

# HR MANUAL - 2019



**VISHNU**  
UNIVERSAL LEARNING

## **BVRIT HYDERABAD** **COLLEGE OF ENGINEERING FOR WOMEN**

**Approved by A.I.C.T.E., New Delhi & Affiliated to J.N.T.U.H., Hyderabad**  
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## **SOCIETY**

**Sri Vishnu Educational Society** (SVES) is an educational trust run by visionaries' right from its inception in 1992. The Founder Late Dr. B V Raju was inspired by the concept of setting up quality educational institutions in tier 2 towns. He believed that education could transform lives and set up a women's engineering college in his native town of Bhimavaram, West Godavari Dt., Andhra Pradesh that significantly transformed the region, especially where it influenced women towards higher education. He was awarded the Padma Shri and Padma Bhushan awards for his distinguished services and contribution in the field of education and cement industry.

### **a. Chairman:**

The seeds sown by the Founder Chairman Dr. B V Raju, along with the zeal and inspiration by Sri K V Vishnu Raju, Chairman and grandson of the Founder, have instilled a sense of purpose and commitment to drive the cause of engaging learning for our students in the rural parts of Andhra Pradesh and Telangana.

He graduated in Chemical Engineering from Regional Engineering College, Thiruchurapally, obtained Master's Degree from the prestigious Michigan Technological University, USA and worked for two years in Du-Pont, one of the World's top ranking U.S. Chemical Industries. Sri K V Vishnu Raju is the motivating force in steering and expanding the horizons of the Foundation and Society towards excellence in all its academic and professional endeavours.

### **b. Institutions:**

With this lofty aim in mind, this society in collaboration with Dr. B V Raju Foundation launched the following educational Institutions, spreading across four campuses located in Andhra Pradesh and Telangana states.

**ORCHARD PARK CAMPUS, Narsapur, Medak Dist.:**

- Padmasri Dr. B.V.Raju Institute of Technology - 1997-98
- Vishnu Public School - 2003-04
- Vishnu Institute of Pharmaceutical Education and Research - 2007-08

**GREEN MEADOWS CAMPUS, Bhimavaram, West Godavari Dist:**

- Sri Vishnu College of Pharmacy - 1997-98
- Smt. B.Seetha Polytechnic - 1997-98
- Dr. B.V.Raju Institute of Computer Education - 1999-00
- Shri Vishnu Engineering College for Women - 2001-02
- Vishnu Dental College - 2002-03
- Vishnu Public School - 2003-04
- Vishnu Institute of Technology - 2009-10

**VALLEY VISTA CAMPUS, Hyderabad:**

- BVRIT HYDERABAD College of Engineering for Women - 2012-13

**LAKE VIEW CAMPUS, Hyderabad:**

- Vishnu Educational Development and Innovation Center - 2016-17  
**(VEDIC)**



## **INSTITUTE**

BVRIT HYDERABAD College of Engineering for Women was established in the AY 2012-13 at the beautiful lush green Valley Vista campus. It is the second and youngest Engineering College for women under Sri Vishnu Educational Society as "Empowering women" was the paramount vision of our late chairman, Padma Bhushan Dr. B V Raju. The Institute is duly approved by the AICTE and is affiliated to JNTUH, Hyderabad. All the four programmes EEE, ECE, CSE and IT are accredited by NBA for three years from the AY 2018-19.

Our principal focus is on endowing our students in various aspects like emotional intelligence, enhancing one's learning quotient, adaptation and acceptance of diversity by transforming an individual as an offbeat personality with multiple intelligences.

The vision and mission of the institute are:

### **VISION:**

To emerge as the best among the institutes of technology and research in the country dedicated to the cause of promoting quality based technical education.

### **MISSION:**

At BVRITH, we strive to

- Achieve academic excellence through innovative learning practices.
- Enhance intellectual ability and technical competency for a successful career.
- Encourage research and innovation.
- Nurture students towards holistic development with emphasis on leadership skills, life skills and human values.

## **Core Values:**

### **1. Holistic Development**

BVRIT HYDERABAD College of Engineering for Women believes in holistic development of the student instead of just focusing on Academic excellence. Students are given opportunity to participate in sports, social service and cultural activities through various clubs. They are also encouraged to be part of internships and mentorships with industry to get real life exposure.

### **2. Excellence in Education**

Institute always strives to excel in educational practices and implemented several forward thinking procedures. Faculty members are trained in scientific educational practices and Students undergo learning experience through motivational and intellectual learning models. This student-centric approach results in excellent outcome based learning.

