, for students to contribute to our nation's economic growth.

- To evolve a friendly face of education with emphasis laid on engineering, technology and research.

- To develop leadership characterized by openness, fairness and firmness.

- To foster respect for all people and appreciation of diversity in our academic enterprise.

- To promote civic responsibility expressed as public involvement, individual responsibility, personal integrity and commitment to service.

- To ensure accountability and proper assessment at all levels in the institute.

Human Resources Policy

Introduction:

The Governing Body of Kommuri Pratap Reddy Institute of Technology formulates policy statements and communicates the same to the staff members through the head of the institution. The human resource policy is for the internal use and the information is authenticated at the time of its publication and till the revised Human Resource Policy is circulated.

The Terminology:

The term Human Resource Policy wherever mentioned in the book means and includes Human Resource Policy of KPRIT. The term institution/organization/college, wherever mentioned in the book means and includes the Kommuri Pratap Reddy Institute of Technology -KPRIT. The term "Staff member", wherever mentioned in the human resource policy means and includes teaching and non-teaching technical administration and ministerial staff.

The Human Resource Policy (HRP):

For a sustainable viable growth, the institutional effectiveness and employee satisfaction, it is imperative to have a sound set of human resource policies which are dynamic and accommodative in creating conducive working environment, where employees can work and benefit in conformance to the mission, vision, objectives and quality policies of the institution. The institution encourages its employees to think, express and share their views in facilitating decisions and operations through a collective contribution which is a noble approach in recognition of the staff member. The institution recognizes the fact that the culture, values, loyalty, motivation, involvement and development are the harbingers of glory for both the institution and the employees and feels the need to encourage the same.

HRP focuses on:

1. Capacity building of the staff through FDP's, workshops, industry interactions and professional associations.
2. Opportunity for career development.
3. Sharing personal and professional problems.
4. Team building and Team spirit in organization of institutional R and D programs.
5. Culture, values, loyalty, commitment, dedication Discipline and devotion.
6. Commitment to support the overall development of its human resources.

Privacy:

The institution experts that each and every employee should inbuilt discipline in maintaining confidentiality and not disclose information related to personnel compensation, R and D, consultancy, course material, lab and human resource policy, training and workshop materials developed, personal data and any other financial compensation matters. Employees who disclose secrets or confidential information will be subject to disciplinary action, which may lead even to dismal and prosecution.

1. **The Management and Governing Body:**

   Kommuri Pratap Reddy Institute of technology was established in the academic year 2008 with a view to excel in professional education. It is affiliated to the Jawaharlal Nehru Technology University, Hyderabad (JNTUH), Hyderabad, Telangana and is approved by All Indian Council for Technical Education (AICTE), New Delhi.

1.1. The Management:

 1.1.1. Society:

   Kommuri Pratap Reddy Educational Society was established in the year 2008 with a long-cherished ambition to promote and disseminate knowledge and serve the cause of education, In general and technical Professional education, in particular. With this aim in mind, this society launched the Kommuri Pratap Reddy Institute of Technology (KPRIT) in 2008.

 1.1.2. The Chairman:

   Sri K Pratap Reddy garu is a Member of Legislative Assembly and an Educationist & Philanthropist. His vision for the development of the society has been never ending. From his view of developing the society, Mr. Pratap Reddy always believed that good Education and discipline are the pillars for a cultured society. His interest in creating an Institution of Excellence on par with International standards based on strong principles, unfolded the creation of "Kommuri Pratap Reddy Institute of Technology".

 1.1.3. Vice Chairman

   Mr. K Prashanth Reddy a former "Senior Staff Design Engineer" U.S.A for more than 7 years with SanDisk Corporation and holds patents for USB flash drive design integrals. He pursued his M.S from California state University, U.S.A, and B.E from Muffakham Jah college of Engineering and Technology, Hyderabad. He has been a crucial reason for bringing International experience to provide quality education back home.

1.1.4. Secretary:

Mr Rakesh holds Graduation in Civil Engineering and a Post Graduate in Construction Management from United States of America. His bright and dynamic nature and knowledge about the engineering education prospects and need for quality education for all has brought his interest into the field. He brings with him all his experiences of world class infrastructure and instructional facilities acquired in US to develop and provide the facilities on par with best institutes in the world.

