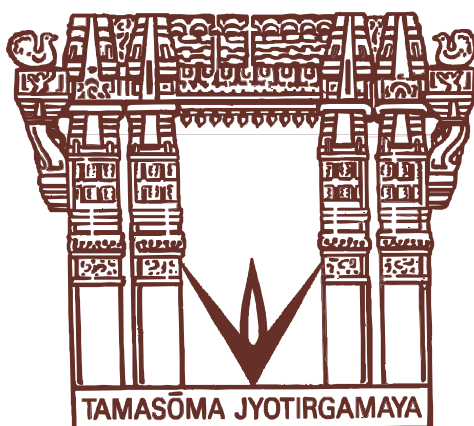


VNR VIGNANA JYOTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

An Autonomous Institute, NAAC Accredited with "A" Grade
NBA Accredited for CE, EEE, ME, ECE, CSE, EIE, IT - B.Tech. courses and
PE, ES, VLSI, SE-M.Tech. courses
Recognized as "College with Potential for Excellence" by UGC

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Estd. 1995

ADMINISTRATIVE MANUAL - 2018



Section "A"

Leave & Service Rules

Section "B"

Other Rules and Regulations



SECTION "A"

(Leave & Service Rules)



CHAPTER 1: SERVICE RULES

PAGE NOS.

- 1.1) Application
- 1.2) Society
- 1.3) Management
- 1.4) Management Power to Delegate
- 1.5) Power to Interpret, Implement and Amend Rules
- 1.6) Disciplinary Authority
- 1.7) Appellate Authority
- 1.8) Enquiry Officer

07

CHAPTER 2: APPOINTMENT

- 2.1) Appointment
- 2.2) Employee
- 2.3) Categorization of Staff
- 2.4) Classification of Employees
- 2.5) Recruitment Policy
- 2.6) Procedure for Faculty Recruitment
- 2.7) Appointment of Visiting Professor / Adjunct faculty / Trainers
- 2.8) Qualification and Minimum Age
- 2.9) Appointing Authority
- 2.10) Offer letter of Appointment
- 2.11) Re-appointment

8 to 11

CHAPTER 3: JOINING SERVICE

12 to 13

- 3.1) Joining Service
- 3.2) Induction and Training
- 3.3) Probation
- 3.4) Confirmation of Service
- 3.5) Working Hours / Attendance / Late Reporting
- 3.6) Permission during working hours

CHAPTER 4: PAY AND ALLOWANCES

14

- 4.1) Scale of pay
- 4.2) Entitlement of pay



CHAPTER 5: SERVICE

PAGE NOS.

- 5.1) Appraisals 15 to 18
- 5.2) Promotion
- 5.3) Demotion
- 5.4) Transfers
- 5.5) Termination of Service
- 5.6) Handing Over Charge
- 5.7) Retirement
- 5.8) Service Record

CHAPTER 6: LEAVE RULES

- 6.1) Procedure 19
- 6.2) Recall from Leave
- 6.3) Return to Duty on expiry of leave

CHAPTER 7: KINDS OF LEAVES

- 7.1) Kinds of leaves 20 to 23
- 7.2) Casual leave
- 7.3) Earned Leave
- 7.4) Compensatory Leave
- 7.5) Half Pay Leave
- 7.6) Maternity Leave
- 7.7) Paternity Leave
- 7.8) Special Leave
- 7.9) Study Leave
- 7.10) Leave Not Due
- 7.11) Unauthorized leave / absence
- 7.12) Vacation

CHAPTER 8: TA / DA RULES

- 8.1) Guidelines 24 to 26
- 8.2) Grades
- 8.3) Mode of Travel & Daily Allowance
- 8.4) Lodging
- 8.5) Categorization of Cities and Towns
- 8.6) Local Conveyance
- 8.7) Food Expenses



CHAPTER 9: EARNED LEAVE ENCASHMENT	27
CHAPTER 10: GENERAL CONDITIONS OF SERVICE	
10.1) Application of Rules	28
10.2) Duty	
10.3) Salary	
10.4) Service	
10.5) Age Limit	
10.6) Medical Fitness	
Chapter 11: Conduct, Discipline and Penalties	
11.1) Scope of an Employee's service	29 to 31
11.2) Liability to abide by the rules and regulations	
11.3) Application for other employment	
11.4) Obligation to maintain secrecy	
11.5) Absence from Duty without permission	
11.6) Procedure for Imposing penalty	
11.7) Minor Penalties	
11.8) Major Penalties	
CHAPTER 12: PROVIDENT FUND / ESI / GRATUITY	32
CHAPTER 13: MEDICAL ASSISTANCE	
13.1) Objective and Guidelines	33 to 34
13.2) Applicability and Procedure	
13.3) Disbursement	
13.4) Penalty and Disciplinary Action	
CHAPTER 14: LOSS OR THEFT OF HIGH VALUE ASSETS / ITEMS	35
CHAPTER 15: PRINTING OF VISITING CARDS	36
CHAPTER 16: POLICY AGAINST SEXUAL HARASSMENT	37



VIGNANA JYOTHI GROUP accords utmost importance to “**HUMAN RESOURCES**” as they firmly believe that Human Resources are a valuable asset. The organization strives to create professional & cordial environment through team work, collaboration, open communication, trust and respect, opening avenues for academic and professional excellence.

The highly qualified staff of Vignana Jyothi with their expertise, experience, skills and professional ethics render the institute a competitive edge over other engineering institutions.

Vignana Jyothi has well defined service rules for both Teaching and Non Teaching staff. It provides its staff with clear, transparent rules and regulations at all the Institutions of Vignana Jyothi, which are amended from time to time in the best interest of its staff and the Institute

The Management of Vignana Jyothi in exercise of the powers conferred by its Articles of Association, frames rules and regulations for effective administration of all institutions managed by the Society.

These rules and regulations as defined by the Management and come into effect from **01-04-2017**.

The Rules are applicable for “VNRVJIET & 2nd Shift Polytechnic”

CHAPTER - 1

SERVICE RULES

- 1.1) **APPLICATION:** These rules shall apply to all Teaching and Non-Teaching staff (technical and administrative) of the Society and shall come into force w.e.f. 01-04-2017.
- 1.2) **SOCIETY:** Means Vignana Jyothi registered under A.P Telangana Area Public Societies Registration Act 1350 Fasli (Act I of 1350 F) under Registration number 130 of 1991.
- 1.3) **MANAGEMENT:** Means Governing Body of the society duly constituted. However, day to day Administration is vested with Executive Committee.
- 1.4) **MANAGEMENT'S POWER TO DELEGATE:** The Management of Vignana Jyothi may delegate any or all of the functions wholly or partly, permanently or temporarily to its General Secretary or any Officer of the Society or Institutions and such person shall be the Management for the purpose of interpreting these rules to the extent and for the duration as may be authorized by the Management.
- 1.5) **POWER TO INTERPRET, IMPLEMENT AND AMEND RULES:** The power to interpret, implement and to amend the rules and regulations vests with the Management, which is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations.
- 1.6) **DISCIPLINARY AUTHORITY:** The General Secretary is the disciplinary authority for all the staff members. The General Secretary may nominate any other person / staff to be the disciplinary authority for a certain category of staff members.
- 1.7) **APPELLATE AUTHORITY:** The Executive Committee of Vignana Jyothi is the Appellate Authority.
- 1.8) **ENQUIRY OFFICER / Committee:** is the person / committee appointed by Disciplinary Authority to enquire into the charges levelled against any staff member or students of the Institution.



CHAPTER - 2

APPOINTMENT

2.1) APPOINTMENT: A person is deemed to have been appointed when he/she is issued the appointment order, by the person authorized by the Management to issue such appointment order.

In accepting an appointment, an employee agrees to place his/her professional duties within the scope of the activities of the Institute. The relationship thus created is based on the Employee's readiness to serve the Institute to the best of the ability and to carry out the Institute's objectives and obligations.

2.2) EMPLOYEE: A person employed by the Institute to discharge his/her duties to the Society and its affiliate organizations for Teaching and Non-Teaching purposes on remuneration basis.

2.3) CATEGORIZATION OF STAFF: The staff members of the Institute shall be categorized as:

- i. Teaching
- ii. Non-teaching (Technical and Administrative)

2.4) CLASSIFICATION OF STAFF:

Staff of the Institute shall be classified as:

- i. Regular / Full Time
- ii. Under Probation
- iii. Temporary
- iv. Contract
- v. Adjunct / Visiting / Part Time

2.5) RECRUITMENT POLICY: Faculty recruitment is done by the Staff Selection Committee as per the guidelines of Affiliating University / AICTE / UGC.

The constitution of Staff Selection Committee for Faculty shall be as per guidelines laid down by JNTUH from time to time.

Recruitment for any position at the Institute is strictly based on merit, qualifications and experience.

2.6) PROCEDURE FOR FACULTY RECRUITMENT

- i. Advertisement for new faculty positions in various departments duly approved by the General Secretary shall be published in two reputed Newspapers of which at least one should be a National Daily. A copy of the same will be placed in the college's website.
- ii. After scrutiny of eligibility, depending on the number of eligible applications screening test will be conducted (if necessary) and the shortlisted candidates will be called for interview in the form of a call letter either by post or by email.
- iii. In case of candidates who apply for the post of Associate Professor / Professor / Principal, the college shall send copies of relevant documents and API Score calculations to the University for Confirmation or eligibility for promotion under CAS / Direct Recruitment as per norms.

- iv. Candidate selection shall be as per norms of Affiliating University.
- v. Recommendation of the Staff Selection Committee will be listed in the prescribed format and duly signed by all members of the Staff Selection Committee.
- vi. The Process shall be completed on the day of Staff Selection Committee meeting and recommendations are made and minuted on the basis of merit with list of selected & wait listed candidates / panel of names in order of merit, duly signed by all members of Selection Committee.
- vii. The University Nominee shall submit a record of faculty selected along with their qualifications to the University along with dissent note, if any. The decision of the university on inquiry based on dissent note, if any and after taking due explanation from the college, shall be final.
- viii. Appointment Letter clearly stating the pay fixation and scale of pay will be issued to selected candidates along with a copy of the service rules of college with due acknowledgment. The college may have a waiting list of selected candidates to address any contingency requirements.
- ix. The appointed faculty shall upload the certificates of qualification, experience and appointment letter in the Faculty Registration Portal of the university along with the joining report and obtain registration number which will be used for further correspondence.
- x. If a faculty moves from one college to another he / she should submit the relieving letter from previous college to join the college. If a Faculty fails to get a relieving letter from previous college in spite of complying with rules and submitting resignation letter as per rules, the Faculty can join the college with supporting documents of intimation and reflect change accordingly in faculty registration Portal.
- xi. The College also updates the data and records in case of mobility of Faculty.

The Management fixes the number of posts in the Institute in all categories from time to time and also prescribe qualifications, mode of recruitment and the scales of pay etc., to each category of post, which may be reviewed and revised by the Management from time to time depending upon exigencies.

Pay scales of the Teaching Staff are covered under U.G.C. / A.I.C.T.E. scales. Hence, their pay will be fixed in the appropriate grades and scales depending upon qualifications, experience and merit.

Notwithstanding anything contained in these rules and regulations, the Management may employ Faculty / Staff on a temporary basis to different posts in the organizations under its control on a consolidated pay, on daily remuneration or on contract basis whenever and wherever the necessity and circumstances arise.