### **3. Women Empowerment**

The institute is established with the belief in the adage "Educate a woman and you educate a Family". The Institute strives to provide the best in education, wide exposure to industry environment, moral support and mentoring to create future women leaders.

### **4. Integrity**

The Institute always pursues ethical practices, sticks to the law of the land and is always fair to Staff, Students and other stakeholders.

### **5. Social Responsibility**

The institute not only embraces the cause of women empowerment but also contributes to immediate neighborhood through various means and activities.

## **6. Accountability and Transparency**

Transparency is maintained across all levels of organization in all activities. Everyone is encouraged to understand their responsibilities to ensure overall growth and development.

## **7. Freedom of Expression**

Everyone is encouraged to express their opinions and suggestions openly without any inhibitions.

**Strategic Plan:****Academics**

NAAC Accreditation  
NBA Accreditation  
UGC Autonomous  
PG Courses  
Online Courses  
ICT Implementation  
E – Learning content Development  
Technical and Business writing skill development  
Project and Research based Teaching – Learning Process

**Faculty Development**

Faculty Development Programs  
Bridge Technology gaps between Industry and Academics  
Pedagogy – Teaching and Learning Trainings at VEDIC  
Industry Training  
NPTEL – SWAYAM Certifications  
Industry Certifications

**Administrative Reforms**

Infrastructure Improvements as per the Academic Requirements  
Cashless Transactions  
Online Information Dissemination  
Online Feedback  
Online availability of Staff and Student Data  
Online Attendance System and E- Notice

**Student Centric Activities**

Internships / Mentorships / Value added Courses  
Higher Education Guidance  
Improving Placements in Product / Core Companies  
Inculcating Research Development  
Industrial supported Technical Symposiums / Hackathons  
Encouraging global competitions

**Promotion of Innovation**

Incubation Centers  
Technology Transform Support  
Strengthen Collaborative Research  
Encouraging Young Entrepreneurs  
Intellectual Property Management

**Promotion of Research**

Centre of Excellence in Cutting Edge Technologies  
Funded Projects  
Quality Publications  
Consultancy Services  
Enhancement of Research Laboratories  
International Conferences

**Composition of Board of Governors:**

S. No.	Name	Position
1	Educationist/Industrialist	Chairman
2	Principal	Member Secretary
3	Two to five Members (Industrialist/ Technologist/ Educationist)nominated by the Society	Member
4	University Nominee	Member
5	AICTE Nominee	Member
6	State Government Nominee	Member
7	An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government	Member
8	Two Faculty Members (One Professor & One Assistant Professor)	Member

**Courses Offered:**

The College offers the following courses, extending over a period of four years, leading to Bachelor Degree in Technology.

Electrical and Electronics Engineering	60
Electronics and Communication Engineering	120
Computer Science and Engineering	180
Information Technology	120

## 1. HUMAN RESOURCE PLANNING

### 1.1. REQUIREMENT

The Recruitment Committee shall assess the staff recruitment for the subsequent academic year in the month of April every year.

The committee will obtain the staff requirement lists from all the heads of the departments. The number of faculty members required will be based on the following guidelines:

- a. The teacher student ratio shall be minimum of 1:20.
- b. The minimum contact hours during the week for each category shall be maintained as follows:

Professor	08
Associate Professor	12
Assistant Professor	16

The number of staff required will be decided based on the need.

### 1.2. RECRUITMENT

The applications for the required positions are obtained by the Committee from any or all of the following sources:

- Advertisement in the News papers / College website.
- Files maintained for storing the unsolicited applications.
- Application received through e-mails. M.Tech., M.A.
- Invitation.
- Promotions from amongst the existing staff.

The received applications are scrutinized based on the eligibility and the candidates are listed in a ratio of 1:3 for every position. The committee may also decide to conduct walk-in-interviews for augmenting the required candidates.

#### **Eligibility:**

**Assistant Professor** - Graduate with 1st Class in B.E./B.Tech. & M.E / M.Tech is eligible for appointment in Engineering Departments. Graduate with 1st Class in M.Sc./M.A/MBA/M.Com with additional M.Phil. qualification are eligible for appointment in Sciences/Humanities Department.

**Associate Professor** – Graduate in Ph.D. with 1st Class in B.E./B.Tech. & M.E./M.Tech. having three years of teaching/industry/research experience or Graduate in M.E./M.Tech. with 1<sup>st</sup> class in B.E / B.Tech and having teaching / Industry/Profession with minimum five years of experience is eligible for appointment in Engineering Departments. Graduate in Ph.D. with 1st Class in UG & PG and having five years of teaching/industry/research experience is eligible for appointment in Sciences/Humanities Department.