1.2. Governing Body- Powers and functions:

The governing body of KPRIT is constituted as per JNTUH and AICTE Guidelines. Its powers and functions are as follows

- Create and fill various positions as per requirements of the Head of the Institution, following the prescribed qualification, experience and pay scales of the affiliating university.
- Approval of budget proposals for Infrastructure and Academic Development.
- Approval of action Plans of the Institution regarding introduction of new courses and increase of intake in existing courses.
- Originate, Prepare, provide and revise the functioning of various committees in administering the institution.
- Approve short and long-term plans of institution in improving the quality of Teaching and Learning Process.
- Ratification of appointments made by the institution through selection boards appointed from time to time.
- Review, Monitor and take necessary actions in execution of plans and schemes.
- Provide, help and issue necessary guidelines to the head of the institution for administration.
- The financial powers delegated to principal is 1 Lakh and HOD's is Rs 5000/-

1.3. Objective:

- To become a high-quality premier institution among JNTUH engineering Colleges.
- To pursue knowledge for the sake of own, staff members, student's development.
- To disseminate knowledge and skill to students.
- To create technocrats with enriched knowledge, creativity and self-development.
- Ignite in both staff members and students a lifelong love of learning.

- Celebrate and learn from our diversity.
- To develop the students to make outstanding contributions in Institution and University.
- To show outstanding performance in academic excellence in Institution and University.
- To make the students confident and competent to be successful in their career.
- To expose students to lifelong learning skills.
- To make students communicate coherently, rationally and convincingly.
- To be accredited by NBA and NAAC and achieve deemed university status.
- To provide conductive learning environment in an intellectual atmosphere to all stake holders.
- To ensure students participation in co-curricular and extracurricular activities.
- To achieve better employability and placement potential among eligible students.
- To provide Quality Professional Education.
- To formulate and design programmes to provide quality education.
- To develop social, ethical and environmental consciousness among community.
- To take up R&D and consultancy in association with JNTUH, AICTE, MHRD and Industries.

2. Human Resource Management

2.1. Working Days and Working Hours:

The Institution works for six days in a week (i.e., Monday to Saturday) except every second Saturday. The working hours are from 9:30 AM to 4:10 PM with a lunch break of 40 minutes. The working hours may vary marginally depending on exigencies. For some positions the job demands extra time and the employees must be loyal enough to discharge their duties and responsibilities and will be compensated at the discretion of head of the Institution which may vary from time to time and employee grade.

2.2. Public Holidays:

The Institution will remain closed on second Saturdays, Sundays and public holidays adopted by the JNTUH (affiliating university) which is normally as per the list of holidays declared by Govt. of Telangana.

2.3. Job Responsibility:

The responsibility of various faculty positions is designed in line with JNTUH and AICTE guidelines and in line with the Vision and Mission of the Institution.

Academic:

- Class room teaching with modern aids.
- Lab Instruction and demonstration with master readings.
- Development of laboratory, curriculum and resource material by using modern assessment.
- Student evaluation and assessment.
- Participation in curricular and co-curricular activities.
- Student guidance, counselling, personality and overall character development.
- To prepare, provide, generate and disseminate knowledge in the interest of students.
- Career development through QIP, Professional Association, Knowledge and skills.

2.4. R&D and Consultancy:

- R&D Activities through projects and research guidance.
- Potential search for opportunities to provide consultancy services.
- Promotion of Institute-Industry interaction.
- The consultancy fund amount will be share in terms of 60% to the Institute and 40% to the faculty.

2.5. Administration:

- Planning, designing and development of new programmes and promotional activities.
- Mobilizing resource for the institution.
- Administration both at departmental and institutional levels.
- Development, administration and management of institutional facilities.
- Monitoring and evaluation of academic and research activities.
- Participation in policy planning for development of technical education.
- Design, develop, update and maintain MIS implementation.
- Maintain accountability.
- Conduct performance appraisal.