2.7) APPOINTMENT OF VISITING FACULTY / ADJUNCT FACULTY / TRAINER

The application of any Adjunct Faculty shall be first discussed at Department Level which shall forward the application with comments specifying the suitability of such candidate(s). If the Department recommends a person for Adjunct Faculty the same shall be examined by a committee comprising of:

- i. The Head of the Institution (H.O.I)
- ii. The Head of Concerned Department.
- iii. The Dean (Admin & Finance) / Senior Most Faculty
- iv. One External Expert (Nominated by HOI) or Representative of Sector Skill Council / Industry Associations (For Skill based courses).
- v. The Vice Principal or equivalent Person.

If the Committee recommends any candidate, same would be forwarded to the General Secretary for consideration and necessary approval. The Strength of Adjunct Faculty shall not exceed 25% of sanctioned limit. The appointed Adjunct Faculty has to undertake following -

- i. Teaching Conventional Higher Education Courses, Skill Based Vocational Courses and Research Courses.
- ii. Training.
- iii. Research.
- iv. Services.
- v. Any other work as may be assigned by the Head of the Institution

Adjunct faculty will be appointed by the General Secretary based on the recommendation of Staff Selection Committee. Period of appointment can vary from 6 Months to 3 Years as decided by the General Secretary on mutually agreed terms.

2.8) QUALIFICATION AND MINIMUM AGE:

The minimum qualification, age and experience required for various Faculty positions shall be as prescribed by the UGC / AICTE norms.

Minimum qualifications and experience for all other positions will be prescribed by the Management from time to time.

Minimum age for Regular / Full time employment with the institution is 18 years. No person below 18 Years of age will be employed by the institution for any work.

2.9) APPOINTING AUTHORITY:

The Management of Vignana Jyothi will frame rules for all appointments and delegate the powers to recruit, transfer and depute staff for all positions. The Management will form a Staff Selection Committee for all Teaching positions headed by the General Secretary with Principal being member secretary of the committee. The General Secretary signs the Appointment Letters and is the Appointing Authority.

For recruitment of Non-Teaching and Administrative staff, the Management may authorize and delegate the authority to any person.

Selection Committee for Non-Teaching and Administrative positions consists any Three of the following:

- i. General Secretary
- ii. Director
- iii. CEO
- iv. Principal
- v. Dean (Admin & Finance)
- vi. Head of the Department
- vii. Manager (HR)

2.10) OFFER LETTER FOR APPOINTMENT:

On Finalization of the candidate by the Staff Selection Committee / or by Officer (s) authorized to select the candidate, Offer Letter for appointment will be signed by the General Secretary or any officer authorized by the General Secretary and sent to the selected candidate.

Detailed Appointment Order will be issued to the selected candidate on the day of Joining.

The above procedure will be followed for all Regular / Full time appointments.

For any Ad-Hoc / Contract / Part Time appointment, the General Secretary has the powers for appointment and he may, if required delegate this power in writing to any other person.

A consolidated sum (subject to TDS) or mutually agreed amount on per visit basis will be paid to the person appointed on Ad-Hoc / Contract / Part Time basis.

2.11) RE-APPOINTMENT:

No person who has earlier been dismissed on disciplinary grounds will be re-appointed. The Management can reappoint a person after he/she attains the age of retirement. Re-appointment in such cases will be only for a period of One Year at a time and the re-appointment will be considered as a fresh appointment.



CHAPTER - 3

JOINING SERVICE

3.1) JOINING SERVICE:

A person is deemed to have joined the service from the date of reporting to the office on any working day. He / She shall join on or before the last date of reporting as specified in his / her appointment letter. If the person reports before noon of the working day he shall be considered as joining on the same day. If he / she reports in the second half of the day he / she shall be considered to have joined on the next working day.

He / She will meet the HR Department and complete the formalities such as submitting the joining report, filling up form for opening the bank account, after which he/she will be taken to his / her work place and introduced to his / her Reporting Officer / HOD.

The Teaching staff should mandatorily submit all Original Educational Certificates to the HR Dept on the day of joining and the certificates will be in the safe custody of the HR Dept as long as the employee is on rolls. The certificates will be returned on the day of his/her relieving.

3.2) INDUCTION AND TRAINING:

The Employee on joining the institute will go through an induction and training program as per the requirements based on his / her experience and as instructed by the HOD / Principal. The period may vary from two days to fourteen days. During this period he / she will be given a brief about the Institute, its affiliates, explain his / her roles ,responsibilities and will be introduced to all HODs / Principal / other employees of his / her department. HR Dept will explain the process of attendance, Leave procedure etc. He / She will also be given the Service Rule Book which contains all information. The induction and training may be conducted individually or in batches for newly joined staff.

3.3) PROBATION:

All newly recruited staff will be placed on probation for a period of One Year. However, the Management reserves the right to waive probation period at its discretion.

The Management may extend probation period if the performance of any staff during probation period is not satisfactory. This extension shall be given only once for a period of six months. However, the Management can terminate the services of the staff if he / she is found unsuitable by reasons of misconduct, irresponsible behaviour or unsatisfactory work by giving one month notice or one month salary in lieu of the notice period at the end of initial probation period.

Staff on Probation are not entitled for any Leave except one Casual Leave per month during the first year and will be entitled for CL as per rules on completion of one year probation.

3.4) CONFIRMATION OF SERVICE:

At the end of Probation period, an employee on probation shall fill a prescribed form and submit it to his / her Head of Department (HOD). The HOD shall in turn, forward this form along with comments / recommendations to the Dean (Admin & Finance) , who will forward the same to the Principal with his / her recommendation either for confirmation of services, if the performance is satisfactory or extension of probation period or termination of services of the employee - as the case may be.

A letter confirming his / her services shall be issued to the Employee by the HR Department signed by the Manager HR. Confirmation of services shall be from the date of completion of Probation period.

3.5) WORKING HOURS / ATTENDANCE / LATE REPORTING:

- i The Institute will function between 9.00 AM to 5.00 PM on all working Days.
- ii First Saturday of every month is a Holiday.
- iii Attendance is recorded through the Bio Metric system. An employee should record his / her attendance in the morning while reporting and while leaving in the evening. A grace period of 15 Minutes is permissible while reporting in the morning which shall not be claimed as a right by an employee. It is allowed for three days in a month.
- iv An employee reporting late for more than three days will be marked as absent and Casual Leave will be deducted from his / her account if it is available in his /her account. If not, EL will be deducted if it is available in his / her account. If no leave is available in his / her account, it will be considered as Loss of Pay. The Head of the institute is the authorized person to condone any late reporting if the reason for reporting late is found genuine on case to case basis. The employee should obtain the approval of his / her HOD and later from the Head of the Institution and the same shall be handed over to the HR Department.
- v In case he / she leaves early on official duty and does not report back for the day he/ she should get the On-Duty Form signed by HOD and submit it to the HR Department for recording the same. Permission slip from HOD is mandatory to leave the Institute Area.
- vi In case the employee reports late due to any official work assigned, he / she should get the On-Duty Form signed by HOD and give it to the HR Department for recording the same.

3.6) PERMISSION DURING WORKING HOURS:

- i An employee is not authorized to leave the Campus without written approval or permission slip from his / her HOD / HOI.
- ii Permission slip must be handed over to the Security at the main gate by the employee.
- iii The Security will send the permission slips to the HR dept for recording the same.
- iv An employee is entitled for permission for personal work only two times in a month.
- v Permission can be availed only for maximum of three hours in a day (Twice a month).
- iv Permission cannot be claimed as right and the HOD can refuse to give permission in case the presence of employee at campus is essential.



CHAPTER - 4

PAY AND ALLOWANCES

4.1) SCALE OF PAY:

Pay Scales, as per UGC / AICTE rules shall be applicable for Teaching Staff, Librarian and Physical Director of the Institute.

For Non-Teaching staff, the pay scales applicable will be as approved by the Management from time to time.

4.2) ENTITLEMENT OF PAY:

An employee is entitled for pay from the date of joining.

He / she is not entitled to draw salary (other allowances, if any) from the day he / she is relieved from services.

Salary shall be paid to the employee on the day as fixed by the management every month by crediting to his/her bank account.

CHAPTER - 5

SERVICE

5.1) APPRAISALS :

- i) Appraisals shall be conducted for all employees every year by their HOD's and subsequently by the HOI to assess their suitability and make the following recommendations:
 - a. To continue in the present position.
 - b. To consider for promotion to a higher position.
 - c. To consider annual increment or hike in remuneration based on the performance during the past 12 months.
 - d. To extend training period.
 - e. To terminate services.
- ii) Appraisal shall not be applicable for employees who are appointed on Ad-hoc, Part time, Contract basis. Visiting and Adjunct Faculty shall also not be considered for Appraisals.
- iii) The Faculty will conduct self appraisal initially and subsequently with his / her reporting officer / HOD. The recommendation of the HOD will then be forwarded to Dean (Admin & Finance). The final recommendation will be sent to General Secretary for approval through Principal. For Non-Teaching staff, Principal and Dean (Admin & Finance) will forward the same to the General Secretary with his / her comments and recommendation for approval.
- iv) An Employee who has received Two show cause notices from Management / Superior authorities will not be eligible for any increment and their appraisal shall be on hold for a period of one year and he or she will be called by the Management for reviewing his / her continuation of services with the Institution. The Management may take appropriate decision subsequently with respect to his / her continuation of service or otherwise be terminated from service by giving notice as per rules.
- v) Appraisal / Increment shall be withheld for employees who are irregular in their attendance or if he / she is a habitual late comer. An employee who reports late for more than 5 days in a month on an average in a year (including three late comings allowed as per rules) will be considered as habitual late comer.

5.2) PROMOTION:

The Governing Council approves a proposal, based on considerations of the activity profiles of Teaching Positions, to implement a process of Annual self-assessment for all Teaching Positions. The Dean (Admin & Finance) will finalize the details for carrying out this assessment and the details shall be available with Dean (Admin & Finance). Internal candidates could apply for higher posts only when the Institute calls for applications, which happens every year or as frequently as required.

Changes to the promotion process should be approved by the management. Internal candidates who apply for the next higher post against the open positions may be considered, if they satisfy the requirements specified in the advertisement or as per AICTE Norms and if they are ready to move to the next level based on their performance in the present post.



Such applications will be reviewed first at the Departmental level. The shortlisted applicants go through a peer review process prior to being placed before a duly constituted Selection Committee.

Promotion of an employee means his / her movement from a post in a lower scale of pay to a post in the next higher scale of pay.

- i. Promotions are made as and when vacancies occur in the next higher cadre of post
- ii. Promotion cannot be claimed as a matter of right. The Management holds all the discretion to decide on the need to fill up a particular vacancy or not.
- iii. Promotions will be made on grounds of merit, ability and seniority.

5.3) DEMOTION:

The Management shall have the power to lower the grade or post of an employee for gross misconduct or any such act that is deemed by the institute as detrimental to it as a disciplinary measure, but, in doing so shall specify to what period the reduction is applicable.

5.4) TRANSFERS:

Any employee of an Institute may be transferred from one position to another (or) from one institution of the Group to another within the state or within the country in case it is required in the interest of the organization.

The terms and conditions of Appointment shall remain unchanged.

Special allowance (if any) shall be approved by the General Secretary and it shall be decided on case to case basis. No employee can claim any special allowance as a right.

