



GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu)
Peddasettypalli, Proddatur, YSR Dist., A.P

Strategic Development and Deployment Quality policy

GITAMW is engaged in offering quality technical education and training to prepare responsible technocrats for effective nation building reads the institute's quality policy. The quality policy strives to satisfy customers. It consistently works to achieve high levels of instruction, training, and human resource development by encouraging its teachers and staff to collaborate and continuously update their knowledge and abilities to meet the demands of industry.

The institute fly believes that among all other resources, the human resource is the most important component in achieving the goals outlined in the Vision and Mission statements. To become a world-class institute in the current environment of liberalization and intense competition, one must provide the end-user with the finest service possible. The quality policy was created with this concept in mind. The quality policy directs and closely monitors all of the actions. Each semester/year, a critical analysis and examination of the many performance indicators, including pass rates, input ranks, placements, student accomplishments in extracurricular activities and faculty accomplishments will take place.


Review

The effectiveness of the procedures is assessed at different levels by evaluating the performance of the students by the teachers, the performance of the teachers by the HOD, and the performance of the HOD by the Principal. The different monitoring processes that IQAC coordinates also aid in the review processes.

Perspective plans of the Institution

The institutions want to adopt new courses, upgrade its infrastructure, modernize its current facilities, and conduct research and development. The Principal and department heads organize academic activities, consultations, Understanding, innovations in the teaching and learning process, etc.

The institute working really hard to


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- o NAAC accreditation.
- o Autonomous status.
- o More number of MOUs with Industries improving the Industry institute relationship.


Quality Improvement Strategies

- Research & Development
- Human Resource Management
- Teaching & Learning
- Community Engagement
- Industry Interaction

Teaching & Learning

- o All the courses have organized course materials and lab instructions.
- o Creation of educational support materials.
- o Class stricture for remedial courses.
- o Delivery of Add-on-courses.
- o Conduct of campus connects programmer and pro-placement training classes.
- o Academic audit.
- o Resources that are continuously being improved.
- o Modern educational Information Centre roes are available **in** the department libraries and the Central Information Center.
- o Network-equipped class rooms with a focus on ergonomics offering of online class rooms.

Research & Development


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- Students receive financial aid for building functional models
- Formulation of Research committee

Community Engagement

- i Blood Donation Camps
- ii NSS activities
- iii. Free medical camps
- iv. Plantation

Human Resource Management & Transparent policy document


- Transparent and methodical selecting process.
- Imparting pertinent instruction.
- Creating and communicating college policies assistance with academic progress.
- Systematic **performance** evaluation process and **advice** for those involved.
- Systematic policies for promotions.
- Democratic governance and participative management.

Industry interaction

- MoUs
- Organization of industrial tours
- Deputing faculty and staff **for** industrial training
- Guest lectures by **the** experts from industry

Bridge between the Top Management and Stake holders

Through numerous committees, Cells, Clubs, Associations, Alumni and Parents, the Principal starts conversations and discussions with a variety of stakeholders. The Principal then relays to management the put opinions and sentiments of the stakeholders for efficient decision-making. The Principal communicates with parents, community academic peers, employers, alumni, businesses, and students.


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Students' feedback is collected during the semester for each course using a structured format that includes the key elements of the teaching-learning process to ensure a free and fair answer. This feedback is gathered by a faculty member who does not teach the specific class.

The responses are subject to data processing, and the HoDs and the Principal analyze the findings before communicating the feedback to the affected faculty members for any necessary corrective action and improvement. By doing a relevant questionnaire students' opinions on value-added programs (such as guest Lectures, seminars, employability camps, etc.) are gathered at the end of the program. Based on their responses, stable improvements are made in the organization of such events.

Feedback from Alumni:

The duty of gathering input from alumni is handled by the Placement & Training Cell in coordination with the academic leaders from each department. One or two faculty members have joined group What's App and group email accounts that the departments have formed.


This model makes it easier for the department to communicate with the alumni on a regular basis. Understand their development and get the central input they require. The annual alumni gathering and activities linked to the alumni association are coordinated by the Placement and Training Officer once the course is complete. Graduates are asked how well they met the program's objectives.

Employer's feedback.

The responsible Training and Placement Cell maintains constant communication with the businesses where students are placed.

The feedback is acquired through telephonic conversations, in-person meetings with senior HR executives and other members of the organizations, as well as the gathering of information through the distribution of a prepared questionnaire. The alumni also receive feedback from their employers, which they then send to the departments.

Community feedback


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The college's NSS Unit has been actively involved in providing services, such as running educational campaign, first aid, general safety and environmental protection.