2.6. Extension:

- Guiding the students in overall character development.
- Extension services by interacting with society/ community through NSS and JNTUH.
- Providing technical support in areas of social relevance.
- Providing non-formal education for the benefit of the community.
- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge.

2.7. Salary and Disbursement:

Based on the qualification and experience of the staff member, the compensation will be fixed under the guidelines of JNTUH, AICTE and GOTS. As a policy of the institution, the salaries of all the staff members will directly be credited to their respective SB account. In the process of disbursement, if any statutory deduction is made, it will be remitted into the respective bank accounts of the Government departments concerned. Availing advance salary on the basis of occasional requirement and emergency situation.

2.8. Teaching Learning Process:

All the faculty members have to plan their academic teaching schedules well in advance before commencement of the semester/year. The following are some of the contents of learning modules irrespective of the subjects.

- Course File.
- Lesson Plan.
- Additional Topics and Assignments.
- Provision for Mid Tests and Distribution of Scripts.

- Delivery sheets and Tutorial sheets.

- PPT's and Video Lectures.

- Lesson and Course Material.

- Web Downloads.

- Case studies.

- Self-Learning Materials.

- E-Learning Material through Digital Library

- Guest/Expert Lectures

- Industrial visits and Tours relevant to their respective specialization

- State of art technology through journals, articles and magazines.

2.9. Feedback Evaluation:

Twice in every semester, the students evaluate the teachers handling their respective subjects covering various aspects of student-teacher interaction through a computerized structured format.

The computer on-line-evaluation pertains to

- Teaching process dimensions viz: punctuality and regularity of the teachers, teacher's control and conduct of the class. Understandability of lectures, discussion of class tests, tutorial & assignments and syllabus coverage.

- Assessment of college environment, facilities and management responsiveness measured on the following dimensions: College Environment, Cleanliness/Sanitation, Library Facilities, Canteen water supply, Games/Sports, Transport, HOD's attitude towards problem resolution, Principal's response to grievance, support of management in general.

- Absolute privacy and confidentiality are maintained so as to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counselled, advised and trained to improve through an advisory committee consisting of Professors and Head concerned. The institutional administration will take necessary steps to encourage and reward teachers with excellent performance through appreciation letters, additional increments or promotion.

3. Service Conditions:

These rules are called KPRIT- Employees Service and conduct rules.

3.1. Cadres of staff:

The staff comprises the following categories.

1. Teaching Staff:

Sr. No.	Designation
1	Principal
2	Head of the Departments
3	Professors
4	Associate Professors
5	Assistant Professors
6	Librarian
7	Physical Director

2. Supporting Staff (Technical):

Sr. No.	Designation
1	System Administrators
2	Lab Assistants
3	Drivers

3. Supporting Staff (Non-Technical):

Sr. No.	Designation
1	Accounts
2	Administrative officer
3	Senior Assistant
4	Junior Assistant
5	Attenders
6	Ayahs
7	Gardeners

List of faculty members who are administrators/decision makers for various assigned jobs

Principal	1. Design and defines the organization 's structure 2. Defines and delegates the responsibilities of various position in the organization 3. Ensures periodic monitoring & evaluation of various processes. 4. Look after the overall development of the institute. 5. Mobilizes external resources to strengthen the institute. 6. Prepares annual budget. 7. Conduct periodic meeting of various bodies. 8. Manages accounts and finance. 9. Manages employee recruitment process
Head of the Department	1. Plans, executes and monitors academics and support activities of the department 2. Proposes department budget 3. Maintains records of departmental activities and achievements. 4. Picks and promotes the strength of the faculty /staff. 5. Picks and promotes the strength of the students.
R&D Coordinator	1. Promoting research activities within the Institute. 2. Helping the faculty to be aware about opportunities for funded research. 3. Oversees conference registration and travel funding requirements of the Staff and Students. 4. Facilitates the departments to conduct Conferences, symposiums and workshops
Exam Branch Coordinator	1. Schedule of internal theory, Lab and external Lab examinations. 2. Conduct of internal and external examinations (theory & practical)
Maintenance Coordinator	1. Maintain updated building plans. 2. Overall building maintenance and campus. 3. Coordinates maintenance and housekeeping.

