



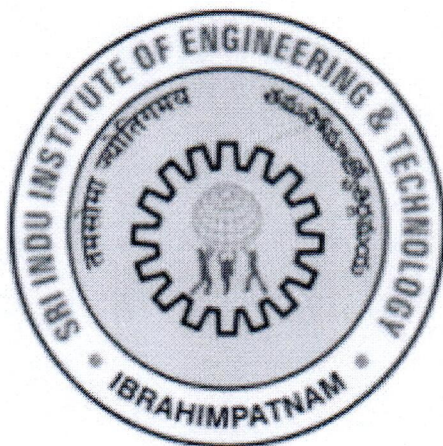
SRI INDU INSTITUTE OF ENGINEERING AND TECHNOLOGY

Accredited by NAAC with A+ Grade, Recognized under 2(f) of UGC Act 1956.

(Approved by AICTE, New Delhi and Affiliated to JNTUH, Hyderabad)

Khalsa Ibrahimpatnam, Sheriguda(V), Ibrahimpatnam(M), Ranga Reddy Dist., Telangana – 501 510

<https://siiet.ac.in/>



HUMAN RESOURCE POLICY MANUAL

PRINCIPAL

**Sri Indu Institute of Engineering & Tech.
Sheriguda(V), Ibrahimpatnam(M)
R.R. Dist. Telangana -501 510**

Institute Vision

To become a premier institute of academic excellence by providing the world class education that transforms individuals into high intellectuals, by evolving them as empathetic and responsible citizens through continuous improvement.

Institute Mission

- To offer outcome-based education and enhancement of technical and practical skills.
- To Continuous assess of teaching-learning process through institute-industry collaboration.
- To be a centre of excellence for innovative and emerging fields in technology development with state-of-art facilities to faculty and students' fraternity.
- To create an enterprising environment to ensure culture, ethics and social responsibility among the stakeholders.

Staff Policy Document

The Staff Policy Document is prepared to make all staff working at Sri Indu Institute of Engineering and Technology aware of rules and regulations that governs their working in the institute. The policy is effective from January 2018. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

Message from Chairman

Dear Staff

We are pleased to present to you a HR Policy Manual which will cater to the teaching and non-teaching staff for a lifelong commitment in teaching, research and administration. We look forward towards talented and vibrant individuals suffused with commitment, competence, values and repository of our vision. We urge you to read the policies and bind with the spirit of these policies.

We take this opportunity to wish you a very fulfilling association with Sri Indu Institute of Engineering and Technology.

With warm regards,

R. Venkat Rao

Chairman

Message from Secretary

Dear Staff

The Staff Policy Document is prepared to make all staff working at Sri Indu Institute of Engineering and Technology aware of rules and regulations that governs the working of the Institute. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document.

The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

With warm regards,

R. Anup Chakravarthy

Secretary

Message from Principal

Dear Colleague

Sri Indu Institute of Engineering & Technology, Hyderabad commenced in the year 2006 and took a shape with a strong vision to build the state- of- the- art campus. It is a matter of great pride and privilege to be the Principal of such a distinguished Institute.

To assist the management to execute the policies, this concise manual has been drawn which covers issues related to human resource management. It defines the rules that staff have to abide by, the code of conduct and their responsibilities toward the Institute. It also states the staff rights and motivation policies to encourage them to work to their best potential.

I am sure this staff policy document will be useful. I profusely thank the Management, Governing Body Members of the Institute who set clear rules and guidelines to be followed in accord to AICTE and JNTUH norms.

I acknowledge the exemplary team effort by staff members of SIET who have assisted in preparation of the Staff Policy Document.




Principal

Sri Indu Institute of Engineering & Technology

SRI INDU INSTITUTE OF ENGINEERING AND TECHNOLOGY

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PRINCIPAL
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HUMAN RESOURCE POLICY

Introduction:

The Governing Body of Sri Indu Institute of Engineering and Technology formulates policy statements periodically and communicates the same to the staff members through the head of the institution. The Human Resource Policy is for internal use and the information are authenticated at the time of its publication and till a revised Human Resource Policy is circulated.

The Terminology:

The term 'Human Resource Policy' wherever mentioned in the book means and includes Human Resource Policy of SIET. The term 'Institution/College/Organization' wherever mentioned in the book means and includes Sri Indu Institute of Engineering and Technology. The term 'staff member' wherever mentioned in the Human Resource Policy means and includes teaching, non teaching, technical, administration and ministerial staff.

