

# HUMAN RESOURCES POLICY HANDBOOK

(from the A.Y. 2016-17 onwards)



Learning is Supreme Deity

## PRAGATI ENGINEERING COLLEGE (Autonomous)

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK, Kakinada,  
Accredited by NAAC with 'A' Grade)

(Recognized by UGC under Sections 2(f) & 12 (B) of UGC Act, 1956)

1-378, ADB Road, Surampalem – 533 437, Near Peddapuram, E.G.Dist., A.P.

Ph: (08852) – 252233, 252234, 252235 Fax: (08852) – 252232

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## **VISION**

To emerge as a premier Institution for technical education in the country through academic excellence and to be recognized as a centre for excellence in research & development, catering to the needs of our country.

## **MISSION**

To realize a strong institution by consistently maintaining state-of-art infrastructure and building a cohesive, world class team and provide need-based technical education, research and development through enhanced industry interaction.

## HUMAN RESOURCE PLANNING

- 1.1.1 The Chairman/ Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
- 1.1.2 He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- 1.1.3 The teacher : student ratio shall be **1:20** and for this purpose the Professors shall also be included in counting the number of teachers.
- 1.1.4 The minimum contact hours during the week for each category shall be maintained as follows:
- |                      |    |
|----------------------|----|
| Principal            | 4  |
| Professors           | 8  |
| Associate Professors | 12 |
| Assistant Professors | 16 |
- 1.1.5 He will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts.

# RECRUITMENT

- 1.2.1 The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- 1.2.2 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:
  - 1.2.2.1.1 Advertisement in the Newspapers
  - 1.2.2.1.2 Files maintained for storing the unsolicited applications
- 1.2.3 The committee deems it fit, may also conduct Walk-in-Interviews for augmenting the required candidates.
- 1.2.4 The committee shall short list the candidates in the following processes:
  - 1.2.4.1.1 Personal Interviews
  - 1.2.4.1.2 Aptitude tests, including class room demonstration
- 1.2.5 The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman who in turn Interview the candidates and decide on the appointment.
- 1.2.6 An Offer of appointment shall be released by the Chairman in the Form 1 appended to this manual.
- 1.2.7 BE / BTECH Distinction or 1<sup>st</sup> Class Graduate & ME / MTECH 1<sup>st</sup> Class Graduate is eligible for appointment as **Assistant Professor** in Engineering Departments. MSc/MA with additional MPhil Qualification, 1<sup>st</sup> Class Graduates are eligible for appointment as Assistant Professor in Science/Humanities Dept.
- 1.2.8 Ph.D with 1<sup>st</sup> Class in BE/BTECH or ME/MTECH with three years teaching/industry/research experience or ME/MTECH from Industry/Profession with minimum five years of research experience is eligible for appointment as **Associate Professor**.
- 1.2.9 Ph.D with 1<sup>st</sup> Class in BE/BTECH or ME/MTECH with ten years teaching/ industry/ research experience or ME/MTECH from Industry/Profession with minimum ten years of research experience is eligible for appointment as **Professor**.

## ORIENTATION

- 1.3 Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.
- 1.4 The Principal shall take him/her to the department of his/her work and introduced to the Head of the Department.
- 1.5 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.
- 1.6 He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- 1.7 The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- 1.8 The HOD will introduce the new faculty member in the class he/she is going to handle in every section of his assignment.