Alumni Coordinator	1. Facilitates formation and registration of alumni association. 2. Arranges periodic meeting of alumni association. 3. Ensures alumni registration. 4. Arranges annual alumni meet over dinner. 5. Proposes alumni association's annual budget.
Internet and Website Coordinator	1. Maintenance and upkeep of all computer systems and campus network. 2. Maintenance and updating College website. 3. Arranging maintenance of all software used in central computing.
AO	1. Maintain attendance registers 2. Maintain Faculty personal files 3. Recruitment process 4. Maintain minutes of meeting 5. New proposals
Training and Placement Officer	1. Liaison with industry 2. Identifiers and provides for training needs of students 3. Arranges campus interviews 4. Proposes annual T & P budgets 5. Prepares databases of some top international /national companies consisting of their addresses, details of operation their expectations, their HR teams etc. for which services of some students could be utilized 6. Assists students develop and implement successful job search strategies. 7. Works with faculty member /department heads and administration to integer career planning and academic curriculum as well as coordinate project work /summer training program/internship programs 8. Prepares audio video presentation or a colorful hand out on the Institute to be presented to potential employers 9. Compiles and maintain a data bank on student profiles and

	video resumes along with their photographs
	10. Prepares a placement brochure having all student profiles
	11. Undertakes a rigorous placement campaign
	12. Assists employers achieve their hiring goals
	13. Empowers students with life –long career decision – making skills
	14. Provides resources and activities to facilitates the carrier planning
	15. Act as a link between students alumni and employment community.
	16. Up gradation of student skills sets regarding future career options expectations of the industry
	17. Generation of awareness in the students regarding future career options available to them
	18. Assisting different companies in the recruiting candidates as per their recruitment
	19. Keeps track of all advertisements related to placements appropriate to the profiles of aspirants
	20. Communicates the resume of the suitable candidates to the potential employers
	21. Provides right placement to the right candidates so that our student excel in their future life.
	22. Organizes placement training for the students and make them ready for interview and group discussion.
	23. Shall be alive wire connecting the students and industrial houses.
	24. Arrange to find the suitable summer assignments to students and also help, guide and counsel them in securing permanent placement by bringing them to contact with prospective employers.
Library Coordinator	1. Plan and execute modus operandi of routine activity of the library

	2. Plan and proposes expansion /development
	3. Maintain library discipline and culture
	4. With the help of librarian, prepare annual budget for library
	5. Coordinate with HODs to arrange for printing of lab manuals record books assignments and ensure that these are available at least one week before the commencement of the semester.
Transport Coordinator	1. Maintains buses meant for faculty and students
	2. Provides bus schedules and takes all the necessary logistics of transport.
Physical Director	1. Ensure smooth conduct of sports
	2. Ensure proper use of sports facilities
	3. Purchasing of sport items
	4. Encourages students to participate in zonal tournaments
	5. Creation and upkeep of sports facilities
	6. Proposing annual budget for sports
	7. Oversees security

3.2. Qualifications and Experience:

The qualifications and experience required for the candidates to fill various posts shall be as per the norms prescribed by the AICTE/Affiliating University/State Government.

3.3. Pay, Allowances, Increments:

- Scales of pay, allowances and other financial benefits for various categories of staff shall be decided by the governing body, keeping in view the scales suggested by AICTE/Affiliating University/Government.

- Annual increments shall be sanctioned by the principal on satisfactory/ performance of the employee based on the recommendations of Head of the department or In-charge of section. In the case of principal and vice principal, chairman/vice chairman/secretary is the sanctioning authority.

- The management shall have the authority to withhold and increment for a certain period but not exceeding one year as a disciplinary measure on sufficient and valid

reasons, and after the employee has been given a fair opportunity to defend himself/herself.

3.4. Recruitment and selection:

- The recruitment and selection of faculty members is need based. HOD projects the requirement based on the workload.

- The rules prescribed for selection of employees from time to time by AICTE/University/Government of Telangana State shall be followed.

- Staff selection committee shall be considered.