Human Resource Policy (HRP):

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

HRP focuses on:

- Capacity building of staff through the SDPs, FDPs, Workshops, Industry Interaction and Professional Associations.
- Opportunity for career development.
- Sharing personal and professional problems.
- Team building and Team spirit in organization of institutional R and D Programmes.
- Culture, Values, Loyalty, Commitment, Dedication, Discipline and Devotion.
- Commitment to support the overall development of its human resources.

Policy:

The institution expects that each and every employee should have inbuilt discipline in maintaining confidentiality and not disclose information related to personnel compensation, R and D consultancy, course material, lab, Human Resource Policy, training and workshop materials developed, personnel data and any other financial compensation matters. The employee who discloses secrets or confidential information will subject to disciplinary action, which may lead even to dismissal and prosecution.

1. The Management and Society

Sri Indu Institute of Engineering & Technology was established during the Academic year 2007-08 with the view to shine in a professional education. It is affiliated to the Jawaharlal Nehru Technological University Hyderabad (JNTUH), Telangana and is approved by the All India Council for Technical Education (AICTE), New Delhi.

Society:

Sri Indu Institute of Engineering & Technology was established by Global Trendset Educational Society - 2006, Vanasthalipuram, Hyderabad.

2. Vision, Mission and Core Values**Vision:**

To become a premier institute of academic excellence by providing the world class education that transforms individuals into high intellectuals, by evolving them as empathetic and responsible citizens through continuous improvement.

Mission:

- To offer outcome-based education and enhancement of technical and practical skills.
- To Continuous assess of teaching-learning process through institute-industry collaboration.
- To be a centre of excellence for innovative and emerging fields in technology development with state-of-art facilities to faculty and students' fraternity.
- To create an enterprising environment to ensure culture, ethics and social responsibility among the stakeholders.

Objectives:

- To become high quality premiere institution among JNTUH engineering colleges
- To disseminate knowledge and skills to students
- Ignite in both staff members and students a lifelong love of learning
- Celebrate and learn from our diversity
- To develop the students to make outstanding contributions in institution and university
- To make the students confident and competent to be successful in their career
- To make students communicate coherently, rationally and convincingly
- To be accredited by NBA and NAAC of the institution status
- To provide conducive learning environment in an intellectual atmosphere to all stake holders
- To ensure students participation in co-curricular and extracurricular activities
- To achieve better employability and placement potential among eligible students
- To provide Quality Professional Education
- To develop social, ethical and environmental consciousness among the community
- To take up R&D and consistency in association with JNTUH,AICTE,MHRD and Industries

Quality Policy:

- To ensure students to uphold moral and ethical values.
- To expose the students to understand the socio-economic strata of the society with an empathetic attitude.
- To nurture talent and entrepreneurship and enable all-round development in students.
- To cater to the demand-driven needs of various stake holders. To continually improve all the processes through endorsing cognizance, conducting periodical reviews and unifying trainings at all levels.

3. Governing Body, Administrative Setup and Functions of Various Committees**Governing Body, Administrative Setup**

As per the guidelines prescribed by AICTE Sri Indu Institute of Engineering and Technology owns a governing body which is the king pin of the institutes administration with a composition of eminent and renowned personalities from academic, industry and service sectors along with a representation from all of its stake holders. It prepares institutes academic,

financial, physical and staffing strategies, aiming the institutes growth and development towards its vision. In order to govern and review the progress, the governing body meets at least twice in an academic year.

Role of the Governing Body

- The Governing Body of the Institute is the highest administrative body.
- It plans future academic programs and Research activities by providing clear cut directions effective for implementation.
- It approves the budgetary allocation towards Infrastructure, Research & Development activities.

Functions of Governing Body

- The Governing Body of the Institute is the supreme administrative body.
- It is constituted as per the norms fixed by AICTE, New Delhi, affiliating University (JNTUH) and Govt. of Telangana.
- The Governing Body approves the mission and strategic vision of the institution, long term plans and annual budgets in accordance to meeting the interests of the Stakeholders.
- The body ensures the establishment and monitoring systems of control and accountability including financial & operational controls.
- Governing body approves the budgetary allocation towards infrastructure and R& D Activities.
- The Chairperson is responsible for leading the governing body, is also responsible for its effectiveness and should ensure that the institution is well connected with the stakeholders.
- The Chairperson supports the head of the institution in execution of the programmes.
- Frequency of the Governing body meetings is minimum once a year or

whenever needed.