## POSITIONS AND PAY SCALES

- 2.1.1 The College will have the following positions of hierarchy in the teaching departments:
- Principal
  - Special positions, including Deans and Directors
  - Professors
  - Associate Professors and
  - Assistant Professors
- 2.1.2 In addition, each department shall have supporting staff like Lab Assistants, Department Clerk and Department Attendant.
- 2.1.3 The College Office will have the following positions of hierarchy in the administrative department.
- Administrative Officer
  - Accountant, Secretary to Principal/Chairman, Clerical Assistants
  - Office Assistants.
- 2.2 The Scales of pay for various teaching positions will be as follows:
- Principal and Special Positions....  
*Pay as per AICTE norms, commensurate with the qualifications and experience*
  - Professor Rs. 37,400-67000+AGP 10000
  - Associate Professor Rs. 37,400-67000+AGP 9000
  - Senior Assistant Professor Rs. 15,600 – 39,100+AGP 7000
  - Assistant Professor Rs. 15,600 – 39,100+AGP 7000

Additional Qualifications and Previous Experiences carry the following monetary benefits:

- Ph.D (Engg) Rs 5,000
- Ph.D (Science/Humanities) Rs 3000

2.1.4 Scales of Pay for non teaching positions shall be as follows:

a) Accountant	Rs.18030-43630
b) Superintendent	Rs .10900-31550
c) Senior Assistant	Rs. 7100-21250
d) Junior Assistant	Rs .6900-20680
e) Lab Technician	Rs. 6700- 20110
f) Nursing staff	Rs. 6700- 20110

## **DEARNESS ALLOWANCE**

2.2 In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties with the exception of those in consolidated pay category.

2.3 Management can also decide other allowances for Professor, Principal and Special posts.

## **YEARLY INCREMENTS**

2.4 Staff Members are eligible to the increments prescribed at the end of 12 months of service in the Institution. The Increments will be effected at the beginning of every academic year, i.e. in the month of July.

2.5 Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

# INCENTIVES AND REWARDS

2.3.1 Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.

Incentive to all faculties for publication of their research works in Journals:

- SCI Journals – Rs. 10,000/-
- Scopus Journals – Rs.5,000/-
- UGC approved Journals – Rs.1,500/-

Incentive to faculty for getting High Pass Percentage in the courses they taught:

- Above 95% pass percentage – Rs.1,000/-
- 100% pass percentage – Rs.2,000/-

Sponsorship to Professional Society Membership

- 50% Registration fee

Sponsoring Faculty to Faculty Development Programs:

- Registration fee
- 50% of TA

Sponsoring Faculty to NPTEL Online Certification Courses:

- 50% of registration fee for the faculty who have secured ELITE/Silver/ Gold/Topper.

Bonus to those faculties whose retention is more than 10 Years/ 15 Years

- 10 Years- 30,000/-
- 15 Years-50,000/-

2.3.2 All teaching and non-teaching staff members are provided with free transport facility.

## LEAVE RULES

### 3.1 Category of employees:

For the application of leave rules, the employees are divided into the following categories.

1. Teaching staff : Category A.
2. Non-Teaching staff : Category B

### 3.2 Kinds of leaves

Following are the kinds of leaves that may be granted to an employee, depending on his/her category.

#### Eligibility of Categories

1. Casual leave (CL) : All
2. Medical leave (ML) : A & B
3. Paid Maternity leave (ML) : A&B – Ladies Only
4. Extraordinary leave (EOL) : A & B
5. Holiday compensatory leave (HCL) : All
6. Special Casual leave (SCL) : Only teachers.
7. Academic Leave : Only teachers.

### 3.3 Leave sanctioning authorities

- For SCL, AL, ML and HCL : Principal
- For CL : Dean-Administration / HODs
- For all other leaves : Chairman of the management committee. Chairman sanctions all types of leave for the Principal.

### **3.4. General conditions governing the grant of leave.**

The following shall govern the grant of leave to an employee.