Other efforts include educating youngsters in rural about the principles of computers and organizing literacy camps, and blood donation drives. The students gather feedback from users of the services regarding the

Auto s they received, suggestions for Improvement, and room for development. This put aids is raising the level of service in upcoming camps.

How are the feedbacks used for significant changes in the curriculum?

The services provided to the local community can be enhanced and expanded with the help of community feedback. The Institution is able to use the level of student competency and increase the quality of instruction and skill ruction thanks to feedback from academic colleagues and the business community. The son's head communication with management rather frequently The situation's leader evaluates the management as he receives comments on the teaching quality, curriculum, extracurricular activities, and infrastructure needs from parents, alumni, industry, teachers, students, and the general public.

The information obtained from various sources is shared with the participating members during the Board of Governors meeting. The institution's current fanciless and activities are examined following extensive are examined and deliberation, and decisions are then made regarding their implementation after considering the available resources and modules Circulars will be used to inform internal college stakeholders of the decisions made and the operations of the institute, and the college website and newsletter will be used to inform external stakeholders.

The input from the nudes is useful in identifying the strengths and, if any, weaknesses in the teaching Learning process and in developing corrective actions, such as scheduling guest lecturers, extra sessions, and industrial trips. Feedback from former employees and employers aids in understanding current industry demands and best practices that may be imparted to students to help them become more employable.


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4 In view of NAAC accreditation process in next month improvement of infrastructural facility and beautification of campus was discussed by the governing body members.

5. It was discussed about improvement of existing lab resources for all branches. In this regard it was proposed for monetization of labs with emerging technologies.


6 Review of existing research related practices were done and suggestion was given for industry interaction activities Internships and encouraging students to go for real time academic projects.

Strategic Plan of GITAMW

2016-2020	2020-2024
ISO	NAAC
One-e-Classroom in for each department	IPR Cell
EDC	R&D Centere
Industry Collaborative projects (R&D)	NSS
Grievance Redressal Committee	Student Motivational/Empowerment cell
Campus Hostel	All Class Rooms/labs with LCD
	Upgrading Internet Bandwidth
	Rainwater Harvesting
	Solar Power

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Code Of Conduct and Service Rules December 2022

Rev.No	Revision Date	Details Of Revision	Proposed	Approved by	Signature
1	25.09.2020	Covid Privileges Included	Principal	Chairman	
2	05.09.2019	2016 Rules Reviewed	Principal	Chairman	


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NATIONAL EDUCATIONAL POLICY (NEP) -2020

The National Education Policy of India 2020 (NEP 2020), which was started by the Union Cabinet of India on 29 July 2020, outlines the vision of new education system of India.

The new NEP is based on four pillars which are Access, Equity, Quality, and Accountability.

The vision of the policy is to build an education system rooted in Indian ethos that contributes directly to transforming India by providing high-quality education to all, thereby making India a global knowledge superpower.

India is about to make significant changes to its education system in order to become a global power. The recent changes were implemented to end 34 years of educational policies. The new system, which is still being implemented, emphasizes online learning, more school hours, and a move away from learning.


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Management Council

Governing Body List

SL.NO	NAME	DESIGNATION	SIGNATURE
1	J.V.NAGA SIVAMMA	Chairmen	J.V. Naga Sivamma
2	K.RAMBABU	Vice chairman	K.Rambabu
3	K.C.BABAMMA	E.C Member	K.C. Babamma
4	J.V.PRATHAP REDDY	Treasurer	J.V. Prathap Reddy
5	Smt .C. SHAILUSHA	Member	Smt. C. Shailusha
6	K.M.D RAFI	E.C.Member	K.M.D Rafi
7	B.DEEPTHI NIKHILA	Member	B. Deepthi Nikhila
8	Dr. G.VENKATA NAGESH	JNTUA Nominee University	Dr. G. Venkata Nagesh


Committee meeting information, Resolutions passed with respect to development plans

The members of Governing Body discussed various issues and suggested to resolve the following

1. Governing Body Council members reviewed the deliberations made on various issues in the previous meeting and actions for improving the functioning of the college.
2. Discussion regarding Time tables and class work allocation, planning of Guest lectures, Workshops and seminars for the academic year in different emerging technologies.
3. Governing Body Council members discussed progress of NAAC going for accreditation process.

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1. ABOUT THE COLLEGE

Sir C.V.Raman Institute of Technology and Sciences spread over 8.14 acres of landscape is an ideal place with comfortable labs, class rooms, library information Centre is uniquely designed and built to the students a hassle free event to pursue their intellectual development. This campus is an ultimate destination for the students who wish to acquire world class education in truly Indian environment.

Detailed address and management members are furnished below.