Administrative Setup

Sri Indu Institute of Engineering and Technology has defined an effective student centric administrative setup to steer the institution towards centre of excellence for engineering education. For congenial and effective functioning of the institution, various committees are established with perfect decentralized administrations which are defined with effective functionalities and responsibilities. With this kind of administrative setup SIIET tried to extend transparency in the decision making process and produced the best working culture and environment.

Academic Committee

Objective:

The primary objective of Academic Committee is to make recommendations to the administration of the institute in various academic and professional related matters.

Functions:

The academic committee provides a platform for its members to review and make suggestions for policies on Institute curriculum development.

Responsibilities:

- To review on the policies of Institute curriculum development, medium of instruction, assessment for learning, teaching and learning quality.
- To disseminate curricular information and recommendations to the department heads and the Academic committee members.
- To review and formulate policies to enhance students learning motivation.
- To monitor and follow up of students learning outcomes.
- To introduce and promote different teaching methods.
- To set up academic reward systems.
- To monitor student's personal data and other learning experiences that

enables student to pursue higher studies or develop their career.

- To enhance the teaching efficiency by promoting a transparent appraisal system.

Anti Ragging Cell:

Objective:

To maintain the discipline in the class room and college premises.

Functions:

- Ensures that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities.
- Takes precautions to avoid ragging activities at other locations like bus stops and gives instructions to the student volunteers and secret informers at various boarding points.
- Canvases about anti-ragging in the forms of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.
- Arranges counseling and guidance programs arranged for the fresher's and parents regarding ragging. Takes affidavits from the students and parents regarding Ragging during the Admission.
- Arranges counseling and guidance programs arranged for the fresher's and parents regarding ragging. Takes affidavits from the students and parents regarding Ragging during the Admission.
- Resolves the complaint received from the victim
- Verifies the facts through enquiry
- Awards disciplinary action against culprit.

Responsibilities:

- To ensure compliance with the provision of UGC regulation 2009 at the institute level as well as the provisions of any law for the time being in force concerning ragging.
- To monitor and observe the performance of anti ragging squad in prevention of ragging in the institution.
- It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostel, canteen and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

- To take decisions and actions related to ragging activities of the students in the institute as and when required.

Staff Grievance Redressal Cell

Functions:

- The aggrieved employee represents his/her grievance either in person or in writing to any member of the grievance cell.
- Post receiving the grievance, Principal will constitute a committee to look into the grievance. The committee will thoroughly investigate the issue and recommendations will be submitted to the Principal. The recommendations of the committee shall be communicated to the concerned employee by the Principal.

Student Grievance Redressal Cell

Functions:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box have been installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

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Internal Complaint Committee:

Functions:

- To built self esteem and dignity among girl students and ladies faculty members.
- To offer service such as counseling, legal aid in case of atrocities against women.
- To create awareness regarding women rights.
- To avoid and prohibit sexual harassment at workplace.
- To arrange programs regarding health, personality development etc.

Internal Quality Assurance Cell

Objective:

- To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.
- To create a good quality culture.
- To channelize the efforts and measures of the institution towards academic Excellence.
- Facilitating the creation of student centric learning environment.

Functions:

- Development of quality benchmarks/parameters for various academic and administrative activities of the institution and carry out the gap analysis for SIJET.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process carrying out periodic check of course outcome attainment and action taken from each faculty and its mapping on to POs, PEOs.
- Monitor the action taken by departments on feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities,

including adoption and dissemination of best practices

- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) and submit to NAAC

R&D Consultancy Cell

Functions:

- To prepare annual research activity plan for all the departments.
- To establish liaison with near and far industry and identify the technological challenges being faced by them.
- Take up appropriate problems of the industry for finding solutions through R&D projects assigned to faculty and students.
- Explore technological developmental opportunities in common application areas such as transport, traffic regulation, security, healthcare etc. and assign them to faculty and students.
- To initiate and promote MoU with industries and R&D organizations for consultancy, collaborative research, sponsored projects, industry and Institute interactions etc.
- To arrange brainstorming sessions through talks by eminent personalities from industry, R&D organizations and institutions of repute for the better understanding of research methodology and practices currently followed.
- To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposia and faculty development programs.
- To keep everyone informed about announcements by various funding agencies like DST, DAE, DRDO, ISRO, CSIR, AICTE, UGC and University etc.
- To motivate students for presenting papers in National and International conferences and projects in competitions Interdepartmental / collaborative work to be encouraged.
- To monitor progress of the research and development activity.