- 3.4.1. Leave of any kind cannot be claimed as a matter of right and may or may not be sanctioned as per discretion of the management. When the exigencies of service so require, the competent authority may, at its discretion, refuse leave or revoke the leave of any description already granted or recall an employee from leave, except when the leave is applied for or availed on medical grounds and a certificate to that effect is produced to express inability to join back for duty.
- 3.4.2. Ordinarily, leave should be applied in advance with alternate arrangements made for the class work and other duties.
- 3.4.3. Leave applied for shall not be availed unless it has been specifically sanctioned, except where it is applied on the strength of medical checkup or under unforeseen circumstances to be specified in the leave application. However, intimation has to be given in advance to Principal or Head concerned (even on medical grounds) for necessary arrangement.
- 3.4.4. Absence without leave, whether it is in continuation of sanctioned leave or otherwise, entails forfeiture of his right to the service, unless otherwise ordered by the competent authority.
- 3.4.5. Leave can be prefixed or suffixed to a holiday.
- 3.4.6. Leave ordinarily commences on the day succeeding the day on which employee is relieved and ends on the preceding day on which the he returns to his/her duty.
- 3.4.7. Every employee shall furnish leave address while proceeding on leave and shall keep the institution informed of any subsequent change in the address
- 3.4.8. An employee on leave cannot attend the duty before the expiry of the period of leave granted to him, unless so permitted or required by the competent authority.
- 3.4.9. During the leave period, an employee shall not engage himself / herself in any other employment either paid or unpaid or any private business.
- 3.4.10. Intervening holidays / rest days during the period of leave shall be treated as leave, except casual leave.

### **3.5 Entitlement of leaves:**

#### **3.5.1. Casual leave : (CL)**

- i. Employee shall be eligible for casual leave for a period of 15 days in a calendar year and casual leave will be available on pro-rate basis for the number of months served by an employee in a calendar year. Casual leave shall not be granted ordinarily for more than two days at a time.
- ii. Casual leave can be availed for half-day either in the forenoon session or in the afternoon session.

#### **3.5.2. Medical Leave (ML)**

- i. An employee of A & B Categories who has completed two years of service is eligible for 6 days of full pay leave per annum from the subsequent years on Medical grounds.
- ii. The employees who avails medical leave has to submit Sickness and Fitness Certificates from a registered medical practitioner.

#### **3.5.3. Holiday Compensatory Leave (HCL):**

Whenever an employee is detained for duty during institute holidays like those during Sankranti, Dussehra, and Sundays, he/she will be granted compensatory leave for the holidays and Sundays on which they have been specially put on duty. The employees who are detained for such duty will be informed in writing.

#### **3.5.4. Paid Maternity Leave (ML)**

- i. Maternity leave may be granted to a female employee belonging to A & B categories, for a period of not exceeding 3 month at a time during her confinement (both pre-natal and post-natal periods put together) and only for one occasion in the entire period of her service in the institute. The payment for the maternity leave during the absence of the employee will be full salary.
- ii. The maternity leave, however, can be clubbed with any other leave. The competent authority requires sufficient proof before granting such leave.

### **3.5.5. Extraordinary Leave (For Teaching Staff) : (EOL)**

- i. Extraordinary leave may be granted to an employee of the institution where no other leave is admissible to employee at the direction of the Management Committee for a period not exceeding one year at a time. Extension of such leave may be granted from time to time subject to the maximum of one year at a stretch.
- ii. Such extraordinary leave may be granted to an employee who has put in minimum service of at least 2 years.
- iii. No pay and allowances will be paid during the period of extraordinary leave, and the period spent on such leave shall not be counted for increment and also the service will not qualify for the purpose of any other benefits.
- iv. The Management may consider giving increments to the candidate if he/she is availing extraordinary leave without pay for further studies and if he/she earns the relevant degree for which he/she was granted extraordinary leave.

### **3.5.6. Special Casual Leave (For Teaching Staff) (SCL)**

- i. Special Casual Leave may be considered on selective basis to acquire latest techniques in teaching as well as in their subjects and also to attend invigilation, paper correction of JNTUK, other colleges or universities
- ii. In the event a faculty member invited to give special lectures by other institutions, the special casual leave is permissible. The limit on the special leave is 10days in a calendar year. However, longer leave may be given at the discretion of the Management.
- iii. The maternity leave, however, can be clubbed with earned leave or leave on medical grounds. The competent authority requires sufficient proof before granting such leave.