5.5) TERMINATION OF SERVICE:

- i. Temporary / Ad-Hoc / Part time / Contract Employees can be terminated any time without assigning any reason.
- ii. On Resignation: An employee can resign from service by giving notice in writing as per the appointment order to competent authority. In case he / she intend to discontinue services without any notice period he / she shall pay salary in lieu of notice period as per his / her appointment order. The Teaching Staff will not be relieved in the middle of the semester except in exigencies acceptable to the Principal.
- iii. Communication with the press (this includes all forms of interaction with print and electronic media) on any matter should be avoided and left to the competent authority. In case an employee indulges in spreading negative and false information about the institute through Press / Media, appropriate action shall be taken by the Management which may lead to termination from services.
- iv. Private consultancy is a serious breach of the code of conduct. Similarly, they should not take up remunerative assignments outside the Institute without explicit permission from the Institute. They shall not accept assignments in a Tutorial organization either as a consultant or for direct teaching. Any breach of this shall lead to termination of services.

- v. Consistent complaints on a Teaching Staff about his / her poor teaching capability followed by poor student feedback and poor results shall result in termination of services.
- vi. The service of an employee may also be terminated if he / she is unable to attend his / her work, due to medical disorder / disability, by giving notice as per rules.
- vii. No Employee shall abstain from his / her duties without written permission from competent authority. If an employee abstains from duty continuously for a period of 10 Days without prior permission he / she will be deemed to have deserted his / her post from the date of his / her absence and his / her services shall be terminated with effect from the day of his / her unauthorized absence without any benefits.
- viii. The employee shall submit no dues certificate on his / her resignation / termination or on being relieved from service for full and final settlement.
- ix. The General Secretary is the competent authority to waive off in part or in full any condition at his / her discretion in exceptional cases. General Secretary can also waive off notice period and adjust unused leave in the account of the employee towards notice period.

5.6) HANDING OVER CHARGE:

The employee who is being relieved upon retiring / resignation / termination from services, shall hand over the responsibilities / charge to HOD or any person authorized by the Management.

- i. He / she shall handover all official apparatus issued to him / her to discharge his / her duties including (and not limited to) Records, Books / Periodicals/ Mobile Phone / SIM Card/ Data Card/ Lap Top/ Desk-Top System/ Pen Drive / CDs / Stationery etc., and all other items that have officially been given to him / her either to the HOD or any person authorized in this regard.
- ii. He / She shall clear all types of dues / advances taken during service.
- iii. He / She should vacate the official accommodation (if) provided to him / her within week of being relieved / terminated from service.
- iv. He / she should handover the official vehicle (If) provided to him / her and obtain no damage certificate from Transport In-charge a day before being relieved from service.
- v. He / she shall make a list of items / apparatus handed over to the person authorized by management and obtain signature and also sign the document and submit the same along with no dues certificate to his / her reporting authority.
- vi. Exit Interview shall be conducted for every employee who resigns from the organization. The exit interview shall be conducted by HOD of any other department / HR Manager / Dean (Admin).
- vii. Exit Interview form is mandatory and the HR Dept shall not give the No Dues certificate unless they receive the Exit Interview form signed by the official who has conducted the Exit Interview and counter signed by Head of the Institution.



5.7) RETIREMENT:

- i. All staff shall retire on the last day of the month in which he / she attains 60 Years of age in case of Teaching Staff and 58 Years of age in case of Non-Teaching Staff
- ii. In case the last day of the month is a holiday, employee will be relieved of his / her duties on the last working day but will superannuate on the last day of the month (i.e. he / she will be entitled to pay till the last day of the month).

5.8) SERVICE RECORD:

- i Service record for all Employees of the Institute will be maintained by the HR Dept.
- ii It shall contain all the information pertaining to the employee from the date of joining to the date of relieving.
- iii It shall contain all records such as appointment letter, joining letter, copies of educational certificates (updated from time to time), salary details, increments, confirmation of service letter after probation, rewards, promotions, punishments, show cause notices and any other documents pertaining to his / her service matter
- iv It will be maintained up to the age of superannuation or till the employee is relieved from service.
- v It shall continue with same record if the employee rejoins within three years from the date of resignation / retirement. However, the rejoining will be treated as a fresh appointment.
- iv Service Record will be preserved for a period of three years after the employee is relieved or retired from service.

CHAPTER - 6

LEAVE RULES

6.1) PROCEDURE:

- i Application for the leave should be submitted through the respective Head of the Department.
- ii All leave applications should be submitted in advance for making alternative arrangements to ensure that regular assignments are not affected.
- iii Leave shall be availed only on approval from the respective sanctioning authority.
- iv An employee shall leave Hyderabad only with prior approval from his / her Head of the Department and should be available on mobile in case of any exigency.
- v The General Secretary of Vignana Jyothi is the competent authority to sanction all types of leave to the Head of the Institution.
- vi Leave cannot be claimed as a right. If the Head of Department or authority sanctioning such leave feels that the presence of employee is essential and important he may refuse to grant / approve leave.

6.2) RECALL FROM LEAVE:

- i An employee on leave may be recalled to duty before the expiry of leave in case of urgency and necessity. The un-availed period of leave will be credited to the account of the employee.

6.3) RETURN TO DUTY ON EXPIRY OF LEAVE:

- i An employee on leave is prohibited to return to duty before the expiry of leave granted to him / her unless he / she is permitted in writing to do so by the authority sanctioning the leave. He/ She shall return to duty on expiry of leave and is not permitted to extend his / her leave.



CHAPTER - 7

KINDS OF LEAVE

7.1) Kinds of leave

- a. Casual Leave
- b. Earned Leave
- c. Compensatory Leave
- d. Half Pay Leave
- e. Maternity Leave
- f. Paternity Leave
- g. Special Leave
- h. Study Leave
- i. Leave Not Due

7.2) Casual Leave (CL):

- i 12 days in a calendar year for Teaching and Non-Teaching Staff while on probation of service.
- ii 15 days in a calendar year after completion of one year probation of service.
- iii C.L is credited in the account of employee in two instalments in the months of January (8 days) and July (7 days).
- iv The period of leave shall not exceed continuous 5 days at a time. Half day CL can be availed.
- v It can be prefixed / suffixed to a holiday / weekly off but the total period including holiday / weekly off shall not exceed 5 days.
- vi Temporary employees, Contract employees, Trainees are eligible for only One Casual Leave per completed month.
- vii Unavailed CLs lapse at the end of year and cannot be carried over.

7.3) Earned Leave:

- i If the employee avails full Vacation (admissible for Teaching staff) he /she will be eligible for 3 Days EL (for employees with less than One Year of service including Probation period) and 5 days EL (for employees with above one year of Service, including Probation period).
- ii In case of an employee who is eligible for Vacation and who has put in less than 1 Year of service and has not availed Vacation or part of Vacation, the earned leave is computed at: $14 \times Y / 45$ where "Y" is number of days which fall short of Vacation of 45 Days.
- iii If an Employee has availed 30 days of Vacation out of 45 days, EL will be computed as
 $45 - 30 = 15$ days
 $14 \times 15 / 45 = 4.66$ (Rounded off to 5 days)

- iv Earned Leave for not availing Vacation or part of the Vacation in case of employee who is eligible for vacation and who has put in More than 1 Year of Service is computed at: $28 \times Y / 45$ where “Y” is number of days which fall short of Vacation of 45 Days.
- v If an Employee has availed 30 days of Vacation out of 45 days, EL will be computed as
 $45 - 30 = 15$ days
 $28 \times 15 / 45 = 9.33$ (Rounded off to 9 days)

Earned Leave for Non Vacation Staff will be as under:

- i. 0 to 1 Year of service – NIL
- ii. Greater than One Year Service – 17 Days (i.e. on completion of One Year of service including probation period). For example: if an employee completes one year of service on May 15, 2017, he /she will be entitled for 11 Days EL ($17/12 = 1.4$ per month. $1.4 \times 7.5 = 10.5$, rounded off to 11 days).
- iii. Subsequently on completion of two years of service (including probation period) he / she will be entitled for 33 Days of EL for each completed year of service. i.e he/she will be entitled for 33 days EL on completion of two years of service including Probation period. Subsequently every year 33 days EL will be credited to his/her account.
- iv. Earned Leave for both Teaching and Non-Teaching staff shall be credited to their account on 1st January and 1st July every Year.
- v. Employees can accumulate maximum 240 Days of Earned Leave.

7.4) Compensatory Leave:

- i Non-Teaching staff (regular or on probation) are eligible for maximum of 5 days in a calendar year in lieu of each day work done during holiday/weekly off.
- ii Should be utilized during the same year, cannot be accumulated.
- iii Cannot be combined with any other leave.

7.5) Half Pay Leave (HPL):

- i A regular Employee who has completed 2 years of service (including probation period / on consolidated salary) is entitled for 20 days Half Pay Leave or 10 days full pay leaves in a year. 20 days HPL will be credited into employees account once he completes two years of service.
- ii Can be combined with earned leave or vacation leave.
- iii The management has the discretion to sanction leave exceeding the above limit in deserving cases on case to case basis which shall be adjusted from HPL to be earned by the employee subsequently
- iv Medical Certificate from registered MBBS doctor is mandatory for availing this leave.
- v Can be availed only three times in a year.



7.6) Maternity Leave:

- i Regular Female employees who have completed two years service are eligible for 180 days Maternity Leave on full pay.
- ii Maternity Leave can be availed only twice during the entire service of the employee.
- iii Maternity Leave may also be availed by Female Faculty who completes two years of service in case of Abortion / Miscarriage for a period of 45 Days supported by Medical Certificate. Can be availed only once during entire service period.
- iv Salary will be paid only after the employee re-joins duty.
- v Eligible for ML of 180 days w.e.f : 01-01-2018.

7.7) Paternity Leave:

- i Regular Male Employees who have completed Two years of service are eligible for Seven days of paternity leave.
- ii Can be availed only two times during the service of the employee.
- iii Paternity leave can be availed any time from the date of expected delivery to one week after the delivery.
- iv Any holiday / weekly off, if prefixed or suffixed with Paternity Leave will not be counted as leave. However, any intervening holiday during the Paternity Leave period, shall be treated as part of leave availed.
- v Paternity leave can be combined with any other kind of leave.

7.8) Special Leave:

Teaching Faculty who have completed One Year of service will be entitled for Leave with Pay for 5 days every year for attending seminars, paper presentations, attending convocation (if it is outside Hyderabad), attending Interview for commencing Ph.D. course and for attending Viva Voce for completion of Ph.D., Guest Lectures, Workshops, Conferences, Paper Correction in University, on approval from Dean Academics and Principal.

7.9) Study Leave:

- i Employees who have completed 2 years of service (excluding Probation Period) shall apply for study leave in advance, through the HOD, who will forward it to the Committee consisting of Principal, Dean (Admin & Fin) and Head (Academics) for its consideration along with his / her recommendation, which shall consider the application based on its merit and may or may not approve the leave. This leave cannot be claimed as a right by any employee.

Employee is not entitled for pay and allowances when he is on Study Leave. The period on Study leave will not be considered for Gratuity payment or any other benefit. Study leave can be claimed only once for a period of 3 Years in the entire service.

7.10) Leave Not Due:

- i This leave will be considered when no other leave is available.
- ii This leave shall be granted by General Secretary on recommendation of Principal if he is reasonably satisfied that the Faculty will return to duty at the end of leave granted.
- iii Leave Not Due for 90 days at a time and up to a maximum of 180 days may be sanctioned during the entire service of the employee to undergo medical treatment for serious illness.
- iv Leave granted shall be adjusted with Half Pay leave earned by him/her subsequently after joining.

7.11) UNAUTHORIZED LEAVE / ABSENCE:

- i Absence of the employee from duty without sanctioned leave shall be considered as unauthorized absence and the employee shall be liable for disciplinary action.
- ii If an employee overstays 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 has abstained will be treated as Loss of pay. HOI is competent authority to condone such cases if he / she feel the absence is justified.