Industry Institute Interaction Cell

Objective:

The main objective of this committee is bridging the gap between industry & academic institutions.

Functions:

- Assists in bringing the R&D Projects from Research Organizations
- Guides in getting financial support from industry the R&D Projects from Governmental organizations which include DST, CSIR, UGC, AICTE etc.
- Assists in bringing the R&D Projects from Research Organizations
- Facilitates in marketing the consultancy services offered by departments
- Arranges industrial visits, internships and industrial tours
- Involves industrial experts to be on college Governing body, Training and Placement committee, etc.
- Fructifying the tie-ups into MOUs with industry for the purpose of training, placements, internships, for utilizing the services for entrepreneurship development programs
- Organizes student and Faculty Training at the Industry
- Assists in bringing in sourcing live projects to be done by Final Year B.Tech and M.Tech Students
- Tie-up with the Industry to implement Virtual development center
- Plans and implements the Entrepreneur development programs within campus.

Training and Placement Cell

Objectives:

- The main objective of the committee is to give career guidance with respect to job.
- To facilitate job opportunities and communicate them to the students seeking employment.
- To build and maintain good relations with the industry thereby bridging the gap between industry and our institution.
- Organize lectures /workshops for various areas like personality development, career opportunities, resume writing, etc.

- To facilitate project work, internships in industry as when required by either industry or students.

Functions:

- Collects and maintains the students database for the purpose of T&P activities
- Does the training need analysis for all third year students. Basing on the same, plans for imparting the necessary skills such as soft skills, hard skills and technical skills.
- Responsible for identifying placement opportunities across reputed organizations.
- Arrange for interaction with industry and bridge the gap between Institute and industry.
- Arranges for better conduct of industry – specific Training programmes
- Assists companies in the recruitment process by conducting interviews, group discussions, written tests etc. in the Campus.
- Arranges the special sessions for providing the contemporary trends and development in the technologies and tools to the students Plan, designs, and imparts Soft skills to the students.
- Plan, designs and imparts personality development to the students.
- Plan, designs and finishing schools to the students.
- Coordinates with Training Officer for identifying the training requirements related to Soft and communication skills

Central Library & Information Cell

Objective:

The main objective of this committee is to ensure that all the resources are provided by the Library and all the students are well informed about the resources available.

Functions:

- Collecting the requirements of the text books, reference books journals and ensuring adequate number of copies are made available in the library as per norms.
- Planning and implementing the library automation, procedures, digital library development and usage.
- Finalizing the list of books, journals, magazines and equipment to the institute as well as department libraries and propose budgetary estimates to the administration.

- Conducting annual stock verification

Website Committee

Objectives:

To ensure that the Institute website is regularly updated, improved and well maintained.

Functions:

- Identify strategic initiatives for the website and present it to higher management for review and updating.
- Develop a priority listing of desired design and functionality enhancements
- Identify to update and enhance website design and content.
- Coordinating with other committees in posting relevant information.

Entrepreneurship Development Cell

Objective:

The main objective of this committee is to train the students and integrate the culture of entrepreneurship and to make the students eligible to achieve their dreams of starting their own enterprise.

Functions:

- To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes and Faculty Development Programmes in the region for the benefit of S&T persons.
- To develop and introduce curriculum on Entrepreneurship Development at various levels including degree/diploma courses of the parent institution and other institutes in the region.
- To conduct research work and survey for identifying entrepreneurial opportunities
- To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support systems and information on various technologies.
- To organize guest lectures, TV & Radio talks, Seminars, etc. for promotion and growth of S&T based and execution of their projects for entrepreneurship.

Sports Committee

Objective:

To promote and enhance and change the spirit of sports along with academics.