### **3.5.7. Leave rules for staff on contractual service.**

- i. The employees who are on contractual service are not entitled for any other benefits other than what has been stipulated in their contract.
- ii. However, as a gesture, they may be sanctioned special leave and 12 days of casual leave per annum on pro rata basis.

### **3.6 Study Leave:**

1. The teaching staff of the college can be granted leave for improvement of their qualification, in India or abroad.
2. The teacher will sign agreement with the college specifying the terms and conditions of leave as aforesaid, as determined by the Principal/ Chairman on case to case basis.
3. The Management, at its discretion will extend assistance towards higher education fees, as interest free loan or as 100% assistance.
4. Staff members availing facilities for full time study need to sign agreements with the Management to serve the Institution for five years, along with sureties. In case of breach of agreement, staff member has to repay the fees and salary availed along with bank interests.
5. Staff members availing facilities for part time study need to sign agreements with the management to serve the institution for three years, along with sureties. In case of breach of agreement, staff member has to repay the fees amount availed along with bank interest.
6. Higher educational programs need to be completed in the stipulated time of two or three years.

### **3.7 On duty assignments**

1. The College can permit any staff member to take special assignments with other Colleges or industrial units, for specific period of time or to attend seminars or training programs.
2. The period of absence due to such assignments shall be treated in the following manner:
  - a) Where the assignment is under arrangement between the College and the other unit, the staff will continue to receive the pay and perquisites from the college.
  - b) Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him/her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisite from the College. Under such circumstances, the Principal / Chairman shall decide the leave of absence, based on current responsibilities and requirements in the College.
  - c) When the staff is proceeding on a training programme duly sponsored by the College, the entire period will be treated as On duty and he/she will be eligible for the pay and perquisites as though he has been working in the College during such period.

## PROMOTION POLICY

All promotions shall be considered on the basis of merit- cum – seniority basis.

The Chairman/ Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.

The Committee shall consider promotion of teaching staff to the next higher position as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.

Under normal circumstances the senior most member of the staff shall be considered for **promotion to the next higher level position**, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:

- a) Assoc. Prof : 5 years for M.E or M.Tech /Ph.D Graduates
- b) Professor : 5 years of service at Assoc. Prof. Level/ industrial experience and Ph.D.

Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

All decisions on promotions shall be taken up from the month of July every year.

## RETIREMENT

### 5.1. Retirement from Service

- 5.1.1. Every employee shall retire from service on attaining the age of superannuation, which is 62 years in case of teaching staff and 60 years of age in case of others. AICTE guidelines on the retirement of faculty are considered.
- 5.1.2. The Management, in the interest of the organization, may extend the period of service of an employee by an extended period based on the mental and physical condition of that employee.
- 5.1.3. The employees in all categories of posts shall retire from service after attaining the age of superannuation w.e.f the afternoon of the last day of the month, on which their date of superannuation falls.
- 5.1.4. The following guidelines may be laid for seeking reemployment in the Institution after attaining the age of superannuation.
- a) Whenever a regular employee is going to superannuate, the date of superannuation may be informed to the employee three months in advance, after obtaining orders of the chairman.
  - b) If such an employee desires to serve the institution after superannuation, he/she may apply, in writing, to the Principal to continue him/her in the service.
  - c) On receipt of such an application, the concerned Head of the Department may be asked to offer his/her remarks on the mental and physical condition of the employee and whether there is a need to continue him/her in service, duly indicating the work load to be assigned to such an employee.

- d) The Principal may offer his remarks and make his specific recommendation on the necessity and desirability or otherwise of continuing such an employee and indicating terms and conditions of his/her re-appointment such as:
  - i) Tenure of re-appointment.
  - ii) Such employee is not entitled for any other leave except casual leave, unless, specially permitted by the Management.