**Professor** – Graduate in Ph.D. with 1st Class in B.E./B.Tech. & M.E./M.Tech. and having 10 years of teaching/ industry/ research experience is eligible for appointment in Engineering Departments. Graduate in Ph.D. with 1st Class in UG & PG and having ten years of teaching/ industry/ research experience is eligible for appointment in Sciences/Humanities Department.

The selection committee for the recruitment in each faculty position composed of:

- a. Management Representative
- b. The Principal
- c. The HoD
- d. Two subject experts.

The selection committee for the recruitment in each staff position composed of:

- a. The Principal
- b. The HoD / The Section Head

The faculty selection committee shall short list the candidates in the following processes:

- a. Lecture Demo
- b. Personal Interviews

The staff selection committee shall short list the candidates in the following processes:

- a. Written Test / Experiment
- b. Personal Interviews

The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets/Bio-data of the candidates to the Principal and the Chairman for appointment. Later, as and when the University calls, the faculty should get ratified by the University.



**1.2.1 Joining formalities for the Staff:**

➤ *Following certificates are to be handed over to the Principal at the time of joining :*

1. Xerox copies of all Educational certificates of SSC, Intermediate, UG & PG, service certificates & relieving letters.
2. Joining report signed.
3. Two Passport size photographs.
4. Aadhar card Xerox.
5. PAN Card Xerox.
6. Letter for college transport, if required.

➤ *Following works will be done by the administration dept at the time of joining:*

1. Biometric registration for attendance done.
2. Faculty profile to be filled in.
3. Thumb impression.
4. E-cap registration done for SMS & creation of official E-mail id.
5. Uploading the photograph & faculty profile in the website.
6. Information for ID card.
7. Bank account opening.
8. Signatures and other related information filled in PF forms.
9. Scan copy of Original Certificates B.Tech, M.Tech, PhD.
10. Create personal file with Xerox copies of all.
11. Informing timings of college and code of ethics.

**1.2.2 Relieving formalities of the staff:**

1. Signatures on No Due form from all the Departments.
2. Removing mobile no. from whatsapp groups / sms groups/ ecap.
3. Blocking official mail id.
4. Service Cum Relieving Certificate along with their original certificates will be issued after submitting the No Due Form.
5. Updating faculty attendance register.
6. Handing over the responsibilities to others.
7. Information of relieving to higher authorities and also to all the departments.

### **1.3. ORIENTATION**

- a. Every staff member appointed in the College shall be given a brief introduction about the Society and College by the Principal/Head of the Department/Section Head on the day of joining.
- b. The HoD/Section Head will give a brief introduction of the department/section and will introduce the new incumbent to all the existing staff members.
- c. The new incumbent will be taken for a campus tour and will be explained the various codes of conduct.
- d. The HoD will also ensure all the joining and registration formalities are completed.
- e. The HoD will introduce the new faculty member to the class of students.

### **1.4. JOB RESPONSIBILITY**

- a. The workload is allotted to the faculty members as per the norms.
- b. The faculty members have to perform a variety of tasks.

#### **I. Academic:**

- Class Room & Laboratory Instruction.
- Development of Curriculum and Resource Material.
- Evaluation of students in both the Internal and University Exams.
- Participation in the curricular and co-curricular activities.
- Self-development through upgrading qualification, knowledge and skills.

#### **II. R & D and Consultancy:**

- Guidance to the students and colleagues.
- Providing consultancy and Testing services.
- Promotion of Institute Industry Interaction.

**III. Administration:**

- Academic and Administrative Management.
- Design and Development of new programmes & Promotional activities.
- Mobilizing resources for the Institution.

**IV. Extension:**

- Guiding the students in overall character building.
- Extension services by interacting with Society & Community. Providing Technical support in areas of social relevance.

## 2. SALARY & INCENTIVES

### 2.1. POSITIONS AND PAY SCALES

a. The College will have the following positions of hierarchy in the teaching departments:

- i. Principal
- ii. Vice Principal
- iii. Deans & Directors
- iv. Head of the Departments
- v. Professors
- vi. Associate Professors and
- vii. Assistant Professors

In addition, each department shall have support staff like Lab Assistants, Department Clerk(s) and Department Attendant(s).

b. The college will have the following positions in the administrative department:

- i. Librarian
- ii. Library Assistant
- iii. Physical Director
- iv. Admn. Officer/Office Superintendent
- v. Stenographer
- vi. Office Assistant / Clerk
- vii. Attender
- viii. Driver

c. The Scales of pay for various teaching positions will be as follows:

i. Principal and Special Positions....