Functions:

- Prepare Action Plan for the year.
- Indicate requirement of sports items and maintain all types of sporting inventory.
- Organize intra-college competitions at the college level.
- Assist and encourage the students to participate actively in organizing and conducting various sports and games both indoor and outdoor in the college.
- Maintain records of sports and games events attended by students within the college, within the university and outside at the region/state /national level and their achievements/ awards.
- Submit annual report on the sports/ events and budget allocations & spent during the year.
- Coordinate with the Vice-Principal, Principal in
- Obtaining permission to hold sports events in the college campus.
- Recommending students to participate in the intra or inter-college events.
- Recommending sanction for Entry/Registration Fees to participate in various sports events.
- Submitting the information regarding students who have taken part in sports events.

Alumni Association

Objective:

The need for an Alumni Committee is to provide a platform and an interface to serve and to promote the mutual interests of the institution and its alumni.

Functions:

- Responsible for the registration of all the outgoing students as alumni members and maintenance of the database.
- Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers.
- Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institute.

- Establishes the network of the alumni and present students through seminars, guest lectures, workshops etc.
- Responsible for establishing alumni chapters and conducting their annual meets frequently. Host the alumni details on the Institute Website interacting with individual HOD's through Institute Automation and update the same regularly.
- Circulates the details of alumni to the present students for their benefit.
- Invites the Alumni in good professional position for guest lecturers under discussions with HOD.
- Identifies Funding for Instituting Scholarships for deserving meritorious students from Alumni.
- Collects Funds to develop Library / Equipment / computer centers, Buildings etc

N.S.S Committee

Objective:

To promote the inclination of students in the line of arts, culture, NSS activities.

Functions:

- Making education more relevant to the present situation to meet the felt needs of the community and supplement the education of the university/college students by bringing them face to face with the rural situation
- Providing opportunities to the students to play their role in planning and executing development projects which would not only help in creating durable community assets in rural areas and urban slums but also results in the improvement of quality of life of the economically and socially weaker sections of the community
- Encouraging students and non-students to work together along with the adults in rural areas
- Developing qualities of leadership by discovering the latent potential among the campers, both students as well as local youth (Rural and Urban), with a view to involve them more intimately in the development programme and also to ensure proper maintenance of the assets created during the camps
- Emphasizing dignity of labor and self-help and the need for combining physical work with intellectual pursuits
- Encouraging youth to participate enthusiastically in the process of national

development and promote national integration, through corporate living and cooperative action.

Startup and Innovation Cell

Objective:

To promote the students for creative thinking and innovative project to be carried out with the faculty members.

Functions:

- Identify and reward innovations and share success stories
- Organize periodic workshops/seminars/interactions with entrepreneurs, investors and create a mentor pool for student innovators
- Network with peers and national entrepreneurship development organization
- Create an institutions innovation portal to highlight innovative projects carried out by institutional faculty and students
- Organize hackthons, ideas completion, Mini challenges etc with the involvement of industries.

Arts and Cultural Cell

Objective:

To promote the inclination of students in the line of arts and culture activities.

Functions:

- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- To prepare budget for all cultural events and take necessary steps for its approval.
- The Convener of the committee shall conduct a meeting of the committee to discuss and delegate task
- Procedure to organize cultural events
 - To prepare the Annual Budget for various cultural event
 - To obtain formal permission from the College authorities to arrange program
 - To decide the date, time and agenda of the program

- To inform members of staff and students about the event
- To arrange the venue and logistics (audio/video system, dais, podium etc).
- To invite the Chief Guest and other dignitaries
- To arrange mementos for guests and gifts/certificates for the participants
- The committee shall display on the Notice Board/Website information about festivals to be celebrate
- Events arranged for students in coordination with 'Students Cultural Committee' are
 - Fresher's Day
 - Teachers' Day
 - Festival Celebrations
 - Engineers Day
 - National Science Day
 - Farewell
 - Annual Day
- The Cultural Committee shall also be responsible for organizing the following events
 - FE Orientation Program
 - Independence Day
 - Republic Day
 - Maharashtra Day
 - Women's Day
 - Marathi Bhasha Divas
 - Founder's Day
- To prepare and maintain records of all cultural activities

4. Human Resource Management

Working Days and Working Hours:

The institution works for six days in a week (i.e Monday to Saturday). The Working hours are from 9.30 am to 4.00 pm with a lunch break of 30 minutes. The working hours may vary marginally depending on exigencies. The entire faculty including non-teaching staff is required to be present in the college during the college timings.