- A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by the governing body.

- The management/ Governing body may in special circumstances appoint persons by invitation/deputation/contract basis.

- The candidates for Assistant professor and Associate professor are required to give a demo lecture and take an interview by the selection committee followed by one- one interview by the principal/ vice-chairman.

- Candidates for non-teaching posts shall be selected based on practical test conducted by departmental selection committee and if need be, a final round of one-one interview by the principal.

- Vacancies for various positions may be filled through internal promotions of eligible candidates based on the length of service and good performance in the college.

3.5. Appointing Authority:

All the appointments are made by principal with the approval of the management based on the recommendations of various committees appointed from time to time.

3.6. Reporting Authority:

On receiving the offer letter from the institution, the staff member has to give in principle his/her consent to join the institution on or before the last date notified for reporting. At the time of reporting for duty, the staff member has to submit and undertaking that he/she would abide by its conduct rules. He/ She should also submit the copies of original certificates along with two photographs in proof of age, qualification, experience and last pay drawn.

3.7. Probation:

- All appointees in the institution will initially be on probation for the two years of their service and on completion of the probation period will be deemed to be regular unless expressly notified otherwise.

- No application of the employee seeking employment elsewhere shall be forwarded during probation period**.**

- The rules governing probation shall not apply to appointments made on temporary/contract basis/contingent basis.

- The service of any candidate appointed on temporary/ contract basis, can be terminated at any time without any notice and without assigning any reason thereof.

3.8. Resignation, Relief

- All the employees of the institution who are desirous of resigning voluntarily should give proper notice. This appointment can be terminated at any time by giving one month notice from institute side, and three months notice from your side. However, under any circumstances, you will not be relived during the semester / instructional period.

- In case applications are submitted through the institution seeking outside employment/pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic program in the college.

3.9. Termination:

The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason in such cases as under-performance, misconduct etc.

4. Motivational Incentives:

4.1. Employees provident fund (EPF):

The eligible members of the staff are enrolled under EPF scheme and the contribution as fixed by the GOI is dedicated from their salary. This amount together with the management contribution will be deposited in the bank account of the Government department within the stipulated time.

4.2. Incentives and Awards:

- Awards are instituted for the faculty as well as supporting staff members. In case of faculty members, variables considered are academic performance measured by student feedback, student pass percentage, student grades/marks obtained by the student, number of top ranks at university level secured by the students in their respective subjects and Research activities. These awards are in the form of either appreciation letter, commending letters, promotions, increments.

- There is an institutional incentive for bright and meritorious students by way of fee waivers, merit scholarships, attendance awards, year and programme wise institution rankers and university rankers in any subject and/ or year.

- Awards ceremony is celebrated to encourage the staff of KPRIT.

- Reimbursement of expenses towards travel by train/air and accommodation per day for attending various programs.

- Faculty Skill Certification and Patent fees fully borne by the Institution.

- Proportional monetary compensation for faculty engaged in research project and consultancy works based on the contractual value.

- Awards and incentives for publications in reputed journals and books.

- Candidates from reputed institutions like IIT, NIT and University Rank holders and Valid Gate Score holders are given extra remuneration.

R&D Incentives:

- Reward the best and the second-best technical papers from each of the departments respectively.

- On Duty leaves will be sanctioned with full pay to the teaching staff for attending FDP/Workshops/Conferences/Symposiums.

- Sanction TA and DA for out station conferences and symposiums, in deserved cases.

- Provide incentive to authors who published standard text books.

- Faculty members have to register for professional societies like ISTE, IETE, IEEE, CSI etc. by paying registration fee. However Institutional fee will be paid by the Institute for starting local chapters.

4.3. In-house R&D

The College encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.

- Budget for R&D is sanctioned to each department in a year, towards in-house R&D activities.

- Staff members can submit their proposals through the Head of the Department and can avail the amount per project, towards developing a prototype or model.

- However, if department wants go ahead with a R&D activity with extra budget required can take approval from college provided availability of surplus funds.

- For in-house R&D the departments are getting funds for their department projects from Industry or any other educational organizations required college permission.

4.4. Consulting, R&D

- The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.