Pay as per AICTE norms, commensurate with the qualifications and experience.

- |                              |                                   |
|------------------------------|-----------------------------------|
| ii. Professor                | Rs. 37,400–67,000/-, AGP 10,000/- |
| iii. Associate Professor     | Rs. 37,400–67,000/-, AGP 9,000/-  |
| iv. Assistant Professor      | Rs. 15,600–39,000/-, AGP 6,000/-  |
| v. Fresh Graduates (M.Tech.) | Rs. 21,600/- (Basic+ AGP)         |

d. The scales of pay for various non-teaching positions are as per the norms.

## **2.2.ALLOWANCES & INCREMENTS**

- a. In addition to the Basic Salary, a monthly dearness allowance and housing allowance shall be extended to Faculty members with the exception of those in consolidated pay category.
- b. Management can also decide other allowances for Professor, Principal and Special posts.
- c. Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution. The Increments will be affected from the month of October.
- d. 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.

## **2.3. BENEFITS**

### **a.Employees Provident Fund (EPF)**

The members of the staff on permanent establishment are enrolled under EPF scheme and the contribution as fixed by the Government is deducted from their salary. The management makes an equal contribution.

### **b.Incentives & Awards**

Awards are instituted for the faculty members as well as supporting staff members. These awards are in the form of Promotions, Increments and Cash.

Staff members are selected for these awards based on their performance, conduct and commitment in their academic & research activities as well as their involvement in the developmental activities of the department and the college.

S.No.	Accomplishment	Criteria	Incentive (in Rs.)
1.	Text Book Publication (Engineering Discipline)	International Publisher	40,000/-
		National Publisher	30,000/-
		Local Publisher	20,000/-
2.	Text Book Publication (Sciences/Humanities Discipline)	International Publisher	35,000/-
		National Publisher	25,000/-
		Local Publisher	15,000/-
3.	Book Chapter Publication (Engineering Discipline)	International Publisher	20,000/-
		National Publisher	10,000/-
		Local Publisher	6,000/-
4.	Book Chapter Publication (Sciences/ Humanities Discipline)	International Publisher	15,000/-
		National Publisher	8,000/-
		Local Publisher	5,000/-
5.	Research Projects	PI	2% of the grant
6.	Consultancy Projects	Investigators	60% of the amount
7.	Patent Filing	Members	75% of the filing expenditure in name of individual 100% of the filing expenditure in name of institute
8.	Research Paper Publication (SCI/SCOPUS/UGC)	Engineering Discipline	40,000 for impact factor 10 30,000 for impact factor 5 and <10 20,000 for impact factor 2.5 and <5 15,000 for impact factor 1 and <2.5

S.No.	Accomplishment	Criteria	Incentive (in Rs.)
	Research Paper Publication (SCI/SCOPUS/UGC)	Engineering Discipline	12,000 for impact factor 0.5 and <1 8,000 for impact factor < 0.5 6,000 with no impact factor
		Sciences/Management Discipline	30,000 for impact factor 10 20,000 for impact factor 5 and <10 15,000 for impact factor 2.5 and <5 10,000 for impact factor 1 and <2.5 8,000 for impact factor 0.5 and <1 6,000 for impact factor < 0.5 4,000 with no impact factor
9.	Conference Papers	International Conference held outside India	40% including registration fee, TA and DA
		International/National Conference held in India	50% including registration fee, TA and DA.
10.	Participation in Training / Seminar/ Workshop/Staff Development Program		50% including registration fee, TA and DA.
11.	Membership in Professional Bodies		Salary advance



**Guidelines:****i. Text Book/Book Chapter Publication:**

- Books/Book chapters with affiliation of BVRITH and ISBN/ISSN number are only considered for claiming the incentive.
- No compensation will be given towards any paid charges by the authors for publication of a book/book chapter/monograph.
- If the Book/Book Chapter is of single author of BVRITH, it is eligible for full incentive. If the Book/Book Chapter is of two authors of BVRITH, the incentive can be shared equally.
- If the Book/Book Chapter is of two authors and one author is only from BVRITH, he/she will be entitled to receive 80% of the cash incentive.
- If the Book/Book Chapter is of three or more authors and one author is only from BVRITH, he/she will be entitled to receive 70% of the cash incentive, and if two or more authors are from BVRITH, the authors are entitled to receive 80% of the cash incentive with equal distribution.
- However, recommendation to approval is subject to review by the College Academic Committee, whose decision is considered as final.
- The faculty member should produce evidence of books, publisher, processing/publication fees, etc.,