7.12) VACATION:

- i The Teaching and Technical staff are eligible for 45 Days of Vacation every Year.
- ii The Management has the right to allot duties to any Teaching Staff during Vacation period in case of exigency.
- iii The Teaching and Technical staff with less than 12 Months of service before the commencement of Vacation are not eligible for Vacation.
- iv All Teaching and Technical staff are eligible for Vacation subject to the minimum service as stated above (whether on Consolidated Salary or on Regular scale).



CHAPTER - 8

TA / DA RULES

8.1) GUIDELINES

- i These guidelines will be applicable to all the employees of the Institute, when they are deputed outside Hyderabad on official duty.
- ii Daily Allowance (DA) shall be paid if the absence from headquarters is 8 hours or more, inclusive of journey time.
- iii If the absence is less than 8 hours, DA is not permissible. If the absence is more than 8 hours but less than 12 hours only 50% DA will be paid. For absence of more than 12 Hours full DA will be paid.
- iv In case the boarding and lodging is provided by the Institute an employee will be eligible for only 25% of DA.
- v If the Boarding and lodging is provided by organizers of an event, seminar, workshop, conference etc., no DA / TA will be provided. If only part of expenses are reimbursed by the organizers, an employee is eligible for reimbursement after deducting the expenses reimbursed by the organizers, as per his / her entitlement.
- vi Travelling Allowance / DA / Conveyance Allowance shall not be allowed for persons joining the Institute on their appointment or for return journey on their retirement / resignation.
- vii Travelling expenses, DA, Conveyance and Lodging expenses may or may not be approved by management when the candidate is called for an interview. It shall be decided on case to case basis.
- viii All official Journeys shall be authorized by competent authority with justification for the same.
- ix Tour Advance shall be paid to the employee who shall fill the Tour advance format and on approval by the Head of the institution / Dean (Admin & Finance).
- x Tour advance will not be paid to an employee who has not settled earlier tour advance.
- xi The employee shall submit his / her tour report and tour bills in an approved format.
- xii Tour bills should be submitted and settled within 6 Days of completing the official tour and reporting back to work. In case the tour bill is not settled within the stipulated time, the amount paid as tour advance will be recovered from the immediate month salary. Subsequently, when the employee submits claim along with justification for not doing so within stipulated time and if the HOI / Dean (Admin & Finance) is satisfied with the explanation they shall recommend the case to the Finance Department to settle the claim as per the entitlement.
- xiii Late submission of tour bills will be considered as misconduct.

8.2) GRADES:

S. No.	Particulars	Grade
1.	Members of Governing Council, Head of the Institution, Deans/ Dy.Dean /Hod**	Grade I
2.	Professors, Associate Professors, Librarian / GM /AGM, Chief Warden / Sr.Managers / Managers / Head Placements/Physical Director	Grade II
3.	Senior Assistant Professors, Assistant Professors, Adjunct Faculty / Superintendent, Dy. Managers / Asst. Managers / Site Engineers / Sr Programmers/ Wardens	Grade III
4.	All Others	Grade IV

**Even if the Faculty is working as Asst / Asso. Prof. or Professor, if he is holding charge as HOD, he/she will be entitled for benefits as HOD (Grade I)

For Designations not mentioned above Dean (A&F) Shall decide the grade

8.3) MODE OF TRAVEL and DAILY ALLOWANCE

Grade	Mode of Travel	A Class	B Class	C Class	Local Conv
Grade I	Airfare (Economy)	Actuals/ I AC Train	Actuals	Actuals	Taxi / Car at actual
Grade II	Air Fare (Economy) / II AC Train / Volvo AC Sleeper bus	500	400	350	Taxi at actual
Grade III	First Class or III AC Train / Volvo AC Bus	350	300	250	Auto
Grade IV	Sleeper Class Train / Luxury Non AC Bus	250	200	150	Auto / Bus

* If the travel time by train (one way) is more than 15 Hours an Employee is permitted to travel by Air (Economy) on approval from HOI / Dean (Admin & Finance).

8.4) LODGING

Grade	Daily Allowance		
	A Class	B Class	C Class
Grade I	Actuals	Actuals	Actuals
Grade II	Rs 4000/-	Rs 3500/-	Rs 2500/-
Grade III	Rs 3000/-	Rs 2500/-	Rs 2000/-
Grade IV	Rs 1500/-	Rs 1250/-	Rs 1000/-

Subject to a maximum of Rs.7,000/-



- 1) Reimbursement / settlement of bills will be as per entitlement or as per original bills whichever is less.
- 2) Enclosing Original bills with claims is mandatory. If original bills are not enclosed for the accommodation only 50% of amount as per entitlement will be considered.
- 3) In exceptional cases. The General Secretary is authorized to approve reimbursement in case of misplaced Bills or if an employee cannot enclose original bills and claims reimbursement as per his / her entitlement.

8.5) CATEGORIZATION OF CITIES AND TOWNS:

- A Class** Delhi (NCR), Mumbai, Kolkata, Chennai, Bangalore
B Class All State Capitals and Pune, Nagpur, Baroda, Kanpur, Vishakhapatnam
C Class All other places

8.6) LOCAL CONVEYANCE:

Expenses incurred to carry out official work in case employees use their own vehicle will be reimbursed as under:

Four Wheeler: Rs. 8.00 per KM

Two Wheeler: Rs. 3.00 per KM

Note: The work assigned should be approved by the HOD with justification and approved by Dean (Admin & Fin).

The employee should fill in the Local Conveyance Form and obtain signature of HOD for reimbursement of such expenses. The bill shall be approved by Dean (Admin & Fin)

8.7) FOOD EXPENSES

An Employee is entitled for Food Expenses while on duty outside the campus during lunch hours or at late night (beyond 8.00pm) as under :

Grade 1: at actuals Grade 2 : Rs.150/- Grade 3 : Rs . 100/- Grade 4 : Rs. 75/-

CHAPTER - 9

EARNED LEAVE ENCASHMENT

Non-Teaching Employees are entitled to encash Earned Leaves based on the number of Years they are associated with the Institute. The maximum service leave encashment at the time of superannuation is 240 days.

Further there would be caps based on years of service as under:

PERIOD	ENTITLEMENT
0 to 2 years	No encashment
>2 to <5 years	30 days
>5 to <7 years	60 days
>7 to <10 years	120 days
Above 10 years	180 days

Only Basic + DA will be the basis for paying encashment of Earned Leave.

The authority competent to sanction leave should grant payment equivalent to the Earned leave at the credit of the employee on the last day of his / her service, subject to a maximum of 240 days.

When an employee retires on superannuation while under suspension or while disciplinary or criminal proceedings are pending against him, the whole or part of leave salary shall be withheld to meet recoveries from him possibly arising on conclusion of the proceedings.

Only regular non-teaching staff of the Institute are permitted to encash earned leave. There should be a minimum balance of 30 days EL in a staff member's account after they claim encashment.

Earned Leave can be encashed once in two years. This eligibility is w.e.f. APRIL 2017 and ELs earned w.e.f. 01-04-2017 will only be considered for encashment. ELs at the Credit of Employees account prior to April 2017 cannot be encashed or paid at the time of retirement or on being relieved from service for any reason.



CHAPTER - 10

GENERAL CONDITIONS OF SERVICE

10.1) APPLICATION OF RULES:

They shall come into force with effect from 01-04-2017 and shall apply to all Teaching and Non-Teaching employees of the Institute.

10.2) DUTY:

An employee is said to be “on duty” when he/she is:

- i. Performing the duties of a post to which he/she is appointed or is undergoing probation / training that is prescribed for such post.
- ii. Attending to duties outside the headquarters, assigned to him by the competent authority.

10.3) SALARY:

Means Basic Pay, Dearness Allowance and other Allowances (if any) wherever applicable or a Consolidated Pay with / without any allowances payable to an employee.

10.4) SERVICE:

Includes the period during which an employee is on duty as well as on leave duly authorized by the Management but does not include any period during which an employee is absent or on leave without Pay and allowances.

10.5) AGE LIMIT:

No person below the age of 18 years shall be appointed as an employee of the Institute. Upper age limit of the candidates for appointment to any post (other than those for posts which are not specified by UGC / AICTE) shall be fixed by the Management from time to time.

10.6) MEDICAL FITNESS:

No person shall be appointed to a post without a medical certificate of fitness issued by the Doctor authorized by the Management.

It is mandatory for all the regular staff to submit medical fitness certificate every year in the month of July.



CHAPTER - 11

CONDUCT, DISCIPLINE AND PENALTIES

11.1) SCOPE OF AN EMPLOYEES SERVICE:

Unless otherwise stated, both, teaching and non-teaching employees shall totally be at the disposal of the Management . He / she shall serve in the organizations under society's control in such capacity and at such place as he / she may be directed from time to time.

11.2) LIABILITY TO ABIDE BY THE RULES AND REGULATIONS:

- i Every Employee shall conform to and abide by such rules in force, shall observe, comply with and obey all orders and directions issued by the Management from time to time.
- ii Every employee shall promote the interests of the institute and its constituents where ever he / she is working by showing attention in all transactions.
- iii Every employee shall obey orders / instructions from his / her superiors, shall work with integrity and his / her conduct should be sober and in tune with the position he / she is holding. Any insubordination or defying orders of superiors will be considered as an act of serious misconduct.
- iv Employees are prohibited against showing any discrimination towards students & other employees based on Caste/Religion/Region/Tribe/Gender/etc.,
- v Any act involving theft, wilful fraud, dishonesty will be considered as misconduct and action will be taken as deemed appropriate by the management.
- vi All the employees shall follow the dress code of the institution as may be applicable and carry ID Cards at a clearly visible place on them when they are in the Institute premises or on official duty outside.
- vii Use of mobile phones during class room sessions / lectures / meetings / during exam work / while on Invigilation is strictly prohibited.
- viii Furnishing false information pertaining to age, qualification, experience and getting appointed by giving such false information will result in immediate termination of concerned employee from service without notice. He/she will not be entitled for his / her accrued benefits. Criminal action may also be taken if required.
- ix Gambling, consuming alcoholic drinks, chewing tobacco, consuming drugs and smoking within the institution areas and office, sleeping while on duty, neglect of work, taking bribe / commission, wilful absence, getting into physical fights, taking part in strike / demonstration, distributing pamphlets against the institution, canvassing for any political party within the Institution area, refusal to work when required by management, instigating quarrels, ragging, getting involved in criminal activity, criticizing the management or institution, collecting, running chit funds or money schemes etc.,



- x Misleading and giving false information to students and staff will be considered as misconduct.
- xi Personal matters / problems involving police, criminal proceedings leading to FIR against an employee shall result in immediate suspension (from the day it comes to the notice of management) pending final outcome of the same.
- xii If the criminal proceeding leads to conviction, the service of the employee is immediately terminated and he / she shall not be considered for re-employment with the Institution.

11.3) APPLICATION FOR OTHER EMPLOYMENT

- i An employee shall not take up any other employment or signify his / her willingness to accept such employment or office whether stipendiary or honorary or otherwise without the prior written permission of the Management.
- ii An employee, whether on leave or in active service of the Institution shall not undertake any part-time job?
- iii An employee with the prior written permission of the Management may undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character subject to the condition that such work does not interfere with his / her official duties.

11.4) OBLIGATION TO MAINTAIN SECRECY:

Every employee shall maintain secrecy with regard to the affairs of the Society / Institute, and its constituents and shall not divulge directly or indirectly any information of confidential nature either to any member of the public or the Institution staff unless compelled to do so by judicial or other legal authority or unless instructed to do so by the Management.