Website address : WWW.gitamw.ac.in

Phone number :9848349885

J.V.NAGA SIVAMMA	Chairman
C.NAGUR	President, Appointment & service matters
K.C.BABAMMA	Joint Secretary

1.2 (a) Vision of the Institution:

To create better facilities and ambience for advance level of teaching and practical training for attracting best students from the country greater emphasis on research and collaborative works with industries and other institutes.

To provide pro-eminent educational experiences which stimulate accountability to satisfy the needs of century and prepare our students for leadership in their profession and society.


(b) Mission of the Institution:

To provide best class facilities of teaching and practical training to the UG Students.

By developing technical manpower through interactive communication, training, short-term courses, seminars, group discussions, mock-interviews, etc.

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2. CONDUCT RULES

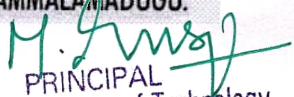
These conduct rules apply to all employees, whether permanent or probationary, in the service of Newton's Institute of Engineering, Macherla. The Disciplinary Authority shall initiate disciplinary proceedings for non-compliance of these conduct rules/leave rules.

2.1 Conduct Rules: Every employee shall be governed by the following code of conduct rules:

- a) No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or Institution/College Management or members of the staff.
- b) All teaching/non-teaching staff should be present at the commencement of the Institution every day before 9:15 AM.
- c) Late attendance of half an hour for two days in one month shall entail forfeiture of a day's salary/wages.
- d) An employee who observed to be continues late for one or two weeks is liable to take Disciplinary action.
- e) No employee shall misuse or carelessly use the material and facilities provided by the institution.
- f) No employees are permitted to accept gifts in cash or kind from visitors, parent of the students, contractors, businessmen or any other party connected with the activities of the institution.
- g) No employee shall tamper or cause to be tampered with the records or registers or notices of the institution. Over writing and signing over the cross (X) mark will also considered as tampering of Record.
- h) An employee shall not communicate directly or indirectly an official document or information to any other outsider or a person belongs to other institution.
- i) No employee shall disturb the harmony and peaceful atmosphere of the institution by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.

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- j) No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior in the premises of the institution.
- k) No employee shall make a collection of money from the students/parents in any manner except the fees to be paid in the Administrative Office.
- l) No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the institution or persons.
- m) No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
- n) No employee, while marked present in the Institute, shall absent abscond himself, except with prior permission of the principal/HOD from the class or duty.


2.2 Misconduct:

The following acts of omission or commission shall be treated as misconduct on the part of an employee.

1. Late attendance or absence from duty without intimation or without permission.
2. Leaving the Institution during working hours without permission or absence without permission from the place of work.
3. Neglect or Laziness, inefficiency or careless towards the duty or allocated work.
4. Obtaining leave or attempting to obtain leave on false presence, reasons.
5. refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities.
6. Improper or discourteous behavior towards others, shouting, speaking loudly or making a nuisance/noise on the college premises etc.
7. Regular Late attendance or absence regularly from duty without intimation or without

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Permission of the Principal / HOD/ Section i/c.

8. Using institutional facilities unauthorized for personal gain.
9. Sleeping while on duty.
10. Engaging in private work or trade within the College Premises or engaging in the same or a different profession.
11. Failure to observe safety instructions or Failure to make use of safety devices provided by the management or failure to take preventive measure
12. Failure to report the loss of tools or materials entrusted to him in the performance of duties or failure to account for the same.
13. Failure to report any ragging cases seen by the employee in or outside the college premises.
14. Using indecent language or making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.
15. Unauthorized use of the name, address, telephone or any other description of the institution.
16. Theft, fraud or dishonesty in connection with the business or property of the institution or of other employees, or visitors to the institution or attempting to do so.
17. Tampering with the records or attendance registers of the institution, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or Institution or attempting to do so.
18. Disclosing any information to an unauthorized person, without written permission of the College Authority.
19. Brining liquor or other intoxicants, including addictive/drugs to the institution/college, consuming intoxicants in institution/college premises.
20. Soliciting, demanding, collecting or canvassing of money for his / her services from students or parents.
21. Creating disturbance or nuisance inside or in the immediate neighborhood of the premises by abusing, threatening to assault other employee/s, other riotous or disorderly behavior.
22. Preaching, carrying on or canvassing for religious or political activity in premises, in any manner whatsoever, without the prior permission of the College Authority.
23. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay - in strike.