Public Holidays:

The institution will remain closed on public holidays adopted by JNTUH (affiliating University) which is normally as per the list of holidays declared by government of Telangana.

Job responsibility:

The responses of various faculty positions are designed in line with JNTUH and AICTE guidelines and in line with the vision and mission of the institute.

- The workload is allotted to the faculty members as per norms prescribed from time to time.
- Hierarchy of instructions needs to be followed as per the Organization Structure of the Institution. This structure may change from time to time.
- Teachers have to perform a variety of tasks based on which will the increments and continuation of service in the organization will depend. Some of these include
 - a. Academic
 - Teaching & Laboratory Instruction
 - Development of Laboratory, Curriculum and Resource Material
 - Ensuring minimum pass percentage of 70%
 - Evaluation of students in the College and University Exams.
 - Participating and Initiating curricular and co-curricular activities
 - Self-development through upgrading qualification, knowledge and skills
 - Technical training to Lab assistants and other technical staff
 - b. R & D and Consultancy
 - R & D Activities including Guidance for Mini and Major Projects to students
 - Providing Consultancy and Testing services
 - Promoting Institute - Industry Interaction
 - Publishing papers in National & International Journals of repute

c. Accreditations

- Involvement in Activities related to AICTE, JNTUH, NBA, NAAC, UGC and other regulatory bodies

d. Administration

- Academic and Administrative Management
- Design and Development of new Programs & Promotional activities
- Mobilizing resources for the Institution
- All works assigned with regards to accreditations and approvals

e. Mentorship & Guidance

- Student Mentorship and guidance to all assigned students
- Tracking the student performance and interacting with parents for improvement of performance
- Ensuring the academic performance of the student is up to the mark

f. Extension

- Every faculty must be a part of at least one departmental and one central committee as per the norms prescribed from time to time

g. Initiative

- Every faculty is expected to take initiatives and come forward with ideas that would help the student community and institution at large.
- Leading teams and ensuring proper execution of initiatives taken is also the staff's responsibility

h. Self Development

- Based on feedback reviews, faculty is expected to mould oneself to adopt to the student's needs
- Regularly update oneself with the latest happenings in their respective fields
- Student satisfaction is of utmost concern and needs to be achieved while professionally performing the duties of a Teacher

5. Service Conditions:

Cadre of staff:

Teaching Staff

S.No	Designation
1.	Principal
2.	HODs
3.	Professors
4.	Associate Professors
5.	Assistant Professors
6.	Librarian
7.	Physical Director

Non-Teaching Staff

S.No	Designation
1.	System Administrators(Technical)
2.	Lab Assistants(Technical)
3.	Accounts Officer
4.	Administrative Officer
5.	Attenders
6.	Aayahs
7.	Gardeners

Qualifications and Experience:

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

Pay, Allowances, Increments:

Scale of pay, allowances and other financial benefits for various categories of staff shall be as decided by the Governing Body, keeping in view the scales AICTE/Affiliating University/Government.

Annual increments shall be sanctioned by the principal on satisfactory performance of the employee based on the recommendations of the Head of the Department. The principal of the institute make a proposal to management and getting approval for the same.

Recruitment and selection

The recruitment and selection of faculty members is need based. The Head of department projects the workload of the department and claims the needed of the vacant positions.

The rules prescribed by the institute must be followed by the selected candidate.

Resignation, Relief, Termination

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as bellow mentioned.

S.No	Category	Notice Period
1	HoDs and Professors	One month of notice or salary in lieu of notice at the discretion of Principal
2	Teaching Staff	One month of notice or salary in lieu of notice at the discretion of Principal
3	Non Teaching Staff	One month of notice or salary in lieu of notice at the discretion of Principal

Termination:

The service of any staff member can be terminated at any time, without giving any reason thereof, for any of the following reasons:

- Poor academic feedback from the students.
- Threatening the students in the class or in general as well.
- Misbehavior towards girl students.
- Encouraging communal feelings/politics.
- Non co-operation with the organization.

6. Motivational Incentives and Welfare:

- Conference Reimbursement

Professor	50% of Expenses includes registration fee, travel, lodging etc. or (Rs.5000) whichever is less and on duty.
Associate Professor	50% of Expenses includes registration fee, travel, lodging etc. or (Rs.3000) whichever is less and on duty.
Assistant Professor	50% of Expenses includes registration fee, travel, lodging etc. or (Rs.2000) whichever is less and on duty.