11.5) ABSENCE FROM DUTY WITHOUT PERMISSION:

An employee shall not absent himself / herself from his or her duties without obtaining permission of the competent authority. In case of unavoidable circumstances, either a message or a letter should be sent on the next working day giving the reasons of his / her absence for the previous day/s. If any employee absents continuously for a period of 10 working days or more without approved leave or communication, such employee shall be deemed to have deserted the post held by him/her from the date on which he/she abstained from duty.

His / Her service shall stand terminated from the 11th day automatically. In case he / she subsequently returns to work, the Management may or may not accept the justification given by the employee for his / her absence. He cannot join the duty as a matter of right. The decision of the Management shall be final in this regard.

11.6) PROCEDURE FOR IMPOSING PENALTY:

- I In case of minor penalties, a show cause notice may be issued duly stipulating a time limit for submission of reply. After enquiry, a decision may be taken for imposing the punishment as may be suggested by the enquiring Officer.



- ii For any major penalty, the Disciplinary Authority shall itself hold an enquiry either SUO-MOTU and frame charges on the basis of allegations on which the enquiry is proposed to be held or a copy of the charge sheet / memo together with the statement of the allegations on which they are based shall be furnished to the employee.
- iii The employee after receipt of the above charge sheet / memo shall submit his / her written reply within the time limit as specified in the charge memo.
- iv On receipt of the written reply of defence or where no reply is received within the specified time, the disciplinary authority may appoint an enquiry officer to enquire into the charges.
- v The enquiry officer shall give all reasonable opportunity in conformity with natural justice to the employee to defend his / her case and after conclusion of the enquiry shall prepare a report on the findings on each of the charges together with the reasons and submit the report to the disciplinary authority.
- vi The disciplinary authority after examining the report received from the enquiry officer shall give notice to the concerned employee duly indicating the tentative action proposed to be taken against him / her and calling upon to submit his / her representation in this regard within the specified time against the proposed action.
- vii The disciplinary authority after examining the representation received from the employee or not receiving any reply to the two notices issued to the employee within stipulated time, shall decide the penalty to be imposed and issue orders accordingly.
- viii If the employee is aggrieved with the penalty imposed, he/she may make an appeal with the appellate authority within 30 days of the receipt of the orders of punishment.
- ix The appellate authority causing such enquiry as it deems fit and necessary, may pass an order either dismissing the appeal or allowing the appeal in full or in part or by modifying the punishment awarded.
- x The orders so passed by the appellate authority shall be final and binding on the employee.

11.7) MINOR PENALTIES:

- i Censure.
- ii Fine

Recovery from pay, whole or part of any loss caused to the Institution by negligence or breach of orders.

- i Withholding of increments.
- ii Suspension.

11.8) MAJOR PENALTIES:

- i Reducing the rank.
- ii Removal from service.



CHAPTER - 12

PROVIDENT FUND / ESI / GRATUITY

Provident Fund, Employee State Insurance and Gratuity are applicable to all employees as per the respective acts.

CHAPTER - 13

MEDICAL ASSISTANCE

13.1 OBJECTIVE AND GUIDELINES

The main objective of the scheme is to help the employees to the extent possible when huge expenditure is incurred due to serious illness and when the family is not in a position to meet the hospitalization expenses.

The following guidelines are prescribed to avail the benefit of the scheme:

- i Hospitalization expenses to an extent of 50% of the bills not exceeding Rs. 20,000/- in normal cases and up to Rs.75, 000/- in serious cases like heart surgery, cancer treatment etc., may be reimbursed to an employee. The amount of assistance in any case will not be more than Rs.75, 000/-.

A Committee duly constituted will scrutinize the bills in each case and furnish its recommendation as to the amount of assistance to be provided.

- ii Medical Assistance will be provided to the employee, his / her spouse, dependent children and dependant parents in the event of their becoming sick / ill and are hospitalized for at least two days. This assistance will not be provided to spouse / children/ parents if they are employed.
- iii Employees who are appointed on regular scale or on probation with a continuous service of two years are eligible to avail this facility.

13.2) APPLICABILITY & PROCEDURE

Not Applicable if an employee or the dependents are covered under any medi-claim policy.

- i Employee either for self or a member of his / her family, can avail this benefit only once in a year
- ii Employees who want to avail the benefit shall inform the Head of the Institution, the nature and extent of ailment of self or his/ her family members before admission into the hospital. In case of emergency, the same shall be informed soon after admission into the hospital with details such as name, address, phone number of the hospital and the doctor-in-charge.

A letter of admission shall be submitted to the Head of the Institution. Also, a letter of discharge together with original medical and hospitalization bills shall be submitted to the Head of the Institution for processing claims (in case the relief is being sought after discharge from hospital)

- iii Employees are expected to avail this benefit with highest order of honesty and transparency.
- iv In case of unfortunate death of an employee while undergoing medical treatment, the total medical expenses may be reimbursed to the legal heirs subject to the condition that the maximum reimbursement shall not be more than Rupees One Lakh.
- v A Committee will either be constituted or nominated by the Management from time to time to examine the requests/claims forwarded by the employees and furnish suitable recommendation.



The Committee will consist of a Chairman and three Members from staff who are nominated by the Management.

The Committee will examine the genuineness of each case of illness including their family members; seriousness of cases etc; verify the advice and prescription by the doctor/ nursing home; examine the bills, letters of admission and discharge issued by the doctor / nursing home; prepare brief history of the case; consolidate bills related to the case and forward recommendation to the Management / Head of the Institution furnishing the amount of assistance to be given to the employees.

- (a) Medical assistance is only a welfare measure offered by the management for their employees and as such employee(s) / employee dependent family members cannot claim this benefit as a matter of policy or right thereof. The management has the right to accept or reject any claim.
- (b) The management reserves the right to terminate the scheme at any time without giving any notice or reasons.
- (c) An employee who leaves the institute within 3 months of availing this benefit should reimburse the amount claimed by him/her, to the institute or will be adjusted out of terminal benefits payable.
- (d) Necessary amendments may be made to these guidelines by the Management from time to time as deemed appropriate.

13.3) DISBURSEMENT:

Payments will be made towards claims / bills directly to the employee bank account as per records, through an account payee cheque / DD / Electronic payment.

13.4) PENALTY and DISCIPLINARY ACTION

This scheme is meant solely to help employee and dependent family members. In the event of misuse of this facility and in cases where false/ fake bills are submitted, management will initiate disciplinary action, levy penalties including termination of services for fake / false claims.



CHAPTER - 14

LOSS OR THEFT OF HIGH VALUE ASSETS / ITEMS

- I The high Value Assets / Items like LCD projectors / Lap Tops / Cameras etc. will be issued to an Employee for official purposes whenever required. It is the responsibility of the Employee to whom it is issued to return it back in good condition and have the same recorded in the Register.
- ii In case of Theft / Loss of valuable equipment, the Employee should immediately bring it to the notice of his / her Superior, Admin Officer and HOI.
- iii The Admin Officer will issue instructions to the Security at all the gates to stop anyone from leaving the Campus. All Employees, Staff, Visitors will be frisked, bags and Vehicles thoroughly checked before they are allowed to move out.
- iv The footage of cameras from where the Item is lost / stolen will be checked to identify / catch the person(s) involved.
- v Security and Admin Officer will humbly request all employees to co-operate with Security and inform why check is required.
- vi If the item is recovered from any person, the security should detain the person and bring him / her to the Dean (Admin & Finance) along with Admin Officer. Action will be taken as deemed appropriate by the Management against such a person. He / she shall be suspended by the Head of the Institution with immediate effect and may subsequently be terminated from service without any benefits. He /she may also be handed over to the Police and case registered (if required).
- vii If the Stolen Item / valuable cannot be recovered, the loss will be investigated by the Three member Team consisting of Security Officer / Admin Officer and one person from Vigilance. After enquiry, a report shall be submitted to the Management, identifying the cause, fixing responsibility and suggesting means and methods to prevent repeat of such incidents in future.
- viii The Management shall not be responsible for loss of any personal Items / Cash / Purse/valuables of any employee or student. It is the employee's / student's responsibility to safeguard his / her personal property against thefts.



CHAPTER - 15

PRINTING OF VISITING CARDS

- i Visiting cards will be provided to the employees on approval from CEO / HOI /Dean (Admin & Finance).
- ii Employees ARE NOT PERMITTED TO USE / PRINT Visiting Cards with name of the Institution / Society on their own.
- iii All requests for issue of Visiting Cards should be forwarded to the Dean (Admin & Finance) after approval from the HOD.
- iv Visiting Cards shall be printed and issued by the Purchase Department.
- v On receiving request for visiting cards duly approved by Dean (Admin & Finance), Purchase department shall send the printed cards to the employee (normally) within 7 Working Days.
- vi Names on Visiting cards will be printed only as per the details available in official records.
- vii Personal email ID and Personal Addresses etc.,will not be printed on visiting cards.
- viii Only standard format, font, color, size, quality of paper / board will be used to print the visiting cards.

CHAPTER - 16

POLICY AGAINST SEXUAL HARASSMENT

An Employee of the Institute interacts with lots of female students, female colleagues and other female staff.

The Employee's behavior in all such interactions must be decent. The Supreme Court of India defines sexual harassment as unwelcome sexual behavior, whether directly or by implication, such as:

- i Physical contact and advances.
- ii Demand or request for sexual favors.
- iii Sexually coloured remarks (this includes colored jokes in a mixed company, or a class room, or even within hearing distance of a female member of the community).
- iv Showing /reading Pornography.
- v Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- vi A victim of sexual harassment (or one who perceives sexual harassment may lodge a complaint with the HOD, Dean (Admin & Finance) or Principal of the Institute.
- vii An employee or student can also approach the Women's Cell constituted by the Institute either for advice or for redressal of an issue.
- viii An inquiry by the Women's Cell has the status of an official inquiry under the Civil Service Rules and employees have to co-operate with the Cell in its investigations.
- ix Sexual harassment complaint against any Employee, if proved, shall result in termination from service with immediate effect. No financial benefit shall be extended in such a case. Suitable action as per law may also be taken.



SECTION “B”

(Other Rules & Regulations)



CHAPTER 1: CODE OF ETHICS FOR FACULTY

Page Nos.