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24. Gearing or surrounding or forcibly detaining the superiors or other employees of the institution or resorting to hunger strike or similar action in or outside the premises.
25. Willful damage to work-in-progress or to the property of the institution.
26. Indulging in an act of sabotage, affecting thereby the smooth functioning of the institution.
27. A conduct prejudicial to the interest or reputation of the institution or an act of conduct involving moral turpitude inside or outside of the premises.
28. Misbehaving with students/parents/guardian
29. Willfully and deliberately not taking classes as per **the schedule/time** table.
30. Not wearing Identity card / dress code during college working hours.

2.3 Imposition of Penalties:

2.3.1 Minor Punishments:

- i) Censure (excusing the employee and keeping a record of excused)
- ii) Warning an employee in written with acknowledgement.
- iii) Recovery of cost of damage from default employee.
- iv) Withholding an annual increment or with holding promotion to the next higher grade.

2.3.2 Major Punishments:

- i) Reduction to a lower post or Lower grade or to a lower pay scale.
- ii) Compulsory retirement or compulsory resignation.
- iii) Removal from service (which does not disqualify the employee from being considered for future employment in other institutions).
- iv) Dismissal from service (which debars the employee from future employment in any capacity in other institutions).

Note: Keeping an employee under suspension during enquiry period is not a punishment


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3. APPOINTMENTS & SERVICE MATTERS

3.1 Classification of Employee: Employees can be classified as:

3.1.1. A Permanent Employee: Means one who has been appointed in a substantive capacity on a permanent post and treated as permanent after the successful completion of the probationary period of two years without absent.

3.1.2 A Probationary Employee: Means one who is on probation period of two years for all Academic Staff.

3.1.3 Contract Employee: Means an employee who has been employed for a particular job under the terms of contract of **employment** / appointment which automatically ceases after the expiry of period or completion of job.

3.1.4. A Casual Employee: Means one who has been engaged on an occasional nature of job/post, on day-to-day basis.

3.1.5. Intermittent Service: All faculty & Staff working in day time with an interval of Minimum 30 minutes duration are called Academic or Intermittent Service and they will avail weekly rest on Sunday.

Example: All Teaching & Non-Teaching Staff.


3.1.6 Continues Service: A Staff member who will **work** continually in shifts without interval is called as Continuous service **staff** and **they** will avail rest on different days in a week. They will be available in the institution duty in shift for 24 hours in a day.

Example: Hostel Wardens & House Keeping Supervisor etc.,

3.2. Appointments:

3.2.1 Source of Manpower: For recruitment purpose, the following methods may be followed.

- i) Inviting Applications through Open advertisement in leading Newspaper.
- ii) Selected through Walk-in-Interview by open advertisement.
- iii) Referrals in case of emergency


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3.2.2. Appointing Authority: is the Management / The Secretary or his authorized officer who have the powers for appointment of a particular category of employee.

- i) A test interview of proficiency in the job he seeks in the manner considered if necessary, for the purpose.
- ii) The applicant should present a demo on the technical or on the subject of the concerned field before Selection Committee.
- iii) Every person appointed must sign on the duplicate copy of the appointment order to indicate his/her acceptance of the Service Rule of the College Governing his/her employment.
- iv) Appointments shall be subject to prior submission of original certificates of proof of academic qualifications, D.O. Birth, etc., as may be necessary for verification at the time of joining
- v) The services of any employee on probation may be terminated without assigning any reason whatsoever.
- vi) An employee may resign for his services in the college even after his confirmation by giving one month notice in advance or by paying an amount equal to one month salary in lieu of notice period provided there are no dues outstanding against the employee.
- vii) HODs / Section In-charges will be circulated the service & Conduct Rules to staff after appointment and it is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the Institution.

3.3.1 Performance / Self Appraisal / Review Process: Performance Self Appraisals shall be done for all the teaching staff members of the Institution. The self appraisal will be concurred by the immediate Head of the Department, Head of the Institution and will be considered at the next level evaluation.

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3.3.2 Grant of Increment: Increment of any members of staff, Teaching or non-teaching will depend upon the performance of his working ability and satisfaction he gives to the management in discharge of his duties which include Teaching Feedback, regular in attendance, self appraisal and his contribution to growth of the organization etc.,

3.3.3 Promotion

- i) The faculty upgradation shall be considered strictly as per AICTE norms.
- ii) Up gradation of other staff will not necessarily depend solely on seniority. The following factors will also be taken into account:
 - a) Past Performance record
 - b) Potential for higher responsibilities
 - c) Punctuality and good conduct in the institution premises
 - d) Requirement of those particular categories of staff member.

3.3.4 Demotion: A demotion is defined as a re-assignment from one position to another position at a lower pay grade or lower salary range. A demotion can also be defined as a re-assignment of duties to a lower level of pay or responsibility even if there is no change in the employee's job or title or position. Demotions may occur if work is eliminated or abolished or re-organized or as a disciplinary action or if a staff member is unable to perform the work satisfactory.