- The teacher shall undertake such assignments
    a. When the College is approached for such help and the College assigns such engagement to the particular teacher or
    b. When the teacher himself/herself is approached by the outside agency for such help.

- In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.

- The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.

- The teacher shall also associate other members of the faculty in working on the assignments.

- The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:

a. Where it is a project or R&D and Consultancy type assignment, involving the infrastructure facilities and work time, it shall be 60:40.

b. Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/Chairman.

c. The Project Co-ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

4.5. Seminars/Workshops/FDP

- The College encourages faculties to organize AICTE/ISTE funded Seminars and Workshops for the benefits of fellow teachers and students. The Management provides additional funds for any programs.

- Funded FDPs are organized in campus.

- MoU with foreign Universities for joint projects and staff exchange programs.

- Every discipline has senior persons from industries & research organizations as full-time advisors.

- Expert lectures on emerging technologies are organized regularly.

- Joint collaboration with leading industries for projects and faculty training.

- QIP and Sponsorship for higher studies including doctoral research.

5. Leave Rules and Policies:

Leave is a provision to be absent from work for genuine reasons. This can be planned or unplanned due to personal emergencies. In both cases, the leave has to be sanctioned by the competent authorities. Leave cannot be claimed as a matter of right. The types of leave in KPRIT are categorized as casual leave (CL), compensatory casual leave (CCL), short leave (SL), official duty (OD) and vacation. These are governed by a set of rules and norms as laid down by the Management of KPRIT.

5.1. General

The leave rule is based on the cardinal principle that in the absence of a person, the work assigned to him/ her should go unhindered. In the case of teaching staff "no class as per time table should go unattended", where as in the case of non-teaching staff the assigned work has been attended to by a competent staff. Meeting this requirement is the sole and primary responsibility of the person who will be absent from work.

5.2. Casual Leave (CL) – Planned:

Every staff member is eligible for a total of 12 casual leaves for the academic year (July 1 to June 30). Beginning of every month one casual leave will be credited to one's account and unavailed leave can be accumulated to employee's credit. When a staff member joins KPRIT, the leave account starts from the subsequent months.

Leave available to ones' credit can only be taken. CL expires on June 30. Planned leave has to get prior approval before you proceed on leave.

5.3. Procedure for CL application:

- Use printed CL form and fill in all details including the alternate class / work arrangements.
- Enter the relevant details in alternate class / work register available in the department.
- Get the leave recommended by HOD.
- After the approval from the HOD it should be get sanctioned by the principal.
- An update of the leave in the register is done by the Administration Department.

5.4. Casual Leave (CL) – Unplanned

For unplanned leave, one has to make alternate arrangements similar to casual leave. The formalities of leave application is to be completed when he / she joins duty again. This leave will be reduced from casual leave and if there is no leave to ones' credit it will be treated as LOP.

5.5. Compensatory Casual Leave (CCL)

Compensatory leave is given to employees in the following context:

- Employees have worked on any holidays or worked when College has been officially closed.

- CCL will be added to employee's casual leave account and can be used in future. CCL expires on June 30.

- Follow the same procedure as CL, except class adjustments.

5.6. Late Arrival/ Early Permission (LA/ EP)

Employees can avail two short leaves of duration of two hours per month. This can be either arrive late or leave early. This cannot be carried forward and expires at every month. There should not be any pending work assigned to you or there is no Class/Lab work. Follow the same procedure as CL.

5.7. Official Duty (OD)

In case an employee proceeds on official duty duly approved (before or after the completion of duty) the period is marked as OD in the attendance register and in the leave application form. Follow the same procedure as CL, including class adjustments. Sabbatical Leave is provided for DRC Committee meetings during their PhD work.

5.8. Vacation

The rules of vacation are as follows:

- 30 days of vacation will be given to the faculty in rotation basis who completed the one year of service including holidays and Sundays.

- Vacation cannot be accumulated, nor it can be claimed as terminal leave at the time of resignation.

- Approval of HOD should be taken prior to proceeding on vacation.