## **5.2. Retirement Benefits**

- 5.4.1. The regular employees of the Institute are entitled for Employee Provident Fund Scheme under the provisions Act, 1952, and related pension scheme of 1995.

## DISCIPLINE AND GRIEVANCE PROCEDURE

### 6.1 Code of Conduct for Teachers

- 6.1.1 Teachers shall be at the appointed classroom at the appointed time without any exception.
- 6.1.2 Every teacher shall take attendance at the beginning of the teaching hour.
- 6.1.3 Every teacher shall close the hour punctually at the end of the hour.
- 6.1.4 A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be
- taking corrective action if it is within his/her power, or
  - reporting the matter to the HOD/ Principal
- 6.1.5 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- 6.1.6 Faculties and staff members shall not engage themselves in other activities/ businesses, which affects their effective contribution in the Department and the College.
- 6.1.7 Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents.
- 6.1.8 Teachers shall maintain a respectable work conduct in terms of:
- i. Preparation for the particular day's Classes, with latest information added to earlier course content.
  - ii. Keeping all teaching aid material required for conducting the class in an orderly manner.
  - iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
  - iv. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
  - v. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
  - vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

- 6.1.9 Teachers shall observe good personal conduct in terms of:
- Not using any abusive language towards students, fellow teachers, parents and other members of public.
  - Not entering into quarrels, fights or any act of disrespectful nature.
  - Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
  - Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution.
- 6.1.10 Faculties shall conform to the Ethical Standards of a teacher as described in Annexure-5.

## **DISCIPLINE**

- 6.2.1 Any teacher who is violating the code of conduct defined in Section 6.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman.
- 6.2.2 If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, any one can report in writing to the Principal.
- 6.2.3 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.
- 6.2.4 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.
- 6.2.5 He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- 6.2.6 On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

- 6.2.7 The course of action against indisciplined shall be as under:
- a. Memo and Censure.
  - b. Warning in writing, with recovery of money, where financial loss is involved in the act.
  - c. Suspension from work without remuneration.
  - d. Dismissal or discharge from service.
  - e. Any staff member receiving more than two memos or warnings will be given punishments mentioned in c or d.
- 6.2.8 Where the punishment proposed is in the categories c or d under Section 6.2.7, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- 6.2.9 The Principal shall report the proceedings periodically to the Chairman.

### **6.3 GRIEVANCES REDRESSAL PROCEDURE**

- 6.3.1 The Principal shall constitute a Grievance Redressal Committee to redress the Grievance of the teaching and non-teaching staff.
- 6.3.2 The Grievance Redressal Committee shall be composed of senior faculty as Convener / Co-ordinator & representatives from all departments as members.
- 6.3.3 The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- 6.3.4 The grievance redressal committee shall:
- have a Convener / Co-ordinator
  - meet as and when the need occurs.
- 6.3.5 Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- 6.3.6 The Convener / Co-ordinator of the Grievance Committee shall include such grievance as an item of the agenda in the next monthly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- 6.3.7 The grievances shall be redressed immediately by the committee and by the Chairman.
- 6.3.8 The Convener / Co-ordinator shall record and maintain the minutes the meetings.

## CONSULTANCY, R&D AND TEACHING ASSIGNMENTS

### 7.1 Consultancy, R&D

- 7.1.1 The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.
- 7.1.2 The teacher shall undertake such assignments
- When the College is approached for such help and the College assigns such engagement to the particular teacher or
  - When the teacher himself/herself is approached by the outside agency for such help.
- 7.1.3 In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman.
- 7.1.4 The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- 7.1.5 The teacher shall also associate other members of the faculty in working on the assignments
- 7.1.6 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 type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
  - b) In all other cases like consultancy assignments, it shall be 80:20 (20% to College).