3.3.5 Resignations, Retirements and Terminations:

A) Resignations:

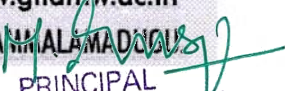
- a) An employee, desirous of leaving the institution, shall give one month advance notice or pay back one-month salary in lieu of notice period to the institution before leaving.
- b) Notwithstanding what is stated above, the management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him for any such reason.

B) Retirement: All employees (except Principal) would superannuate normally on attaining the age of 70 (seventy) years. However, in exceptional cases, the service can be extended and hired by the appointing authority and or as per norms of the AICTE.

3.3.6 Termination of Service

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The Management reserves the right to terminate the service of an employee by giving one month notice in writing without assigning any reason whatsoever or by paying one month pay to the employee for the equivalent period in lieu thereof as agreed upon.

The Management shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of organization in-obedience or addiction to drugs or alcoholism or dishonesty or neglect of duty or moral turpitude or erosion of conduct etc., which are considered detrimental to the institution.

3.4 General: -

3.4.1 Income-Tax: The Institute will deduct Income Tax at source from the salary of the employees as per the applicable rates and terms declared by the Government of India from time to time.

3.4.2. Employee Records: The Establishment Department in Administrative office, maintains for each employee a personnel file called "Service Record" that contains vital employment information. To ensure that, personnel records are up to date, it is the employee's responsibility to notify the Admin office in writing, if any changes, of home address marital status, telephone number, e mail etc.

4. LEAVE RULES


4.1 4. Introduction: Leave Rules shall mean Casual Leave, special CL, Medical Leave, Maternity Leave, Paternity Leave, Earned Leave, Leave on Loss of Pay These Leave Rules will come into force with effect from **the date of** circulation of these rules. These Rules shall apply only to all **the** permanent & probationary employees of the Sir C.V. Raman Institute Of technology & Sciences, Tadipatri but not to contract or casual employee.

4.2 Leave Procedure:

- i) Leave shall be granted in advance accordance with the format prescribed for that leave.
- ii) Leave cannot be claimed by any employee as a matter of right.

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- iii) For purpose of Leave, Leave year shall be reckoned for calendar year i.e. from January 01 to December 31 of every year.
- iv) Leave application shall be submitted in the prescribed form to the Head of the Department who will forward to the Principal and all HODs will submit the leave applications to the Principal/dean/ Principal for sanction in advance every day in the morning.
- v) leave Application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing of the leave.
- vi) A record of all sanctioned leave shall be maintained in the Establishment section of Admin office.
- vii) An employee who is placed under suspension during the enquiry shall not be granted leave.
- viii) Employee on probation period of two years will be granted casual leave @ 1 day (One day) for One Month's work.
- ix) No leave will be sanctioned on telephone except in case of CL s in emergency circumstances/sudden illness etc. All leaves shall however be regularized in writing immediately on joining the duty.
- X) Continued absence of more than six days, or repeated irregularity without intimation render an employee liable to disciplinary action.


4.3 Eligibility of Leave: Eligibility of leave and norms for grant of leave are given below.

4.3.1. Leave Description

S.NO	Nature of Leave	Quantum of leave /year	With pay/ without pay	Remarks
1	CL (for continuous service) During	12 days	With pay	Max 3 days at a time (Subject to availability of CL's)

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	Probation of 2 years			
2	CL (for continuous service) after Probation of 2 years	15 days	With pay	3 days at a time (Subject to availability of CL's)
3	Earned Leaves	21 days (3weeks)	With pay	7+7 days, two times in summer recess and 7 days in without recess,(without disturbing the dept., function)
4	Medical Leave (in Probation)	4 days	Half Pay	To be sanctioned with Admitted Medical &... Certificate & medical recommendation. In case on the 4/6 days, this can ... commuted to 2/3 full long Leave
5	Medical Leave (After Probation)	6 days	Half Pay	
6	Maternity Leave (for Female Employee during probation)	Two Weeks (12 working days)	With pay	To be sanctioned with Medical certificate that the employee belongs to 1 st & 2 nd issue.
7	Maternity Leave for female Employee (After probation)	90 Days or depends on recommendations of Regd. Doctor	Without pay (Lops)	
8	SCL for self marriage (during probation of 2 yrs.)	One week or 6 working days	With pay	Wedding card required for sanction
9	SCL for self marriage (after 2 yrs)	Two weeks or 12 working days	With pay	
10	SCL (for funeral activities)	5 working days (in case death of family member employee)	With pay	To be availed only within 1 days from the date of death


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4.3.2 COVID-19 Privileges

The following leaves are permitted to avail by a staff member who have affected by the COVID-19 during pandemic situation:

- (a) The staff member affected with COVID-19 is permitted to avail one week special casual leave with payment during isolation period.
- (b) The teaching faculty affected with COVID-19 is permitted to take online classes during pandemic situation.