The entire above said amount is applicable for the first author only, in case of second author it is 33% and remaining authors is not applicable. Any individual faculty can avail it only once in the year. Prior permission must to be obtaining before proceed to conference.

- Publications of papers in SCI Indexed journals:

SCI Index	Rs 5000
Scopus Index	Rs 2000

The above said amount is applicable only for first author, second author is 50 % and in case of third author is 30%.

- Professional Society:

If any faculty member joins professional membership they will be paid 50% fees. Prior permission must be obtained before submitting application for enrolling membership.

- The faculty members are assisted with financial support for attending FDP, Seminar, Workshop and Trainings towards TA and DA. The prior permission must be obtained before submitting application for enrolling.

Welfare:

- Group insurances are provided for all the senior staff members.
- If The Faculty members meet with an accident the salary payment of the period will be provided.
- Faculty can avail advance amount on the basis of emergency after getting the prior permission.
- Transport facility available for the all faculty with the free of cost.
- To be provided necessary medical aid to the staff inside the campus.
- Fee concession for faculty's children.
- Paid leave can be provided to a PhD course work who are pursuing.
- The fee is paid by the institute towards his/her PhD on the condition that he/she has to work for this institution for the minimum period of four years once he/she completes his/her research.

- Yoga, Gym and Sports facility can avail in the campus.

7. Leave Rules and Policy

- Leave is a privilege and the Staff should not cause damage, loss to the students in enjoying the privilege. Should take prior permission; make alternate arrangements before proceeding on leave. This will ensure proper utilization of students' time and ensure discipline. This is an important aspect of a good teacher.
- All senior teaching faculty and Senior Non-teaching staff (Who have completed one year services in the institute are allowed 12 days of leave per academic year, effective from June to May. Faculty can use it any time not exceeding 3 days at a time. Unused leave can be en-cashed in the month of July. IF faculty uses more than 3 days at a time, all the days will be treated as loss of pay even when they have leave eligibility. Any excess leave used will be treated as loss of pay at the end of semester and academic year.
- Sunday is calculated for payment only if faculty is present on Saturday and on Monday. However, it is mandatory to be present on the last working day and first working day of each semester. Being absent on the last working day or the first working day shall entail complete loss for the duration of the terminal holidays.
- Faculty members are required to apply for leave at least (1) day in advance after adjusting his/her classes with another faculty and get the same sanctioned from the principal. If however, due to any reason, applying for advance leave is not possible, the faculty must telephone before the "In-time" and take permission. Unsanctioned leave non-information before In-time / absenteeism shall lead to 2 days loss of pay.
- No leaves are allowed during the time of Internal / External exams.
- Discretion to give permission of leave (Advance or emergency) lies entirely with principal on the recommendation /endorsement of the HOD.
- Women employees of SIET except those on casual basis may be granted maternity leave for a period of 3 months. Leave application is to be supported by a certificate of a qualified doctor (M.B.B.S./ M.D.). The payment of maternity leave will be released.
- On Duty can be provided to a PhD course work that who are pursuing and also attending professional development programmes, Workshop, Seminar, Training and others.


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 Shoriguda(Vill), Ibrahimpatnam,
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- All the Faculty members and all other staff are required to come before time. Every three (3) late comings shall be treated as one (1) leave resulting in 1 day loss of pay. Late permission is only for 30 minutes; thereafter it will be treated as one late coming.
- No permission to go out during the college working hours is granted. If for any reason, the faculty needs to go out, he/she is required to take leave from the principal only after getting his/her classes adjusted with another faculty, endorsed by the HOD and authorized by the Principal.

8. Code of Conduct and Discipline

TEACHERS

- Shall read, understand and comply with institutes policies.
- Shall abide by the institutes policy to value and support an institute community that is diverse in Gender, Caste, Creed, Religion, Region, Nationality, Educational background, Talent, Skill, and Experience.
- Shall be in time to the institute.
- Shall be regular and punctual to the classes.
- Must conduct one hour class and take attendance in the beginning of class.
- Daily lesson should be planned ahead and taught in the most effective and innovative way.
- Class should be well structured, interactive and involving student cohort.
- Notes of units should be included in the course file.