**ii. Research Projects:**

- This incentive is applicable if the project is solely earned by the investigators.
- The incentive can be given in two installments: 1% can be given as first installment after receiving the grant and the rest 1% can be given as second installment after the submission of the project completion report.
- In case of a team involving more than one investigator, the PI can share the amount to the team members based on their contribution.
- If the PI leaves the organization before receiving the grant, then the Co-PI will take the responsibility of PI and the incentive goes to Co-PI. Co-PI can share the incentive to others involved in the projects.
- If the PI leaves the organization after receiving the first installment of the incentive, he/she should share 40% of the incentive taken by him/her to the Co-PI.

- In case of involvement of any external institute in the project, the incentive for the faculty members of BVRITH will be based on the budget shared of the college part only.

### **iii Consultancy Projects:**

- This incentive is applicable if the project is solely earned by the investigators.
- This incentive can be sanctioned after satisfactory completion of the consultancy assignment.
- In case of a team involving more than one member, the amount shall be shared among them.
- In case of involvement of any external institute in the project, the incentive for the faculty members of BVRITH will be based on the budget shared of the college part only.

### **iv Patent Filing:**

- Patents without institute affiliation will not be eligible to claim for incentive.
- The Indian/International patent filed by the individual/institute will be thoroughly evaluated and scrutinized by the institute level R & D committee and approval for filing need to be obtained from the committee.
- The final decision for filing the patent rests on the Head of the Institution.
- All the evidences on filing the patents should be attested by the Head of the Department/Institute.
- If the patented idea of the individual is sold to a client, the institute is entitled to get 40% of the amount if the individual is associated with the institute.
- If the patented idea of the individual is sold to a client after he/she leaves the institute, the institute is not entitled to claim the amount.
- If the patented idea of the individual is sold to a client and it is converted to a profitable technology/product, the institute is entitled to get 40% of the royalty received from the company as long as the individual is associated with the institute.

**v. Research Paper Publication:**

- Papers and authors with affiliation to BVRITH are only considered claiming the incentive.
- No compensation will be given towards any paid charges by the authors for publication of a research paper.
- The faculty member should produce evidence of having published paper in the refereed journal and the impact factor of the journal. He / She has to produce a printed copy of the paper.
- If the paper is of single author of the BVRITH, it is eligible for full incentive. If the paper is of two authors of BVRITH, the incentive can be shared equally.
- If the paper is of three authors or more of BVRITH, the first and the corresponding authors can have a share of 70% with equal distribution and the remaining authors can have share of 30% with equal distribution.
- If the paper is of two authors and one author is only from BVRITH, he/she will be entitled to receive 70% of the cash incentive.
- If the paper is of three or more authors and one author is only from BVRITH, he/she will be entitled to receive 60% of the cash incentive and two or more authors are from BVRITH, the authors are entitled to receive 80% of cash incentive with equal distribution.
- However, recommendation to approval is subject to review by a R & D committee whose decision is considered as final.

**vi. Conference Paper Publication:**

- Conference Paper with affiliation of BVRITH is only considered for the incentive claim.
- Only presenting author is eligible for claiming the allowance.
- Conference papers presented in National/International conferences organized by IITs / NITs / IIITs / Central Universities / BITs / National level R & D organizations and other premier institutes will be given preference for award of the incentive.
- The quality of conference and the relevance of the paper is taken into consideration while recommending the allowance.

- TA and DA calculation can be as per SVES specified guidelines.
- Faculty are encouraged to publish papers in reputed conferences. However, only one conference per semester will be reimbursed as per the norms.
- In order to avoid repetitive participation and to provide scope for other faculty members, one faculty member will be allowed once in a semester for conference paper presentation.
- The faculty member needs to produce evidence of acceptance status of the paper along with the details of the conference, place, registration fee, travel and stay.
- Recommendation to approval is subject to review by R & D committee whose decision is considered as final.
- The faculty attending the conference is treated as on duty by accounting the minimum journey time required if the conference is held out of state or out of country.
- Poster session papers are not eligible to claim monetary incentive.