4.3.3. Availment of Leaves:

1. Casual leave may be prefixed or suffixed to weekly holidays / Festivals.
2. Combining the CL with Earned Leave/Sick Leave/ Maternity Leave if required is solely the discretion of the Management depending on the requirement of service in the dept.
3. Casual leave may be availed more than 3 days at a time.
4. Casual Leave or any other leave not availed during a leave Year will be lapsed.
5. The LOP or absent is prefixed and suffixed to a holiday, the holiday period will be treated as LOP or Absent.
6. Under extra ordinary circumstances Leave on loss of pay in a Leave Year may be granted at the sole discretion of the management and the purpose / nature of the exigency shall be clearly recorded.
7. Any Leave on Loss of Pay if not sanctioned by the management, such period of absence will not be counted as service for any purpose.


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5. DUTIES & JOB RESPONSIBILITIES

5.1 Holidays & Festivals:

1) The working days of the Institutions shall be from Monday to Saturday. The Institutions shall observe a minimum of 90 working days per semester which means at least 180 working days during an academic year. However, special classes additional working days **may be** arranged, as and when need arises

ii) Festival holidays of the Institutions shall be as per holidays schedule of JNTUA calendar

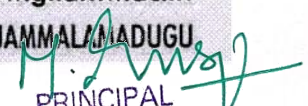
5.2 "Duties of Officers & Staff"

5.2.1. Duties and Responsibilities of Administrative Officer

- i. He has to coordinate all the activities of the college in consultation **with** Principal/ Principal.
2. All the non-teaching staff of Administrative **Office** is under his control.
 - i. He should allot the duties to all the Administrative staff in consultation with the Principal/Principal and monitor their day to day work.
 - ii. Should recommend the leaves and vacation for administrative and ministerial staff.
3. Monitoring the leave records of the staff.
4. He should interact with the parents, students, department staff and their administrative staff

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5. He should take care of the assets of the Institute. He should see that the assets are properly safe guarded.
6. Monitoring the issue of stationary and maintenance of concerned records. 11 He shall be the custodian of the original certificates of all staff members.
7. He shall plan and procure the requirements for the college and departments in consultation with department heads, Principal and Principal.
8. Shall monitor the payment of all bills like electricity water, telephone etc and also monitor PF,ESI, PT and other mandatory payments as guided by the Principal/Principal
9. He shall supervise the issue of certificates to students like bonafide, T C, bus passes etc.,
10. Supervise and monitor the student admissions in all categories.
11. Obtaining the approvals of the student admissions from Convener of admissions, APSICHE.
12. Shall monitor the general correspondence with University and other regulatory authorities.
13. Shall monitor the submission of required information to AICTE every year.
14. Shall monitor the information to be submitted to AFRC.
15. Shall maintain the Service registers for all the employees.

5.2.2 DUTIES OF ACCOUNTS AND AUDIT SECTIONS:

1. Preparation of Budget Estimates and Reserved Estimates.
- 2 Maintenance of contingent register.


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- 3 Maintenance of Cash books.
4. Payment of Salaries.
5. Re-conciliation of expenditure and receipts every month with banks.
6. Fee Collection watch register.
7. Safe Custody of Security Bonds, Title Deeds ,Lease Deeds ,EMDs, D.Ds. Cheques.
8. Collection of all fees from the students and Remittance into related accounts.
9. Remittance of fee payable to University Affiliation, Registration and fee remittable towards "Other Services"
- 10 Shall return the deposits to the students at the time of leaving the institution

5.2.3 Duties of HOD's

- To ensure smooth functioning of his department
- Conduct of class work and adjustment of all in case of leaves
- To arrange required equipment and other Instruction materials in the Laboratories
 - To assign the Lab In-charges in the department. Arranging guest lecturers, Seminars, Adjunct faculty
 - To see the completion of syllabus as per the university Academic calendar
- Maintenance of staff & students attendance records in the Department
 - To guide teaching faculty and nonteaching staff in the department.
 - Conducting internal and external lab exams.
 - To analyze the results of students and take improvement measures.

5.2.4 Teaching Faculty/ Lab in charges

- To conduct lectures and Lab Experiments as per the time tables.
- Maintain the class attendance Registers.
- Maintenance of lab equipment and stock registers.