- a. Responsibility of Faculty
- b. Responsibilities of Faculty towards the Students and Parents / Guardians
- c. Responsibilities of faculty towards their colleagues

41 to 42

CHAPTER 2: HOSTELS

- a. Facilities
- b. Admission
- c. General conditions
- d. Withdrawal from hostel
- e. Medical facility
- f. Guests / visitors
- g. Visiting hours
- h. Hostel mess
- i. Penalties
- j. Security

43 to 47

CHAPTER 3: LIBRARY

- a. Procedure for membership
- b. Procedure to borrow books
- c. Return of books
- d. Due date
- e. Damaged / lost book
- f. Procurement of books
- g. Making books available
- h. Reference books
- i. Quick reference books
- j. Obtaining serials
- k. Arrangement of books
- l. Facilities and services
- m. Reissue of Identity cards
- n. Held Desk / Grievances
- o. Disciplinary rules for members of library

48 to 52



CHAPTER 4: STUDENT DISCIPLINE

- a. Student discipline policy **53 to 57**
- b. General disciplinary rules
- c. Class room disciplinary rules
- d. Disciplinary action
- e. Minor Penalties
- f. Major Penalties

CHAPTER 5: TRANSPORT

- a. Transport facility for staff **58 to 59**
- b. Transport facility for students
- c. Transport facility from hostels
- d. Other Vehicles
- e. Withdrawal of Transport facility
- f. Guidelines for employing drivers

CHAPTER - 1

CODE OF ETHICS FOR FACULTY

A Faculty / Teacher is an important asset of an educational Institute and Vignana Jyothi ensures that the best Faculty is selected and appointed. Selection process for a Faculty is through a staff selection committee based on Merit and as per the norms prescribed by JNTUH / UGC/ AICTE.

a) Responsibilities of Faculty:

The Faculty should:

1. Conduct in accordance with the ideals of the Teaching profession. As a faculty he/she is constantly under observation by the students and society . A faculty should set an example by his/her impeccable behaviour and work ethics.
2. Have patience, integrity, temperament to deal with students and society.
3. Maintain dignity of the profession and perform duties of teaching, mentoring, practical work, seminar work etc., conscientiously and sincerely.
4. Actively participate in co-curricular and extracurricular activities.
5. Take up work assigned by Management from time to time and assist Principal in admissions, counselling students, conduct examinations, supervision, invigilation and evaluation etc.
6. Seek continuous growth through academic excellence.
7. Actively strive to enhance the student potential and participate in seminars, conferences and meetings.
8. Take membership in related professional organizations and constantly upgrade their knowledge and skills.
9. Undertake additional responsibilities whenever required.
10. Not take any other responsibility / employment with any industry / coaching institute / college / private tuitions.
11. Should discharge the duties diligently and adhere to the existing rules and regulations.

b) Responsibilities of Faculty towards the Students and Parents / Guardians

The Faculty should:

1. Be just and impartial to students and should not discriminate on grounds of religion, caste, tribe, sex, social or physical characteristics.
2. Strive to see that students excel in academics and deal as per the individual needs and capabilities.
3. Encourage students to improve their skills, knowledge and personality.
4. Not be vindictive. Must respect students' views even if they do not match his /her views.
5. Be available to the students beyond the class hours to guide the students (if required).
6. Not instigate or incite the students against one another or against the



1. Communicate and maintain contact with parents / guardians and update them about the performance of their wards. If required, faculty should meet them whenever required and during parent Teacher meetings are held at campus. Should obtain the suggestions of parents and guardians for improvement and forward the same to the management on its merit.

a) Responsibilities of Faculty towards their Colleagues:

The Faculty should:

1. Treat other staff courteously and with respect.
2. Refrain from instigating or inciting one staff member against another.
3. Not discriminate against religion, caste, tribe, sex, social or physical characteristics.
4. Maintain decorum and decency while interacting with the opposite gender.

CHAPTER - 2

HOSTELS

VNR Vignana Jyothi Institute of Engineering and Technology has provided hostel accommodation to boys & girls in their own Hostel Buildings. The Hostels are managed by the Warden assisted by other support staff.

The Management is committed to excellence and has ensured that the student Hostels have all the amenities necessary to make a student comfortable in his pursuit of quality education.

a) Facilities:

The following facilities are provided at Hostels:

1. Cot, study table, chair and almirah.
2. WIFI connectivity
3. Hot and cold water
4. Drinking water cooler
5. Common TV.
6. Excellent dining facility with modern equipment.
7. Kitchen is equipped with state of art facilities to ensure hygiene.
8. Sports and Games.
9. Safety and security inside the Hostels is monitored by the block supervisors and the trained Security personnel.
10. CCTV monitoring to ensure safety

b) Admission:

1. Application for admission to hostels shall be submitted to the Hostel warden in the prescribed application form, duly filled in and signed by the student and countersigned by his /her parent/ guardian.
2. The hostel fee/deposit as prescribed by Management shall be paid at the time of admission.
3. Caution Deposit is not adjustable with hostel fees and will be refunded at the time of vacation of Hostel after deductions (if any).
4. Shared accommodation is provided for two or three students per room based on availability.
5. Student must occupy the room allotted to him/her. He / she is not allowed to change/exchange rooms except with the prior written permission of the Warden.
6. A student who is allotted Hostel accommodation shall retain the same for full academic year and shall pay charges for full academic year. No refund will be made in case the student leaves in the middle of academic year.
7. Hostel accommodation is allotted by the Warden subject to availability and on condition that the student agrees to abide by all the rules and regulations of the hostel. Submission of application does not necessarily mean allotment of the room.



8. Admissions are provided on basis of first come first serve basis depending on eligibility and availability.
9. The Warden may refuse hostel facilities without assigning any reason or expel a student from the hostel at any time on disciplinary grounds.
10. The Warden reserves the right to break open room in case of any violation of hostel rules, suspected unlawful activities or on the basis of security risk perceived.
11. Once a student vacates the hostel / is expelled he / she will not be re allotted hostel accommodation again.
12. A hosteller shall apply for readmission to the hostel after each academic year and the Warden shall recommend for readmission provided he / she has record of good conduct and discipline during his / her earlier stay in the hostel.

c) General Conditions:

1. The institute may provide residential accommodation in its hostels to the students admitted to regular courses and also to faculty and research project Staff of the institute subject to availability of hostel rooms.
2. Every Hosteller must acquaint himself/herself with the rules and regulations of the hostel. He/she must obey such rules. Ignorance of rules will not be accepted as an excuse.
3. Hostels shall remain closed during the period of semester break / vacation or at any time as notified by the Institute. During such break / vacation, hostellers are required to vacate the rooms. The room key shall be deposited with the residential Warden. Limited personal belongings may be kept in a separate cloak room in a locked bag / suitcase.
4. Hostellers shall not use any electrical appliances such as electric heaters, electric stoves etc. in the rooms. They are however, permitted to use Laptops in their rooms.
5. Students are not expected to keep or bring expensive material like Watches, Mobile Phones, iPads / Lap Tops, Jewellery etc. to the hostels. Management is not responsible for any loss.
6. Large sum of Cash should not be kept with the students in their room.
7. Students are not allowed to go out of hostels without the permission of Warden. They shall apply for permission in writing stating the reason for permission and also provide the address of destination. In case a student leaves the hostel without permission the Warden is authorized to break open the room and the warden/ management is not responsible for any claim of loss of items by the student.
8. Hostel residents shall maintain peaceful atmosphere within the Hostel and refrain from loud music and celebrations that disturbs other residents.
9. Every Hosteller must remember that the hostel is the home of the student on the campus and therefore he / she is expected to maintain the surroundings neat and clean. They shall not damage walls, utilities, doors, windows, etc.

10. The hostel residents are prohibited from consuming alcohol, smoke, take drugs, enter into physical fights with staff or other residents, chewing paan or tobacco, spitting and misbehaving with other students or staff.
11. Ragging is strictly prohibited and is a criminal offence. If any student is found involved in RAGGING, appropriate action will be taken and the student will be expelled from hostel without any notice. He / she will not be eligible for admission into hostels again.
12. The hostel residents shall not hurt the religious feelings of others and respect cultural diversity.
13. Students are not allowed to bring their vehicles to hostels (except Cycles).
14. Day Scholars are not allowed inside the Hostel rooms.
15. Collection of donations for ANY purpose is strictly prohibited.
16. In case of any unacceptable behaviour by roommates, complaint may be lodged with the Warden
17. Students should be present in their rooms between 9.30 PM and 10.30 PM every day to enable Warden to take the attendance.
18. Hostellers are allowed to go out after 8 AM and should report back at hostel by 7 PM during holidays.
19. Lights, Fans, Computers etc. should be switched off before leaving the hostel rooms to save electricity. In case a student is found to be intentionally not doing so, Warden shall take appropriate action against him/her.
20. Students must always carry their Identity cards with them while they are in campus or in Hostels
21. Students are expected to dress decently when they are out of their rooms.
22. Possessing lethal weapons like sticks, rods, chains etc. in the hostel rooms is strictly prohibited.
23. Students should not light fire crackers on any occasion inside the hostel or within the premises of the hostel which can lead to dangerous situations.
24. Students are prohibited from writing slogans, or any abusive messages, slang words, drawing obscene images / figures, etc. They are also not allowed to stick any kind of posters in the hostels.
25. Students are strictly prohibited from taking out any procession or indulging in unauthorized group activities.
26. Birthday celebrations are permitted between 7 PM to 9.00 PM, at the place earmarked for the purpose and the hostellers shall not disturb other occupants by making noise or celebrating birthdays in their rooms at odd hours. No guest or day scholar will be allowed for any celebration inside the hostels.
27. Hostellers are not allowed to abstain from classes and remain in their rooms unless they are sick. Warden is authorized to check the rooms at any time and if the student is found skipping the class without valid reason, the student shall be asked to attend the classes and warden shall report the same to the Head of the institute.



28. The Management is not responsible for any untoward incident involving snake bite; insect bite etc., and the student should take adequate precautions for his / her own safety.
29. Hostellers shall be courteous and extend respect to all the Staff of the Institute. Any misbehaviour will amount to misconduct and will be strictly dealt with.
30. Management is not responsible for any unfortunate incident outside the Hostel area or outside the campus.
31. Warden has the authority to recommend expulsion of any student found to have broken any rules, misbehaves or causes problems. Decision of Principal is final.

d) Withdrawal from Hostel :

Application for withdrawal from the hostel shall be countersigned by the parent / guardian and submitted to the hostel Warden. Such application shall be submitted after hostel dues are cleared.

e) Medical Facility:

1. In the case of illness of a hosteller, the residential Warden shall inform the Medical Officer of the Institute for treatment and also inform the local guardian.
2. The medical officer shall examine the hosteller and give necessary treatment.
3. In case the patient (hosteller), in the opinion of the Medical Officer requires treatment outside the Institute, he may refer the case to the Civil Hospital. In such cases, for treatment outside the Institute the hostellers shall bear the entire cost of medical treatment on his/her own.

f) Guests / Visitors

1. Guests / Visitors are not allowed inside the hostel without the written permission of the Warden.
2. No guest shall be allowed to share rooms with the hostellers unless specially permitted.
3. Female visitor(s) is / are not allowed to visit boys hostel rooms or vice-versa.
4. In case a Parent / Guardian requests to be allowed into their wards room, permission should be obtained in writing from the Warden. They are not allowed to stay overnight in the Hostel. Parent may be allowed to stay in the guest house (if available) on payment as decided by Management. Permission should be obtained from Warden / Dean (Admin & Fin).

g) Visiting hours:

1. Working days: 5:00 P.M. - 6:00 P.M.
2. Holidays, Saturdays/ Sundays: 4:00 P.M. - 6:00 P.M.
3. Visitors should be received in the Visitors' room only.
4. Any visitor entering the hostel gate should sign and enter relevant particulars in the visitors Register kept for the purpose at the hostel entrance.

h) Hostel Mess:

1. Breakfast / Lunch / Dinner / Snacks shall be served at hostels as per the timings and menu decided by management.

2. Students are expected to maintain scheduled timings and they will not be served food beyond the official timings, which are as under:
Breakfast : 7.30 AM to 9 AM
Lunch : 12.30 PM to 2 PM
Snacks : 4.30 PM to 6 PM
Dinner : 7.30 PM to 9.30 PM
3. Students are not allowed to take food from mess to their hostel rooms, except for sick students with written permission from warden.
4. Parents and Guardians visiting their wards are allowed to have food in canteen with prior permission of warden by paying the charges to canteen contractor.
5. Students shall not waste food and maintain neatness.
6. Complaints regarding food quality and quantity should be lodged in writing in complaint register available with Warden.
7. Students are not allowed to enter kitchen and stores.
8. Outside food is not allowed into the Hostel Canteen / Dining area or hostel rooms.
9. Food is cooked as per the common menu and will not be changed.

i) Penalties:

1. The cost of replacing tube lights, fans, rewinding of fans, replacement of damaged switches, condensers, fittings shall be charged to the occupants of that room equally.
2. In case a student is found to be using electrical iron, Immersion rods, electrical stoves , cooking gas stoves which are prohibited, a fine of Rs. 1000/- will be imposed and all students staying in the room shall share the penalty equally.
3. Cost of any damage to any property within the hostel will be recovered from the student responsible for the same after identifying him / her.
4. All damages to property where the responsible person cannot be identified shall be recorded and the cost of such items / equipment will be divided among all residents of the hostel Room equally and the same shall be recovered accordingly from them.

j) Security:

1. To ensure safe and secure environment, Security is provided by the Management through reputed agency.
2. Students should carry their Hostel ID Cards at all times and the same should be shown to Security on demand.
3. Students are advised to lock their Almirah's and rooms and ensure the safety and security of their belongings. Management is not responsible for any loss.
4. Pets are not allowed inside the Hostels.
5. Students should immediately report absence of his/her roommate if he / she does not report to the room by 10 PM or is found missing for more than 24 Hours.