**vii. Participation in Training / Seminar/Workshop/Staff Development Program:**

- The quality of program and its relevance will be considered while recommending the allowance.
- Participation in the programs organized by IITs / NITs / IIITs / Central Universities / BITS / National level R&D organizations and other premier institutes will be given preference.
- Faculty participation to FDPs / workshops organized for a week or more will be given preference.
- Full time Staff are eligible for participation after six months service in the institute.
- TA & DA calculation can be as per SVES specified guidelines.
- The faculty attending the program is treated as on duty by accounting the minimum journey time required if the program is held out of state or out of country.
- Faculty can attend at a maximum of 2 per academic year.

- In order to avoid repetitive participation and to provide scope for other faculty members, one faculty member will be allowed once in a semester for participation in the program.
- The faculty member needs to produce certificate of participation as evidence along with the details of the training program, place, registration fee, travel and stay.
- Approval is subject to review by the Head of the Department and the Principal decision is considered as final.
- After checking the claim and approval by the Principal, the office of accounts will process to disburse the amount following the usual procedure.

#### **viii. Membership in Professional Bodies:**

- Membership in professional bodies needs to be in respective discipline/department of the claimant.
- HoD should ensure that equal distribution of membership among staff members.
- Salary advance can be arranged towards registration fee and this amount can be recovered in 10 equal monthly installments from the faculty member's salary.
- Support to membership in engineering and science streams may be extended to reputed societies like IEEE, IETE, CSI, ISTE, IEI, ACM etc.
- Membership claim application is subject to review and approved by the **College Academic Committee (CAC)**. Decision of head of the institute is considered as final.

#### **General Guidelines:**

1. Copy of notification for seminar / workshop etc.
2. Copy of approval from principal / concerned authority.
3. Copy of acceptance letter for seminar / workshop etc.
4. Original receipt towards payment registration fee and travelling proof.
5. For research papers published in SCI / SCOPUS / UGC listed journals, the copy of publication with journal indexing and impact factor.
6. For books/book chapters published by international/national publisher, copy of the book with ISBN / ISSN number.

7. For sponsored / consultancy projects, project sanction letter and project report with the proof of completion.
8. The claims for incentives should receive by the office of the principal during 1<sup>st</sup> to 20<sup>th</sup> of every month. However, the timing may be relaxed for conference papers and workshops.
9. The R & D committee assembles at the end of the month to review and recommend the incentives for the contributions received during the month.
10. The policy will be amended by incorporating any changes, if required.

### **c. Faculty Development**

Since the development of students depends on the quality of teachers, members of faculty are given necessary encouragement to improve their competence in various areas.

The plan for such faculty development envisages

- Deputing staff regularly for quality improvement programs, Seminars, Conferences, Workshops, summer and winter continuing education courses.
- Providing opportunity to involve in research or developmental activities of their choice in the department and at the Institutional level.
- Identifying teachers with special talents and competence and encouraging them by honoring them with awards, monetary benefits etc.
- Encouraging teachers to conduct training courses for personnel in Industries / Educational Institutions.
- Motivating teachers to organize Seminars, Conferences, Summer and Winter Schools etc.

### **d. Other Benefits**

- Concessional fee in schools run by the Society up to 50% to the children of the employees of the college.

- Subsidized transport charge for the employees of the college.
- Interest free advances to the employees based on emergency needs.
- Mediclaim policy for employee and family.



**3. LEAVE RULES****3.1. LEAVE RULES**

- Leave of any kind cannot be claimed as a matter of right and will be granted only at the sole discretion of the Principal.
- Any leave under these rules can be granted in combination with or in continuation of any other kind of leave, except casual leave.
- No leave shall be granted beyond the date on which an employee must compulsorily retire.
- These will come into effect from 1<sup>st</sup> January, 2013.
- Leave account of each employee is maintained separately by the office.
- Unauthorized absence from duty not only results in cut in the emoluments for the period but also considered as misbehaviour inviting disciplinary action.
- An employee, on leave, cannot take up any service or accept any other employment or remuneration.
- Application for leave on Medical ground shall be accompanied by a Medical Certificate from a Registered Medical Practitioner.
- Any employee on leave or on vacation can be called back to duty, in case of exigencies.
- All leaves can be availed only after due sanction by the sanctioning authority. Only in respect of casual leave applied due to sudden illness or such other emergency, it can be availed before sanction. As far as possible, the employee should inform the sanctioning authority about his availment of casual leave.
- Whenever long leave is taken by a staff member, the salary shall be released only after rejoining.
- It is mandatory on the part of the staff member availing leave to make alternate work arrangements during absence.
- No leave other than the casual leave (proportionately) can be availed by a staff member after submitting resignation.
- Principal is considered as non-vacation staff, since services are required during vacation also.