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- Prepare and issue lab manuals for experiments/practicals to **the** Students.
- To guide **the** students in organizing seminars.
- To guide students in mini / main project work.
- Student counseling and contacting the Parents as class In charge.
- To ensure the completion of syllabus in time.
- To attend any other duty assigned by the HOD/Principal time to time.

5.2.5 Non-teaching/Supporting Staff

- To assist the Faculty and HOD of the concerned department
- Guiding **the** students in the laboratory **in** conducting the Practical's/experiments.
 - To handle and maintain the stock registers in the labs.
- To assist the Lab in charges in the Lab's
- To maintain the Lab equipment in good condition.
- To issue & maintain the Lab manuals in the labs.

5.2.6. In charge Examination Cell

- Constant pursue with examination portal of JNTUA
- Smooth conduct of internal/external examinations& submission of sealed answer scripts to University and govt exams whenever scheduled.
- To drive the Examination schedules of External labs & midterms. Analyzing of Results of Semester exams.
- Collecting Exam stationery in time.
- Maintaining academic schedules connected with Examinations.
- Maintaining invigilators record and students attendance.

5.2.7. Library In charge

- Procurement and stocking of all text books & reference books. cumentation
- and Monitoring of library and Information Centre.
- Issue / receiving of books to / from the students.

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- To maintain the Journals and Periodicals.
- Display of all important notifications and Job Opportunities in Notice Board.
- Maintaining of previous question papers of JNTUA.
- Maintaining of record of CD's/ Cassettes/Soft Copies.

5.2.8 Training & Placement Officer

- To conduct on campus interviews in the college premises/off campus interviews.
- To develop continuous rapport with industries/CompaGITAMWs for Interaction of the students.
- Provide short term training courses to the students.
- To pursue the higher educational opportunities to the students.
- To arrange seminars/Counseling on educational opportunities.
- To motivate/Guide the students to improve their soft skills to attend Interviews.
- To monitor the Govt. support training.activities JKC and TASK activities etc.
- Collecting and maintaining student data base and organize alumni.

5.2.9 Duties of Class In charges or Class Teachers:

1. To guide the students about rules of attendance (general), Industrial Visits, Sports, etc.,
2. Advise the students who are irregular to the classes to be careful and inform the same to their parents over phone or by post.
3. They should see that whether the attendance is entered in online regularly or not at the end of day
4. The attendance of the students who have less than 75% must be sent to the parents by post. It must be sent by registered post, if the attendance is less than 65%.
5. Internal marks of all the students should be sent to the parents.
6. The class teachers are required to prepare the minutes of meeting held with CRS and the minutes must be submitted to HOD within two days of the meeting. If any important point the minutes is

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required to discuss with the Principal or Management it is to be brought to the notice of Principal through HOD.

7. Answer student queries and grievances.
8. Meeting the parents of students, especially defaulters.
9. To inform the HOD about making alternate arrangement for lectures and practical when a faculty is absent.
10. To coordinate with the Attendance Committee of the department to update attendance
11. To collect information regarding slow learners from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
12. Identify good students and motivate them to excel.
13. Update data regarding students' achievements in academics, sports, extracurricular activities etc.
14. Any other duty as assigned by the HOD/Principal/ Principal
15. Addressing the personal and emotional problems of the students through interaction with mentors.

5.2.10. Academic and R&D activities of the Department.

1. To arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge Prepare a list of eminent academicians who could be invited to deliver guest lectures.
2. To organize conferences/ seminars/workshops / FDPS Periodically
3. To monitor students development and problems through Feedback and counseling.
4. To motivate and encourage the faculty to take up.

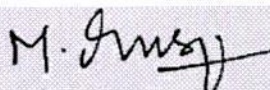
2. Organizing & Coordinating consultancy service

3. Testing/repair services of instruments and equipment

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4. Inspire by MOTHER TERESA MEMORIAL CHRISTIAN MINORITY EDUCATIONAL SOCIETY



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5. Dissemination of knowledge through guest lectures
6. Preparation of project proposals for funding
7. To provide the required information to the Principal/Principal from time to time
8. To nominate the senior most faculty as in-charge head in his/her absence
9. Any other duty as assigned by the Principal/Principal.


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6. EVALUATION OF FACULTY FEED-BACK

6.1 Performance/Teaching: Feed-back on Faculty teaching is assessed in the following three stages and the faculty with the poor feedback will be given opportunity for improvement of teaching ability before talking disciplinary action.


6.2 Monthly Feedback from the Students: Subject-wise students 'feed-back' on the teaching of Faculty members will be assessed in 1st week of every month during the instructions period directly in the class review meeting in presence of HOD & Class Representatives of Each class. Improvement areas required, if any, will be notified to the faculty concerned.