NOTE: Management reserves the right to frame, amend, revoke, include any provision / rules from time to time without assigning any reason and shall be abiding on all students and staff.



CHAPTER - 3

LIBRARY

A fully functional Library with large number of Books / periodicals / Journals are available in the Library within the Institute. Students can make use of this well stocked library to enhance their knowledge, carry out research, improve their verbal and written communication skills etc.

The library subscribes all foreign journals and databases that are mandatory for engineering colleges. Our Library includes a digital library with 20 systems to access 2000+ Video lectures, E-books and audio materials.

Every effort is made to ensure that the library is equipped with latest books and periodicals. It is upto the users to effectively make use of the vast resources. Normally the library attracts 1200 footprints and clocks 800 transactions per day.

Working Hours:

The Library is kept open from 8.00 a.m. to 8.00 p.m. on all working days.

a) Procedure for Membership:

1. Any person who is either a student or a staff of the Institute automatically becomes a member of the Library.
2. Every member is issued a bar coded ID card with a unique number, on filling up of the Borrower's card available in the Library.

b) Procedure to Borrow Books:

1. Any member who wants a particular book can search for the book in OPAC (Online Public Access Catalogue) available through LAN and also through the computer systems, Touch screen Kiosk provided for the purpose in the Library.
2. The members can seek assistance of library staff in finding a book, if required.
3. A student / staff can reserve the book by filling a form in case it is not available on the shelf. On receiving the book, intimation is sent to the student through SMS.
4. The borrower should bring the book before the Issue counter along with the ID card for issue of the book and recording the same by the Library staff.
5. The number of books that can be issued to a member is as under;
 - i. Every student is eligible to borrow a maximum of FOUR books.
 - ii. Teaching Staff is eligible to borrow a maximum of EIGHT books.
 - iii. Non-Teaching staff can borrow a maximum of THREE books.
 - iv. Books shall be issued only to the Card holder when he is present in person and will not be issued to any other persons on their behalf.

In addition to the above,

- i) Every member can borrow a back volume of a journal / CD
- ii) Students who obtain between 70% - 80% marks are eligible to borrow one additional book i.e. 4+1
- iii) Students who obtain between 80% - 90% marks are eligible to borrow two additional books i.e. 4+2
- iv) Students obtaining 90% and above marks are eligible to borrow unlimited

c) Return of Books:

1. Every student will be issued books for a period of 14 days. The student has to return the books on or before the due date i.e. 14th day.
2. Every staff member has to return the books at the end of the each semester.
3. CDs and Back volumes are issued only for 7 days.
4. For PHC students – the books will be issued for a semester.
5. No Dues Certificate will not be issued if the books are not returned to library.

d) Due Date:

1. Due date stamp is put on the due date slip, which is pasted on the inside title page of the book and the book is to be returned on or before the due date mentioned on the slip.
2. A fine of Re.1/- per day, per book will be levied (as per the existing norms) towards overdue charges from 15th day onwards. However, all the library users must co-operate to circulate the books among the staff/students by returning them within the due date.
3. Reasons of illness and absence will not be acceptable for not returning the book on time.

e) Damaged / Lost Book:

If the book is Lost, damaged, torn or mutilated, the borrower has to replace he book with a new copy or pay 200% of the prevailing cost of the said book. The last borrower will be held responsible for the condition of the book.

f) Procurement of Books:

Procurement of books is done as per the norms of AICTE.

1. For Students : If student requires any book that is not available in the library or a book for which sufficient number of copies are not available, he / she may write the same in the SUGGESTION BOOK available at Help Desk.
2. For Staff : If a staff member needs a book to be procured for the library, he /she has to fill in book indent form (available in the library) and obtain the signature of the concerned HOD and give it to the Librarian.
3. Books of immediate need: If any book is to be procured on urgent basis, it is to be taken to the notice of the Principal through the HOD. The required book will be procured with the permission of the Principal depending on the availability in the online /offline stores.
4. Through EXHIBITION:
 - i. Once a year, a book exhibition is held on the campus and the staff members can select from the available books. The same will be purchased if it is not available in the library.
 - ii. Two representatives from each department visit the Hyderabad Book festival which is held once a year and procure books for the library on the basis of importance and requirement.



5. Through donations: The Library accepts donation of relevant engineering books from any person or persons.
6. Spot Purchase: Sometimes Marketing Agencies directly approach the Institution offering substantial discounts. At such times, if the librarian or any staff member feels a book is worth buying, the same will be purchased with the approval from the Principal based on utility and importance.
7. Books on approval: Sometimes either the publishers or book suppliers send a copy of new arrivals to the library. The same will be sent to concerned teaching staff member and on their recommendations to procure, orders will be placed after approval from Head of the Institution.

g) Making books available:

1. Soon after the book is received by the library, concerned library staff will verify the book in terms of:
 - i. Whether the book is as per the order
 - ii. Whether the book is in good condition
 - iii. Price
2. If the above are in order, ownership stamp will be put on the book and the book is entered in the Book Accession Register. Subsequently, the book will be given an Accession Number.
3. Then the book label and due date slip is be pasted at proper place and the Call Number will be written over the book and the details of the book will be entered in the library software (LIBSYS).
4. Finally, the book will be sent to the shelf for use by members.
5. A copy of every new book will be displayed in the NEW ARRIVALS STAND to get the attention of the members.

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4. Finally, the book will be sent to the shelf for use by members.
5. A copy of every new book will be displayed in the NEW ARRIVALS STAND to get the attention of the members.

h) Reference books:

1. One copy of every text book will be kept as Reference Book for use in the library.
2. Project Reports submitted by the students will be kept under this section or at a place earmarked for this.
3. Some important books, for which there is only one copy in the library is also kept in this section.
4. Back volumes of the periodicals are made into bound volumes and placed under this section.

i) Quick Reference Books:

1. Encyclopaedias, Hand books are kept in this section.
2. Dictionaries, year-books etc. are also kept in this category.

j) Obtaining Serials:

1. Are procured as per the AICTE norms and on the recommendations of the HODs and arranged department wise in the pigeon holes.
2. AICTE mandatory packages like IEEE, ACM, ASME, ASCE, Springer Link, Science Direct McGraw Hill's Access Engineering, J-Gate – Engineering and Technology, ASTM digital Library are available in the Library.

k) Arrangement of Books:

1. All books are arranged in the shelves, Call Number wise and in the Open Access method. Everybody has access to these books. But the Reference & Quick Reference Books are kept under lock and key. These books cannot be taken out of library by any member and should be used within the Library. These books will be given for consultation, only on the deposit of the Library Identification Card.
2. Hard copies of the journals and magazines are arranged branch wise and in alphabetical order in the pigeon holes.

l) Facilities and Services:

1. Digital Library – 550 e-Books, Video Lessons from NPTEL, MIT OCW, Berkeley University etc.
2. Reprography
3. Economically Poor Students' Book Bank
4. Previous Question Papers in the form of Soft copy.
5. Career Vision Promotion Centre to display latest technology videos
6. Show & Tell to showcase the research works conducted by students
7. Display of the articles written by our members and published in newspapers & journals
8. Display of important newspaper clippings and notifications useful to the members.



m) Reissue of Identity Card

1. Identity card, if lost, misplaced or mutilated will be reissued.
2. The Member has to report the loss of ID Card to the Librarian immediately on coming to know of the loss.
3. The member will be issued a new ID card on payment of fee as per the prevailing rules at that time.

n) Help Desk / Grievances:

1. Any complaint regarding library activities and services can be reported at the Help Desk / Grievances Counter for necessary action.
2. Any information about the library materials and availability of services can be had from the Help Desk.

o) Disciplinary Rules for Members of Library:

1. All the Staff / Students entering the library should sign in the attendance register kept at the entrance of the library
2. All the Staff / Students must observe silence during his/her stay in the library
3. All the Staff / Students to whom books or other property of the Institute are entrusted shall be held responsible for their preservation in good condition, and in event of their being lost or damaged, shall be required to replace them or pay their cost as per the library rules.
4. All the Staff / Students must enter the details of the borrowed books in the register kept at the exit of the library.
5. All the Staff / Students must follow the stipulated safety rules.
6. Any student breaking or damaging any Institute/university property shall be required to pay the cost of repair/replacement and penalty.
7. Students are not allowed to carry Files, Folders, Records, Hand Bags, Bags, jackets, etc. inside the Library. These shall be kept outside the Library in the place earmarked for the purpose. However, note book can be taken inside.
8. Sleeping, Loud reading or making noise which disturbs others is strictly prohibited inside the Library.
9. Use of Mobile Phones inside the library is prohibited. Librarian has the authority to confiscate the same and deposit it with Head of Institute. The student may face disciplinary action as per rules.
10. Books borrowed from Library are also not allowed inside the Library unless they are brought for returning.
11. Anyone who is found flouting the rules will be evicted from Library and will not be allowed back in Library for a period of One Month or as decided by the Librarian / Head of the Institute.
12. Students who are detained for shortage of attendance are not eligible to borrow the books unless they reregister for next academic year. However, they can utilize the library services for reading purpose.
13. Writing Records in Library is not permitted

CHAPTER - 4

STUDENT DISCIPLINE

a) Student Discipline Policy:

The primary purpose for setting up the Institution is for advancement and application of knowledge, value based education and imparting life skills to its students. Its core activities are teaching, learning and research. These purposes can be achieved only if various constituents of the Institute can live and work side by side in conditions which permit freedom of thought and expression. In order to achieve and maintain such conditions, to protect the Institute from disturbances and to ensure academic standards, it is essential to have rules, guidelines and procedures for ensuring that the necessary steps can be taken when behaviour of the students falls short of expectations.

To deal with unacceptable behaviour of the students, the Institute has a Student Discipline Policy. The rules are applicable for all the students of the Institute.

The rules are to protect the Institute and its community, deter those who interfere with its work and activities and ensure where ever necessary, appropriate action.

Students shall agree to abide by the Institute rules, regulations, policies and procedures when they enrol in any of the courses with the institute.

The Principal of the Institute is responsible for regulating the discipline of students of the Institution.