### **3.2. TYPES OF LEAVES**

#### **a. Casual Leave**

- This leave is available for both teaching and non-teaching staff.
- The faculty members completed one year of service is eligible for 12 days of casual leave in a calendar year.
- The faculty members below one year of service can avail proportionate to the service put in.
- Intervening holidays are not to be counted.

***The balance Casual leave, if any, lapses at the end of the calendar year.***

#### **b. Academic Leave**

Ten days in a calendar year are sanctioned for teaching staff, only for attending to Ph.D work, Seminars / Workshops, Examiner ships etc.

#### **c. Earned Leave**

##### **I. Faculty Members & Technical Staff :**

The Earned leave admissible to a **faculty member /Technical staff member completed one year of service** shall be 6 days in a calendar year. The leave account of every permanent employee shall be credited with Earned leave every calendar year. Earned leave is not permissible for less than one day.

The earned leave at the credit of an employee at the end of calendar year shall be carried forward to the next year. Maximum leave that can be availed at a time is 60 days.

##### **II. Admin Staff :**

The Earned leave admissible to a **staff member completed one year of service** shall be 30 days in a calendar year. The leave account of every permanent employee shall be credited with Earned leave every calendar year. Earned leave is not permissible for less than one day.

The earned leave at the credit of an employee at the end of calendar year shall be carried forward to the next year. Maximum leave that can be availed at a time is 90 days.

**d. Half Pay / Medical / Sick Leave:**

***This leave is available for both teaching and non-teaching staff.***

The half pay leave, admissible to a **permanent employee**, on Medical or Health grounds shall be 20 days for every year of completed service.

Whenever leave is applied for more than two days on health grounds, the Medical Certificate should be submitted either at the time of applying for leave or reporting to duty after availing the leave.

**e. Maternity Leave:**

This leave is available for both teaching and non-teaching staff.

A female regular employee completed one year of service may be granted maternity leave on full pay for a period of 60 days from the date of its commencement. This benefit is given only once.

staff members availing this leave have to give an undertaking before availing leave that they will work for a minimum period of 2 years after their return from leave.

Maternity leave not exceeding six weeks may be granted in case of miscarriage or abortion including induced abortion provided that the application for leave is supported by a medical certificate.

Maternity leave shall not be admissible to a female employee who has two or more living children.

Maternity leave may be combined with vacation or any other kind of leave except casual. Such leave not exceeding 120 days may be granted without production of medical certificate.

The Maternity leave shall not be debited against the leave account.

**f. Vacation:**

***This leave is available for teaching staff.***

A staff member completed one year of service can avail a total vacation of 28 days including the summer and winter vacations.

If any employee is retained during vacation due to any exigency, he/she is eligible to get additional Earned Leave to the extent of 50% of the days of retention.

**g. Compensatory Leave:**

The employees are eligible for sanction of five days of compensatory leave in a calendar year in lieu of their working on a holiday with prior approval and such leave has to be utilized during that calendar year only and it cannot be accumulated. It is not granted to any remunerative duties.

**h. Extraordinary Leave:**

Extraordinary leave shall be paid without pay and may be granted when no other leave is by rule, admissible and the employee applies in writing for the grant of extraordinary leave. The duration of extraordinary leave on any one occasion shall not exceed 3 months without medical certificate, 6 months where the employee has completed a continuous services of not less than one year on the date of expiry of leave and the request for such leave supported by a medical certificate and two years for the purpose of higher studies or undergoing any professional training, provided the employee has completed three years of continuous service. Prior approval of the management shall be taken before sanctioning the extraordinary leave.

**3.3. ON DUTY:**

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.

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 from the College. Under such circumstances, the Principal/Chairman / Correspondent shall decide the leave of absence, based on current responsibilities and requirements in the College.
- c. Where 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.
- d. The days on which the staff members attend to works assigned by the College/University /Principal are treated as on duty.

### **3.4 UNAUTHORIZED LEAVE / ABSENCE:**

- a. Absence of the employee from duty without sanctioned leave shall be considered as unauthorized absence and the employee shall be liable for disciplinary action.
- b. If an employee overstay or is absent after the expiry of approved leave he/she shall not be entitled for pay and the extended days on which he / she was absent will be treated as Loss of pay.
- c. HOI is competent authority to condone such cases if he / she feel the absence is justified.

#### **4. PROMOTION POLICY**

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

The Principal shall appoint a committee for promotion, being the Chairperson, with two Professors and invited experts from Industries/Other Institutions.