6.3 Confidential Feedback: One time confidential feedback from the students on faculty will be collected from the students of regular Attendance in the middle of each semester only by the Principal/Vice Principal Faculty with less percentage of Feedback will be notified to take improvement steps.

6.4. HOD Feed Back: All Faculty members will submit their self appraisal reports to the Principal at the end of the Academic year through their HODs concerned. The HOD will write these confidential reports of the department faculty members while forwarding self appraisal reports.

6.5 In addition to the above: A staff appraisal report, Publication / Participation of the faculty, contribution to the Institution / Department is also part of the feedback.

All these Feed backs mentioned at 6.1 to 6.4 shall be considered during the next annual increment / Promotion to the faculty.


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7. INCENTIVES FOR HIGHER

QUALIFICATIONS/PUBLICATIONS


7.1 Higher qualifications: To encourage the GITAMW Staff member, a Staff member is eligible for award of one additional increment as incentive for acquiring higher qualifications M.E/M.Tech/Ph.D, etc provided;

- (i) That higher qualification is in his relevant field of Engineering or Science and useful for the academic class work to teach the students of the Institution.
- (ii) That the Staff members have acquired that additional qualification only after joining in this Institution.

7.2 Sponsoring on duty for conferences: Whenever a GITAMW Staff member is Presenting / participating in a conference / Workshops and attending the NET/SET with a prior permission from Principal, he/she is permitted to go on duty for that conferences/workshop, provided, no disturbance to the Class work/exams is ensured and the staff member should produce the evidences for presentations / Participation for the Conference/ Workshop.

7.3. On duty to Ph.D/M. Tech/ Project Viva: In case the Staff member of GITAMW is Attending for his thesis/Project Viva-voce exam of Ph.D. or M.Tech or M. Phil in his relevant field, he/she will be sponsored on duty on the day or viva-voce examination.

7.4. Credentials Due to Publications: In case the GITAMW Faculty Members has presented/published a technical papers in National or International Conference/Journals and if the topic is published in Journals, this will be considered as additional credentials, while awarding of next increment, provided that date of conference/publication is only after joining in this institutions.


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8. DISCIPLINARY ACTION & REVIEW RULES

8.1 Discipline Authority: (D.A.) means the authority competent to impose any of the penalties specified Disciplinary Authority for various grades of employees shall be as follows:


- i. For HODs - Chairman / Secretary of the GOVERNING BODY.
- ii. For all other employees (except class 4)- Principal / VP.
- iii. For class IV employees Principal / AO.

8.2. Procedure for Disciplinary Action

- (i) In case the Misbehavior of minor nature D.A. find the direct evidence, the D.A. can impose penalties. (No order of punishment shall be issued without the employee's having been given opportunity for explanation).
- (ii) If the Misbehavior of major nature, employee concerned shall be issued a charge sheet /memo/notice stating his/her misconduct & calling for an explanation within a period specified.
- iii) If the employee concerned chooses not to reply / furnishes and explanation and the reply is not to the disciplinary authority satisfaction, the Disciplinary Authority may order for an enquiry by the disciplinary committee and appoint an enquiry officer.
- iv) If Disciplinary authority will nominate an enquiry committee, the employee concerned should be asked to be present at the assigned time for inquiry into the alleged misconduct against him when called upon to do so.
- v) The employee shall be permitted to give his explanation & produce his/her oral / documentary evidence and shall be permitted to cross-examine a witness deposing in support of the charges.
- vii) On the conclusion of the enquiry, the enquiry committee shall record his finding and whether all or any of the charges leveled against the employee are proved together with reasons and will submit the enquiry report to the disciplinary authority.
- viii) The employee concerned shall be furnished with a copy of a report of the inquiry officer by the Disciplinary Authority in writing inviting a representation from the delinquent employees.

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ix) Considering on receipt of the representation made by the employee, the disciplinary authority shall determine the penalty, to be imposed on the employee and same shall be communicated to him in writing.

x) If on the concluding of the inquiry of the criminal proceedings as the case may be, the employee has not been found guilty of the charges framed against him, he shall be deemed to have been on duty during the period of suspension also and shall be entitled to the same salary as he would have received.

8.3. Review Rules:

i) A delinquent employee on whom the punishment is recommended and if the employee feels that decision not fair, he should be given an opportunity to give on appeal or representation to the next higher authority/ management to review punishment

ii) Not with standing the above provision it shall not be necessary to follow the procedure mentioned above in case where an employee was suspended and removed on the ground of misconduct / criminal charge in the court of Law


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