5.9. JNTU Holidays

College will be closed based on JNTU declared holidays or based on bundhs etc. However, the lost days will be compensated by working on Saturdays and Sundays, if required.

5.10. Loss of Pay (LOP):

- No Leave to one's credit.

- No leave can be combined with weekend, holidays or OD unless it is sanctioned at

least a week before. If many applications are received, HOD will decide whether leave can be recommended based on the condition that no class will go unattended due to faculty being on leave.

5.11. Emergency Leave

- In case of emergency the faculty will inform HOD by telephone after arranging the classes. This can be reviewed by the sanctioning authority on a case-by-case basis based on the situation with compassion. If the leave is not approved, the entire period of absence will be treated as leave.

- If the class is not taken by the faculty to whom it is assigned to, and then LOP will be marked to both the faculty members. This is applicable to Exam duty as well.

5.12. Maternity Leave

- All Women Employees in the Institution are eligible for maximum of 90 days maternity leave as onetime benefit. It can be extended for another 90 days on LOP basis.

- Prior to proceeding on maternity leave she should apply for the maternity leave in the prescribed leave form along with leave request letter to the concerned authorities and get the sanctioned well in advance i.e: 3 months along with medical certificate.

5.13. Paid Leave for Marriage:

- An Employee is eligible for one-time paid Marriage Leave of Ten working days only, after the successful completion of One-year satisfactory Service without any note, memo or charge sheet at Institution.

- Employee should apply leave in advance along with wedding card and it should be sanctioned by the concerned Authority.

- Employee is not eligible for any kind of other leaves during that particular month.

5.14. Medical Leave:

Every staff member is eligible for a total of 06 Medical leaves for the academic year (July 1 to June 30).

6. Code of Conduct and Discipline:

All the employees of the institution in general shall abide by the following rules unless and otherwise expressly circulated to this effect.

6.1. DO's:

- Maintain absolute integrity and devotion to duty.
- Attend the college regularly and punctually.
- Engage classes, both theory and practical; punctually and effectively.
- Correct the assignments and lab records systematically.
- Be meritorious in submitting the question papers and marks of the internal tests.
- Conduct guest/expert lectures with academic/ industry professionals.
- Valuation of internal and external examinations.
- Attend internal and external invigilation and observer duties.
- Attend guest lectures, FDP's, Workshops, Seminars, Industrial visits and Tours.
- Downloading e-material from digital library, authorized online journals and legitimate sties.
- Preparing soft/hard copy of course files, delivery sheets and web materials.
- Monitoring and counselling of student academic performance and mentoring.
- Be honest, impartial in dealings and courteous with others.
- Abide by the rules and regulations of the institution.
- Promote decency, decorum, dignity and discipline among staff and students.
- Institute devices and mechanisms to improve academic standards.
- Acquire and develop professional/interpersonal competence to enhance skills of students.
- Building team work, team efficiency and reinforcement of skills/knowledge in students.
- Administrative compliance.
- Authoring/Co-authoring of text books with other college professionals.
- Publication of papers in seminars/conferences/conventions/journals/magazines.
- Chairing sessions and delivering keynote address in any FDP/WS/Seminar/Conference.
- Professional, rational and intellectual behaviour like academician.

6.2. Don'ts:

- Gross negligence of duties and responsibilities.
- Propagation of religious, communal, anti-social, terrorist activities in the campus.
- Discriminate by caste, creed, religion, language, domicile, social and cultural background.
- Encouraging any form of 'malpractice/unfair practices' in connection with exams.
- Leaving the campus without proper prior permission of the Head of the Institution.
- Absconding from the institution.
- Undertake private assignments weather remunerative or not.
- Enter into any monetary transactions with any stake holder of the institution.
- Cause damage to institution or stakeholders property in any form.
- Encourage or involve in immoral practices with stake holders.
- Organize, attend, involve in any duty outside the college without proper approval.
- Passing comments on religious, regional, personal, racial and cultural sentiments.
- Taking membership of a political party or taking part in politics.
- Any act which is determinant to the interest of the institution.