The Committee shall consider promotion of teaching staff to the next higher position on the basis of the 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:

- a. Assoc. Prof: 8 years after M.E./M.Tech. and at least 5 years of service as Assistant Professor.
- b. Professor: 5 years of service at Associate Professor Level.

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

## **5. RETIREMENT**

### **5.1. Retirement from Service:**

- a. All teaching and non-teaching staff shall retire on completing the age of superannuation, as per the norms of AICTE / UGC for teaching and 60 for non-teaching.
- b. The staff member completing the age of superannuation on a day falling during the academic year, shall be retired on the 1<sup>st</sup> of May of the succeeding year.
- c. The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- d. If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal after the appropriate sanction.
- e. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

### **5.2. Retirement benefits:**

- a. All employees who are coming under the purview of the Employees Provident Fund legislation shall be enrolled as members as such, on the date of their joining the College.
- b. The College shall contribute 12% of the pay subject to the ceiling of Rs. 1800 per person, towards the Employer's contribution to the EPF Scheme.
- c. The College shall deduct 12% of the pay subject to the ceiling of Rs. 1800 per person from the salary of the individual employee every month, towards his/her contribution to the Employee's contribution to the EPF Scheme.
- d. The College shall remit both the contributions as stated above to the EPF Scheme authorities.



- e. The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.
- f. The College shall Endeavour to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.
- 9. The college shall also pay the arrears of salary, if any, to the employee at the time of his / her retirement.

## **6. DISCIPLINE AND GRIEVANCE PROCEDURE**

### **6.1. Discipline:**

- Any teacher violating the code of conduct will be subjected to appropriate disciplinary action.
- If a 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, shall proceed with the disciplinary process, depending upon the veracity of such violation.
- 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.
- The course of action for disciplining a teacher shall be under the following categories:
  - Memo and Censure.
  - Warning in writing, with recovery of monies, where financial loss is involved in the act.
  - Suspension from work immediately.
  - Any staff member receiving more than two memos or warning. will be given punishments mentioned in the above point (3).

Where the punishment proposed is in the categories 3 & 4 under section course of action, 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 case, observing principle of natural Justice.

The principal shall report the proceedings periodically to the Chairman, BoG.

## **6.2 GRIEVANCES**

1. The Principal shall constitute a Grievance & Redressal Committee to redress the Grievance of the teaching and non-teaching staff.
2. The Committee shall be composed of three senior faculty members and Principal, Two students and AO.
3. The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
4. The Committee shall have a convener to monitor the proceedings meet once every month on a stipulated day and time.
5. Any teaching or non-teaching staff having a grievance shall make a representation to the committee.
6. The convener of the Grievance Committee shall include such grievance as an item of the agenda in the next meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
7. The grievances shall be redressed immediately by the committee and by the Chairman.
8. The Convener shall record and maintain the minutes the meetings.

## **7. CONSULTANCY, R&D AND TEACHING ASSIGNMENTS**

### **7.1. CONSULTANCY and R&D:**

- a. 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.
  - When the College is approached for such help and the College assigns such engagement to the particular teacher or a group of teachers.

When the teacher himself / herself is approached by the outside agency for such help.
- b. In either case, the teacher shall take up the assignment by obtaining the approval of the Principal / Chairman / Correspondent in writing.
- c. The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his / her assignment.
- d. The teacher shall also associate other members of the faculty and students in working on the assignments.
- e. 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 / Correspondent.
- f. 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:**

The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:

- a. 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.
- b. 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. INCENTIVES - STUDENTS**

The Management is pleased to announce the following incentives and rewards for Students:

S.No	Description	Incentive (in Rs.)	Remarks
1	Young Promising Engineer Award	10,000	Awarded to the best outgoing student of each department based on all-round performance during their four year course of study.
2	Class Topper	2,000	Awarded with certificate, Cash prize of Rs. 1000 & Books of their choice worth of Rs. 1000
3	Prestigious Competitions	10,000	International Level
		5,000	National Level Winners
		2,000	State Level Winners
		1,000	College Level Winners
4	Paper Presentations	500	For winners
		250	For 1 <sup>st</sup> runner-up
5	Inter College Sports	2,000	For winner(or team)



**VISHNU**  
UNIVERSAL LEARNING

## **BVRIT HYDERABAD COLLEGE OF ENGINEERING FOR WOMEN**

**Approved by A.I.C.T.E., New Delhi & Affiliated to J.N.T.U.H., Hyderabad**

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