TEACHERS AND THE STUDENTS

- Teachers should prepare students for their examinations, hence be well versed with objectives and outcomes of each unit and the related scheme and policies of the affiliated university.
- Syllabus completion should be according to academic calendar.
- Students learning should be assessed periodically and modification of teaching and assignments done accordingly.
- Shall maintain the course file with all necessary documents including previous year question papers and their answer keys.
- Mentorship shall be fulfilled in order to enhance student's academic performance.
- Do not show partiality or hold grudges towards students/colleagues.

- o. The teacher is in-charge of students during the class.
- p. Be impartial when discharging one's duties and not offer preferential treatment to any student, instead should be motivating, comforting, listening to and encouraging students and radiating enthusiasm.
- q. A teacher finding a student committing any act of academic or non-academic misconduct within the college campus shall be responsible to immediately report to authorities concerned. In case of unsurity of the behavior if it is against the code then the matter should be discussed with Deans, Heads of Departments, Principal or Vice Principal.
- r. Shall be a springboard for the student's academic success, personal growth and placement in the national and global arena.

TEACHERS' AND THE PARENT

- a. Shall attend to the parent's queries as a true representative of the institution, clarify their doubts, give them freedom to express their views and help them understand the institute's framework.

Teachers shall observe good personal conduct in terms of:

- b. Dress code shall be in respectable attire, befitting the society's expectations.
- c. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears and also maintain personal hygiene at all times.
- d. Every staff member shall discharge the duties allotted to them within the department or other units or events with professionalism and honesty.
- e. Shall endeavor to assist fellow teachers to discharge their duties effectively and make adjustments flexibly.
- f. Act within the range of an allowed individual authority in all matters and in the best interests of the institute.
- g. Inform the authorities and take consent, if availing the leave, the early exit and late entry facility.
- h. Use Institutes resources (facilities, equipment, supplies, vehicles, and students) lawfully, efficiently and by finding innovative solutions.
- i. Ensure that the highest standards of scholarly conduct and academic integrity are understood and practiced. Complete the work on time, document research and citing the work of others.

- j. In charge faculty should ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods and lab suppliers. Transact Institutes business in compliance with all applicable laws and institutes policies and procedures.
- k. Refuse any gift/favor that could place individual or institute in embarrassing position.

TEACHERS AND COLLEAGUES

- l. Communicate opinions to others in a fair and constructive manner and respect the rights and dignity of others regardless of our differences and different perspectives.
- m. Voice any differences of opinion respectfully and directly to those colleagues with whom we disagree and not in common areas and manage conflicts appropriately.
- n. Exercise professional exemplary competence, teamwork, objectivity, dignity, innovative teaching methods, diligence.
- o. Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations.
- p. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.
- q. Adhere to the institutes grant, contractual and legal obligations and comply with all laws and regulations governing the receipt and disbursement of sponsored funds.
- r. Promote sustainability and reduce the impact on environment in all our actions.

Teachers are expected to align their behavior with the institute's Code of Conduct. Violations will lead to seeking of explanations, warnings and eventually penalties.

9. Facilities and Amenities

Library:

The Institution has an excellent library facility with treasure of knowledge related to various disciplines in addition to its subscription to national, physical and online journal accessibility to encourage and research atmosphere.

Digital Library:

The Institution has an excellent digital library with separate server, space, internet, UPS and LAN connection, with more no of eBooks/files, which are made use of by the good number of students and faculties.

Transport:

Driven by a team of drivers, large task forces of buses ply from all places catering to the needs of students and staff members for comfortable and hassle free transport.

Health center:

To provide necessary medical aid to the students and staff in the campus a first aid centre is available and in case of emergency an ambulance is readily available within the institute. The institute has entered MOU with Ankitha Hospital.

Canteen and Fast Food Centre:

The canteen and fast food centre is located in a spacious, well planned building to cater to the needs of the staff and students and is well equipped cooking facilities inside campus.

Sports, Games and Gym:

The physical Director provides sports facilities to the student and staff members of the institution. They can actively participated in chess, caroms, Volley ball, shuttle, throw ball and cricket whenever they are free during the post lunch. Fitness first specializes in safe cardiovascular exercise programmes to enable you to improve your lifestyle, health and general wellbeing of every faculty.

Computing facilities:

The institution provides a good number of computing facility for both students and staff members to access the internet, with freedom to download all academic activities.