- 7.1.7 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.
- 7.1.8 The Project Co-ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

## **7.2 Teaching assignments.**

- 7.2.1. The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:
- 7.2.2. A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- 7.2.3. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

# 8

## **INHOUSE R&D AND SEMINARS/WORKSHOPS**

### **8.1 In-house R&D**

- 8.1.1 The College encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.
- 8.1.2 Each Department will be sanctioned R&D amount depending on their budget proposal.

### **8.2 Seminars/Workshops**

- 8.2.1 The College encourages its faculties to organize DST, SERB, AICTE etc., funded Seminars and Workshops for the benefits of fellow teachers and students.

## Annexure 1



# PRAGATI ENGINEERING COLLEGE (Autonomous)

# 1-378, ADB Road, Surampalem, E.G.District, A.P. - 533 437  
(Approved by AICTE & Permanently Affiliated to JNTUK, Kakinada & Accredited by NAAC with 'A' Grade)  
(Recognised by UGC Under Sections 2 (f) and 12 (b) of UGC act, 1956)  
Ph : 08852 - 252233, 252234, 252235, Fax : 252232, Website : www.pragati.ac.in  
(Sponsored by Gayatri Educational Society)



D.No. 2-24-4/2, Ground Floor, Janmabhoomi Park Road, Srinagar, Kakinada - 3, Ph : 0884 - 2355900, Fax : 2363900

Date :

To

Dear Sir / Madam,

With reference to the minutes of the selection committee and subsequent discussions we had with you, we are pleased to appoint you as Professor/ Associate Professor / Assistant Professor in the Department of ..... of this College, under the following terms and conditions.

1. You are requested to produce the Xerox copies of all your certificates and submit joining report to the Principal within two months.
2. You will receive monthly salary in the AICTE pay scale of Basic Pay Rs. .... with dearness allowance & HRA.
3. You will be governed by the Service rules and regulations of Pragati Engineering College, sponsored by M/s. Gayatri Educational Society, Kakinada.
4. You will retire from the College service on your attaining the age of superannuation as per the service rules and regulations of the college.
5. Your services can be terminated by giving notice of 3 months. However, if you choose to leave the College during the course of the Academic year, you must give 3 months notice or salary in lieu thereof for 3 months.

Please sign and return the duplicate copy of this letter of appointment to us in token of your acceptance of the above terms and conditions herein contained.

Welcoming you to the College and wishing you a successful teaching Career.

CHAIRMAN  
PRAGATI ENGINEERING COLLEGE



# PRAGATI ENGINEERING COLLEGE

(Autonomous)

1-378, ADB Road, Surampalem – 533 437, Near Peddapuram, E.G.Dist, A.P.

## PROFILE OF TEACHER

### I. Personal Details

Name (in full as per SSC) :  
Exact Designation :  
Department :  
Date of Birth :  
Gender : Male / Female  
Father / Husband's Name : Mother's Name :  
Occupation of the Father/ Husband :  
Religion :  
Category : OC / BC-A B C D E / SC / ST Sub Caste :  
Marital Status : Married / Unmarried  
Address for Communication :  
Permanent : Present :  
Phone Nos. : Cell No :  
PAN No. : AADHAR No.:  
P.F.No. : Blood Group :  
Bank A/c No. : Bank Branch with IFSC Code :  
e-mail ID :

Pass port  
size photo

**II. Qualifications:**

Degree	School / College / University	Year of Passing	% of Marks	Specialization, if any
SSC				
Intermediate/ Diploma				
UG				
PG				
Others				

**III. Details of Previous Experience :****A. Teaching**

From	To	Designation	College	Subjects Taught

**B. Industry**

From	To	Designation	Name of the Industry	Remarks

**IV. A) No. of Conferences / Seminars attended : (Name with dates)****B) Publications :**

International Journals :

National Journals :

International Conferences :

National Conferences :

**V. Any Other Information :**

SIGNATURE

### **Annexure 3**

*Form of Show-cause notice*

Date:

To

#### **Show- Cause Notice / Memo.**

It has been reported against you that on..... at.....you have..... the original report of which is appended for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show-cause in writing within 48 hours of receipt hereof, failing which further action will be taken exparty.