6.3. Disciplinary action:

- All employees are liable for disciplinary action for disobedience, misconduct and dereliction/ negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.
- Complaints of misconduct by a staff member are investigate by a disciplinary committee constituted for the purpose by the principal.
- The principal is empowered to suspend any employee if it is in the interest of the college and report his action to the management, and the university as the case may be.
- As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction/negligence of duties.
  1. Censure
  2. Withholding increments/ promotions.

3. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
4. Suspension.
5. Removal from service.

6.4. Grievance cell:

Grievances are considered at department level by HOD concern and at institution level by the principal to looking into the grievance of the staff members and redress them.

7. **Administrative Procedures:**

Personal Records:

The basic information of staff will be collected and maintained by administrative officer in separate personal files. Some of the documents will be in personal file may include: Resume with a covering letter along with two photographs applying for position in the institution; call letter if any; appointment letter'; all original certificates along with two photocopies in proof age, qualification, experience and last pay drawn; feedback appraisal, incentives, promotions and increments given; and any appreciation, commending letters issued by the head of the institution.

7.1. **Custody and maintenance of Attendance Registers:**

Attendance Record is maintained in a manner that it remains authenticated and unquestionable. Every staff member has to give attendance two times in a day (i.e.) First time 9:15 AM on arrival and second time at 4:15 PM on departure. The custody of attendance register will be with the head of the institution. Any deviations call for permission of head of the institution. Primarily, the attendance registers will be with the Heads of the departments up-to 9:30 AM every day and then they will be submitted to the head of the institution and the same will be drawn again by HOD's at 4:15 PM to make it convenient for the employees again.

7.2. **Punctuality:**

The institution is very serious in co-forcing punctuality through its Head of the Departments who scrutinize the attendance registers. Surprise checks are also made by the Head of the institution. A special limited provision is made available to all the staff members of all the departments to avail themselves of early going and late coming permissions, which will be granted at the discretion of Head of the Institution.

7.3. **Feedback and suggestion scheme:**

The institute encourages both open and close participation and involvement of all the employees, students and parents, academicians, industrialists, professional experts, alumni, employers of alumni and stake holders in finding innovative ideas in the process of achieving its purpose, vision, mission, objectives, goals and quality policy. Any employee or student can voluntarily give his/her suggestions orally or in writing in closed envelope without mentioning his identity and put the same in suggestion box available in administrative office.

8. Facilities and Amenities:

KPRIT is well equipped with all the amenities and facilities which are made available for the development of the faculty.

8.1. Chapters and professional Associations:

All the departments of the institutions, through the active participation of faculty and student associations need to initiate, establish organize various academic and professional activities such as technical quiz, technical symposiums, workshops, guest lectures, technical fairs, seminars under its roof.

8.2. Library:

Institution has an **e**xcellent library facility with a treasure of knowledge related to various disciplines in addition to its subscription to national and international, physical and online journal accessibility to encourage and create research atmosphere. The institution has an excellent digital library with a separate server, space, internet, UPS and LAN connection.

8.3. Transport:

Driven by a team of trained drivers a large fleet of busses ply from all places catering to the needs of students and staff members for a comfortable and hassle-free transport. Free transport through the college bus for Teaching and non-teaching staff.

8.4. Medical care:

The Medical centre is established within the college. The institution is very near to city closely surrounded by private hospitals and health clinics. Despite this, is in the interest of staff members, the institution has tie up with a hospital. A doctor from visits daily with primary health equipment to attend on emergencies and causalities and to provide general medicine made available free of cost to all the staff members students.

8.5. Canteen:

The canteen is located in a spacious, well-planned building to cater the needs of staff and is well equipped with modern cooking facilities. Separate dining facility for faculty.

8.6. Sports:

The physical director provides sports facilities to the staff members of the institution. The staff actively participate in chess, carroms, table tennis, Basket Balls, volley Ball, Tennis, Throw Ball and Cricket whenever they are free in post lunch session. Apart from this, competitions are conducted for the staff. The winners and runner- ups are awarded prizes.

8.7. Computing facilities:

The institution provides a good number of computing facilities both for students and faculty members with a good freedom to down load all academic development material with a restricted access to certain sites under the constitutional sanctions.

----END----