The procedures provide for rigorous, fair, transparent and consistent processes for investigating and considering reported incidents involving alleged misconduct and for imposing penalties.

b) General Disciplinary Rules:

1. Students are expected to conduct themselves in a manner which does not hinder the Institute purposes and does not cause any damage to its reputation.
2. Students shall come to the Institution observing the dress code prescribed by the administration.
3. Students shall always wear their photo identity card while they are in the campus area.
4. Students shall move silently through the corridors without disturbing the nearby classes and laboratories.
5. Students are prohibited from sitting on the corridor walls.
6. Students are required to give way to teachers, staff and visitors while moving in the corridors, on the staircases and other places in the Institution premises.
7. Students are required to cooperate with the administration in keeping the class rooms, laboratories, library and the Institute premises neat and in an orderly manner.
8. Students are not allowed to hold meetings on Politics basis. Politics and student union elections are strictly prohibited in the college campus.
9. For any study related matters, they are required to contact the faculty concerned or Head of the Department. For hostel related issues, they are required to contact the concerned warden.



10. For any other personal grievance/problem the student shall contact their Mentor or Head of Department.
11. Smoking, chewing tobacco, spitting, drinking alcohol, gambling, betting or taking drugs are strictly prohibited in the Institute premises. Student found indulging in these activities, shall be punished as per rules.
12. Students are prohibited from organizing meetings within or outside the Institute premises without the permission of the competent authority.
13. Students are prohibited from collecting money for any purposes within or outside the Institute without the permission of the competent authority.
14. Students desirous of meeting the Principal/Director either personally or by letter should do so through the respective Head of Department.
15. The students are required to use water and electricity economically in the Institute/hostel premises.
16. Students are required to switch off the lights, fans, computers, equipment, etc. while going out of the class room, laboratory/other rooms etc.
17. Students are not permitted to use vehicles to move within the campus.
18. Students shall not write or stick posters on benches, walls or doors and shall not rest their legs / shoes on the walls.
19. Students are not permitted to organize tours either inside or outside the state without the permission of the Principal
20. Students are prohibited from distributing leaflets, hand-bills or other printed materials and displaying banners and posters inside the campus.
21. Students should to throw the garbage only in the dustbins (provided at various locations) to keep the campus neat and clean.
22. Usage of Cell Phones in the campus is prohibited as per the Telangana Government order No. TS RC 733.
23. Students shall not bring outsiders without seeking prior permission inside the college campus.
24. Students are prohibited from taking part in any political activity within the Institute premises.
25. Students shall respect the cultural diversity within the campus and not hurt the religious sentiments of any community intentionally or unintentionally.
26. Students are not allowed to indulge in money making schemes, giving and taking money on loan.
27. Students indulging in physical fights or misconduct are liable for severe action as per the rules, which can even result in expulsion from the Institute.
28. Harassment of any kind not limited to, sexual, racial, wrongful confinement, threatening, blackmailing which causes fear and distress to others is strictly prohibited and attracts severe punishment.

29. Any student who directly or indirectly indulges abets or propagates Ragging within the Institute area or outside shall be punished as per rules under Ragging Act 26 of 1997.
30. Students shall not cause wilful damage to institute property, falsify information, misappropriate institute property, indulge in fraud, deception, dishonesty or break any rules.
31. Office bearers of technical associations are nominated on basis of merit in university examinations. No elections are permitted in institute.
32. The institute has the right to suspend, fine, rusticate or take any action which is deemed necessary in case of any indiscipline on the part of students. The same will be reflected in the conduct certificate issued at the time of leaving the institute.
33. En-masse absenteeism of students of a class amounts to indiscipline which attracts appropriate action.
34. No student shall enter or leave the classroom without the permission of the Faculty.
35. Birthday or other celebrations are not permitted within the Classrooms. However, it may be celebrated at a designated place specially earmarked within the Campus with prior permission from Dean Admin & Finance and the HOD. Permission should be obtained two days in advance and the celebrations should be orderly and without noise. Area should be cleaned with the help of Housekeeping staff. Celebrations are permitted between only 4.00 PM to 5.00 PM.
36. Students are required to behave courteously and with respect when talking with Faculty and Staff of Institute. Any indiscipline or unruly behaviour on part of student(s) will be considered serious violation of rules and action as deemed appropriate will be taken against the student(s).
37. Disruption of academic activity – co-curricular and extra-curricular, admin work including attempt to prevent the Teaching and Non-Teaching staff from discharging their duties construes misconduct.
38. Vandalizing, any physical or verbal abuse of the Teachers & Non Teaching staff inside and outside the college premises, threat to use physical force amounts to gross indiscipline of the student.
39. Any such act which is considered by the Principal or Vice Principal or Dean (Admin) or Disciplinary Committee to be an act of violation of rules & regulations of the college is final.
40. Any objectionable act in violation of the provisions of Civil Protection Act 1976.
41. Student shall NOT report any matter of the college/institute to the police, press, electronic media or public without taking prior permission from the Head of the Institute & Management of Vignana Jyothi.



c) Classroom Disciplinary Rules:

1. Every student shall enter the Institute premises on time and attend to the lecture and practical classes punctually.
2. As soon as the Faculty enters the class room, the students shall rise and remain standing till they are asked to sit or till the teacher takes his/her seat.
3. Student shall not be allowed to leave the class room without the permission of the Faculty or until the Faculty leaves the classroom.
4. Students are expected to assemble in the classrooms before the scheduled time. If a student comes into the classroom after the roll call, Faculty may refuse admission or deprive the student of attendance for the period.
5. A student who disturbs a lesson or makes mischief or noise in a class shall be expelled from the class by the faculty.
6. Every student shall possess the necessary text books, note books and other accessories such as calculators, etc.
7. Every student is required to maintain decency and shall not make noise while moving from one classroom to another.
8. Students are prohibited from scribbling offensive, abusive and obscene words or figures on black boards.
9. Students are prohibited from any kind of writings on the wall and study desks or other places in the classroom / institute.

d) Disciplinary Action:

On receiving information or report of any misconduct, indiscipline, violation of rules the Management shall arrange hearing of allegations by the Disciplinary Committee.

In case the Disciplinary Committee feels that the allegation is serious and if there is enough evidence the student can be suspended immediately, pending hearing. Management shall:

1. Make provision for informality and flexibility in disciplinary proceedings so that matters can be considered at the early stage where ever appropriate.
2. Ensure, as far as possible, that all parties involved are given equal opportunity procedurally and are able to participate fully in disciplinary proceedings.
3. Avoid delay in the matter as far as possible and deal with fairness and proper consideration of the matters involved.
4. On completion of formal hearing of the complaint or allegation against the student if the student is proved guilty of the acts of misconduct, the Disciplinary Committee is competent to take appropriate disciplinary action and impose any of the penalties appropriate to the acts of misconduct.

e) Minor Penalties:

1. Issue oral warning
2. Issue written warning and inform the Parent / Guardian of the student.



f) Major Penalties:

1. Suspension from attending the classes and other academic privileges for a specific period.
2. Imposing of damages to be collected for the loss caused to the property of the college.
3. Recommend Withholding / withdrawing scholarship and other benefits.
4. Debarring from appearing in any tests / exams or evaluation process.
5. Withholding of the exam results.
6. Suspension / Expulsion of the student from Hostel / Institute or Withdraw facility extended.
7. Cancellation of admission
8. Rusticate from the college for the period ranging from one to four semesters
9. Expulsion from the college / institution



CHAPTER - 5

TRANSPORT

The Institute has the facility of transport (selectively) for the students and the staff to commute between College and home and from Hostels to College. This facility is provided by the college, solely for the safety of students and the Staff.

a) Transport facility for Staff:

1. Employees can avail the transport facility on concessional rates.
2. They will be picked up from designated points at scheduled time.
3. The route and pick up points are decided by the Management and there will not be any deviation from this.
4. Employees shall report 5 minutes prior to the scheduled pick up time.
5. Bus / Vehicle shall not wait for any employee if he / she are late.

b) Transport facility for Students:

1. TSRTC hired exclusive buses are used for transport by senior students.
2. Presently the routes covered are: Dilsukhnagar, Secunderabad, Kachiguda, Tarnaka, Jubilee Check Post, Kukatpally, Balanagar and BHEL.
3. Transport facility to all the first Year students is provided in buses hired from reputed private agencies.
4. Presently the following Route is covered for 1st Year Students: ECIL, VST, Yousufguda Check post, Attapur, Dilshukhnagar, Kukatpally, BHEL and Alwal.
5. The Management shall decide on the routes, pick up points and schedule the timings. All students are expected to abide by the same.
6. Students shall report 5 minutes prior to the scheduled pick up time
7. Buses shall not wait for students who are late.
8. Misbehaviour in buses will be viewed seriously and the student may be disallowed from using the transport facility and also disciplinary action taken against him /her as per rules.
9. Students shall not damage buses and keep the bus neat and tidy.
10. Students shall cooperate with the driver and not divert his attention.
11. Students shall not travel on the foot board, get off a moving bus, catch a moving bus, put their hands out of the windows, smoke inside the bus, spit, chew and spit paan or tobacco etc.
12. Safe custody of the belongings is the student's responsibility and the management is not responsible for any loss or damage to their belongings.

c) Transport facility from Hostel :

1. Separate Hired Vans are arranged exclusively for hostel students.
2. Students are expected to follow all the rules mentioned above.

d) Other Vehicles:

1. Vehicles are provided at the Institute for official use to carry out institute work from time to time.
2. The vehicles provided shall be used judiciously and a record of the same shall be maintained in a log book.
3. The reason / purpose for using the car, name of the person shall be written and signed by the person using the vehicle.
4. The Date, Time and Odometer Reading shall be recorded in the log book available with the driver.
5. Filling of petrol / diesel (Number of litres filled) shall be recorded in the log book along with the date and Odometer reading.
6. All maintenance works for the vehicle shall be carried out on time and recorded in the book available with the driver.
7. Prior approval from Dean (Admin & Finance) is mandatory for any repair above Rs.500/-
8. Pollution under check certificate, Insurance papers and Registration document shall always be available in the Vehicle and shall be renewed on time. Fitness certificate (if required) shall be taken on time. Copies of the documents shall be maintained in the office.
9. Drivers shall keep the vehicles neat and clean.
10. Dean (Admin & Fin) and Manager (Admin & HR) are authorized to approve use of vehicle for official purpose.

e) Withdrawal of Transport Facility:

1. Transport Facility is provided to the students /staff to facilitate him/her in reaching the Campus on time and to ensure he / she does not waste time in finding the alternate mode of travel .

This is strictly a management decision and the Management is no way responsible for any delay or any unfortunate incident while the student / staff uses this facility. All the Staff and Students are expected to follow basic safety rules while travelling in Vehicles and ensure their own safety.

2. The Transport facility can be withdrawn by the management any time without assigning any reason whatsoever and the Management is not liable to provide the facility as a right to either the Staff or the Students.

f) Guidelines for employing Drivers:

1. Antecedents of Drivers employed by the outsourced Agency or employed by Institute shall be checked and a record maintained with details like his Driving license, Adhaar Card, Photo, Names with contact numbers of references provided by him.



2. Reference provided shall not be from relatives and shall be from respected members of society, holding responsible positions. It's preferable to have a police clearance certificate.
3. Name of the person who has checked the antecedents of the driver along with the numbers he /she has called, name of the person to whom he / she has spoken , date and time shall be recorded .
4. Complaints about rash driving, speaking on mobile phone while driving, reporting drunk and misbehaviour with students and staff shall be taken seriously and the driver's services shall be terminated without notice.
5. Driver shall be courteous and sober, report on time and not abstain from duty without prior information.
6. Drivers shall have knowledge and shall be competent to undertake minor repairs whenever required.
7. Drivers employed shall have valid License.

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