Principal.

Enc: Copy of the original report.

## Annexure 4

Date:

To

Dear Prof./Mr.

We wish to bring it to your attention, that you will be attaining the age of superannuation on....and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the College till the end of this academic year and you will be retired from service on April 30, ....

The College places on record the services rendered by you for ...yrs and ...months, and we wish you a healthy long and pleasant retired life.

With best wishes,

Yours faithfully,

Principal.

Annexure 5



# PRAGATI ENGINEERING COLLEGE (Autonomous)



# 1-378, ADB Road, Surampalem, E.G.District, A.P. - 533 437  
(Approved by AICTE & Permanently Affiliated to JNTUK, Kakinada & Accredited by NAAC with 'A' Grade)  
(Recognised by UGC Under Sections 2 (f) and 12 (b) of UGC act, 1956)  
Ph : 08852 - 252233, 252234, 252235, Fax : 252232, Website : www.pragati.ac.in  
(Sponsored by Gayatri Educational Society)

D.No. 2-24-4/2, Ground Floor, Janmabhoomi Park Road, Srinagar, Kakinada - 3, Ph : 0884 - 2355900, Fax : 2363900

Date :

To

## APPOINTMENT ORDER

With reference to the minutes of the selection committee held on ....., we are pleased to appoint you as ..... in the department of ..... Office of this College, under the following terms and conditions:.

1. You are requested to produce the Xerox copies of all your certificates and submit joining report to the Principal within two months.
2. You will receive monthly salary in the State Government IX pay scale of Rs. .... with dearness allowance & HRA as per the norms of the college.
3. You will be governed by the Service rules and regulations of Pragati Engineering College, sponsored by M/s. Gayatri Educational Society, Kakinada.
4. You will retire from the College service on your attaining the age of superannuation as per the service rules and regulations of the college.
5. Your services can be terminated by giving notice of 3 months. However, if you choose to leave the College during the course of the Academic year, you must give 3 months notice or salary in lieu thereof for 3 months.

DIRECTOR

PRAGATI ENGINEERING COLLEGE

## Annexure 6



# PRAGATI ENGINEERING COLLEGE

(Autonomous)

1-378, ADB Road, Surampalem – 533 437, Near Peddapuram, E.G.Dist, A.P

### PROFILE OF NON TEACHING STAFF

Name (in full as per SSC) :

Exact Designation :

Department :

Date of Birth :

Date of Appointment :

Father's Name :

Religion :

Address for Communication :

Permanent :

Date of Joining :

Mother's Name :

Category :OC/BC-A B C D E/SC/ST

Sub Caste :

Present :

Phone Nos. :

e-mail ID :

Bank A/c No. :

PAN No. :

Aadhar No. :

Cell No. :

Blood Group :

Bank Branch & IFSC :

P.F. No. :

Pass port  
size photo

### Qualifications:

Degree	School / College / University	Year of Passing	% of Marks	Specialization, if any
SSC				
Intermediate				
UG				
PG				
Others				

**Details of Experience before joining:**

From	To	Designation	Place of Work	Nature of Work

SIGNATURE

## Annexure 7

### ETHICAL STANDARDS FOR TEACHERS

#### A Teacher

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
  - to respect parents, teachers and elders
  - to express the love of brotherhood to fellow students
  - to accept and extend due respect to every religion and social grouping
  - to love the Nation and commit their endeavours to Her progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise

#### A Teacher

- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill-feeling of any sort

#### A Teacher

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions

## A Teacher

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and whom to approach for further help
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the College or of fellow teachers, students or any other member of society

## A Teacher

- shall always accept the entity of fellow teachers, honour their sentiments and respect their value system

shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities