SERVICE RULES

Human Resource Policy
Part I

Devineni Venkata Ramana & Dr. Hima Sekhar

MIC College of Technology

Kanchikacherla, Krishna Dist - 521180
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PART-I
(Human Resource Policy)

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<center>**HUMAN RESOURCE POLICY**</center>

1. Recruitment

1.1 Cadre Structure for Teaching Staff
    (a) Director / Principal
    (b) Head of the Department
    (c) Professor
    (d) Associate Professor
    (e) Assistant Professors
    (f) Librarian
    (g) Assistant Librarian
    (h) Director of Physical Education
    (i) Teaching Assistants

1.2 Qualifications
    Faculty is recruited based on the qualifications prescribed by the AICTE from time to time. The norms are listed in Appendix I of Part II.

1.3 Mode of Selection of Teaching Staff
    Direct recruitment to all cadres is based strictly on merit. Invariably in almost all cases, the following procedure is followed:
- Advertisements are issued in leading newspapers.
- Applications are scrutinized after the last day for receipt of application.
- Selection Committee constituted as per Affiliating University and AICTE norms.
- Eligible candidates are informed to attend the interviews. In case of walk-in interviews, Candidates are interviewed on the same date.
- Selection Committee decides and recommends candidates.
- Letters of appointment issued to selected candidates. Sometimes depending on emergency / exigencies of the situation, adhoc appointments are made on contract basis for specified periods.
- After observing the performance of selected candidates during the Probation period, they will send for the ratification interviews conducted by JNTUK: Kakinada.

1.4 Composition of Selection Committee
- Chairman or Nominee of the Chairman
- Principal / Director
- Head of the departments concerned

1.5 Cadre Structure for Non-Teaching Staff Office
- Administrative Officer
- Office superintendent
- Senior Assistant
- Junior Assistant/ Data Entry Operator
- Record Assistant
- Attender

1.5.1 Labs (other than computer Labs)
- Lab Assistant
- Lab Technician
- Lab Attender

1.5.2 Computer Labs
- System Administrator
- Programmer
- Lab Assistant
- Lab Technician

1.6 Qualifications
Non-Teaching Staff is recruited based on the qualifications prescribed by the Government of AP. The norms are listed at Appendix II of Part II

1.7 Mode of Selection of Non – Teaching Staff
All positions are advertised in the newspapers or notified in the local notice boards. After scrutiny of applications received, a short listing is made by the MICT Secretary / Director/ Principal; shortlisted candidates are called for trade test and subsequent personal interview. The Selection Committee consists of some or all of the following:

- Chairman / Nominee of the Chairman.
- Principal / Director
- HOD of concerned Dept.,

All appointments (Teaching and non-Teaching and staff) made after selection, are forwarded to the members of Management / Trust.

2. Service Rules

2.1 Service Conditions
- A person shall be deemed to have been appointed to a post at MIC College of Technology provided the post is in accordance with existing AICTE / Government of Andhra Pradesh norms, but shall exclude staff appointed on deputation / adhoc / on contract or temporarily.
- The pay scales of teaching faculty shall be fixed by the Selection Committee as per the scales promulgated by the AICTE from time to time. Currently, the following are the scales as per the Sixth Pay commission prescribed by the AICTE.

CATEGORY	BASIC PAY BAND	GRADE PAY
Assistant Professor	Rs.15600 – 39100	Rs. 6000
Associate Professor(Less than 3 years)	Rs.15600 - 39100	Rs. 8000
Associate Professor(3or more years)	Rs.37400 - 67000	Rs. 9000
Professor	Rs.37400 - 67000	Rs. 10000

2.1.1 Annual Increment:
- 3% of the Basic Salary (Basic Pay + Grade Pay) with compounding effect

2.1.2 Stagnation Removal
- An incumbent after reaching the top of the scale in the pay band shall move to the next pay band without any change in the grade pay.
- Pay of non-teaching staff shall be as fixed by the Selection Committee.

2.2 Probation
- All appointments of candidates selected will be temporary and deemed to be on probation for a period of 12 months. After the completion of the period, the services of the employee shall be reviewed and if found satisfactory, his / her services will be confirmed. His / her service conditions will be governed by the rules and regulations of MICT in force.
- If candidates are appointed on purely temporary basis in any vacancy, they have no right or lien to claim a permanent post. However such candidates may apply for such posts in a regular procedure as for open competition.
- If a person initially appointed in a temporary vacancy is subsequently appointed to a regular position, he / she shall commence probation from the date fixed for regular appointment.
- Services of any candidate appointed on temporary / adhoc basis can be terminated without any notice and without assigning any reason thereof.

2.3 Increments
Increments will be sanctioned only on satisfactory performance review. In Teaching Staff, the increment is sanctioned based on

(a) Annual Appraisal Report by HOD / Principal/ Management on the employee based on:
- Feedback from Students
- Course file maintenance
- Academic Results obtained
- Academic and Administrative Tasks performed

All faculty will get annual increment with effect from 01 January of that academic year.
Adjustment in calculations between the academic year and service year/period will be made as such that if the service period by 01 January of that academic year equal or more than 9 months then the faculty will be considered for the increment.

(b) In case of non-teaching staff, the appraisal is made by:
- HOD concerned
- Principal
- Management

(c) Increments may be withheld to an employee if the performance / Conduct has not been good / satisfactory and also the authority withholding the increment shall state the period for which employee takes leave on loss of pay more than two occasions.

(d) Performance Based Incentives could be considered to an employee in the case of his/her extraordinary contribution to the institution.

2.4 Promotions
Promotion to a higher level of service shall be made subject to availability of posts, eligibility of staff on the basis of merit / efficiency, the commitment / dedication of the faculty to the all round development / improvement of the institution. Seniority and performance will be the deciding criteria. If Ph.D. is obtained while working at the Institute, an incentive up to two increments/ promotion could be considered.

2.5 Retirement

- An employee of the college shall be retired on superannuation on attaining the age of 60 years. After retirement, extension will be given based on the need of the organization for one year and can be renewed if required.
- This rule as stated above, is however not applicable to those who are appointed on contract basis by the Management.

2.6 Resignation

- Any member of the faculty in permanent service shall give **three months** notice of his/her intention to resign or three month's salary in lieu thereof. The resignation shall be effective from the date of acceptance by the Authority. Normally, they will not be relieved in the middle of the academic year.
- Any member of the other faculty and Non-Teaching staff in permanent service shall give one month notice of his/her intention to resign or shall pay one month salary in lieu, thereof.
- Any member during probation shall give one month notice in case he / she desired to be relieved or one month salary in lieu thereof.
- The appointing authority reserves the right to waive the notice period or the compensation thereof.

2.7 Termination

- The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever.
- The Management reserves the right to terminate the service of an employee on medical grounds giving suitable notice / suitable salary in lieu, as it may deem fit.
- The Management may terminate an employee whether temporary or permanent if he / she is involved in political activity / a criminal case / has failed to do his duty leading to moral turpitude / negligence of duty.

2.8 Code of Conduct

- Every employee of MICT shall devote his/ her whole time to the service of the college and shall not engage directly or indirectly in any trade or business / activity in any other institution which is likely to interfere in the proper discharge of his /her duties. This provision shall not apply to academic work like giving guest lecturers, talks or any other work undertaken with the prior permission of the Principal.
- Every employees must maintain absolute integrity and be committed to the development of the college and do nothing that can go against the dignity and prestige of the college particularly in his relationship with the Management, Principal, Staff, Students and other Stake holders to the college.
- No employee, without the prior approval of the Principal / Management, solicit or accept in any way to raise subscriptions in pursuance of any objective what so ever except for routine farewell or felicitation functions connected with the college.
- No faculty shall engage himself or herself in undertaking coaching or private tuition for students for remuneration.
- No employee shall own wholly or in part, conduct or participate in editing / managing any newspaper or periodical, or any other publication unless he has prior sanction of the Principal or management,.
- No employee, while in service, participates in politics or contest in elections either as an

independent or on any party.

- No employee while in service shall invite or participate in strikes or any other incitement or any other condition which tend to bring disrepute to the college.
- No employee shall take recourse to any organization / forum / courts or the press in order to vindicate or air his grievances. The Governing Body by the authority vested in it, shall exercise the power, after giving the employee concerned an opportunity to explain his / her case.
- No employee may absent himself / herself from duty without prior permission. In case of proceeding on leave in an emergency without prior permission, he / she must explain the circumstances before rejoining duty.
- Every employee shall be at work punctually at timings fixed unless permitted otherwise by his / her superior. After reporting for duty, no employee shall be absent during the period of work assigned to him / her.

The following shall be considered as misconduct

- Failure to exercise efficient supervision.
- Insubordination or disobedience shown to his / her superior officer.
- Gross negligence in teaching or other duties.
- No outsider should be allowed into the college premises so as to endanger college property.
- Any act which is immoral can be punished under the IPC.
- Intemperate habits affecting the efficiency of teaching.
- Failure on the part of an employee in suppressing factual information of his / her previous history.

2.9 Disciplinary Proceedings

No employee shall be subjected to any punishment unless

- The member is informed in writing by the Principal in regard to the allegations on which disciplinary action is proposed, and is given an opportunity to make a presentation in person or in writing.
- Such representations would be taken into consideration by the competent authority before a penalty is imposed.

2.10 Punishments and Appeals

(a) All employees of MICT may for sufficient reasons be imposed the following penalties.

- Censure
- Fine
- Withholding of increments / promotion
- Reduction to a lower post or a lower stage in the time scale.
- Recovery from pay (whole or partial) pecuniary loss caused to the college by negligence.
- Suspension / Compulsory retirement.
- Removal / Dismissal from service.

All actions indicated above shall be decided by a Committee consisting of the

- Chairman / Vice Chairman / Any other Management Representative
- Principal/Director

(b) The enquiry shall be conducted by a duly constituted Board of Enquiry and no action shall be contemplated or taken unless the employee is given a reasonable opportunity to be heard. The Board of Enquiry shall be constituted by the Principal/Director.

2.11 Arrival and Clearance Formalities:

All staff arriving after the recruitment and leaving MICT after resignation/retirement should follow the arrival and clearance formalities which are listed at Appendix III and IV respectively in Part II.

3. Job Responsibilities

As per AICTE Sixth Pay Commission (2008) recommendations, the job responsibilities of faculties are divided amongst the following four areas.

3.1 Academic
3.2 Research and Consultancy
3.3 Administration
3.4 Extension Services

They are broadly identified as follows

3.1 Academic
- Class Room Lectures.
- Laboratory Guidance / Instruction.
- Curriculum Development.
- Development of Learning Resource Material / Course Files.
- Development of Laboratories, Manuals, etc.
- Student Evaluation and Assessment including examination duties of University/assessment agencies supported by the institution.
- Participation in Co-curricular and Extracurricular work.
- Students Counseling.
- Continuing Education, Summer schools / Winter schools, Symposia – conducting and participation
- Books, Publications, Seminars.
- Self up-gradation by acquiring higher qualifications, keeping abreast of developments in his / her own field.

Out of the weekly working hours, the minimum contact hours of a teacher (teaching load) should be as follows as per the UGC/AICTE

(i) Principal/Dean	: 4 hours/week
(ii) HOD/Professor	: 14 hours/week
(iii) Associate/Asst. Professor	: 16 hours/week

* Laboratory load Considered as half of teaching load.

3.2 Research and Consultancy
- R and D activities, Research / Project Guidance.
- Industry sponsored Projects / Sponsored Projects of Government agencies.
- Providing industrial consultancy and testing service, active participation in promoting Industry - Institute Interaction.
- Innovations, Patents

3.3 Administration

- Academic and administrative management of the Department, Policy planning, monitoring, evaluation and promotional activity at both departmental and institutional level.
- Design and development of new programs and disciplines, Participation in National / State level policy planning bodies, Organization of Institute level / State / National level faculty / Student Societies.
- Planning/Development of Schedules for classes both at departmental / Institution levels. Help mobilize resources for the Institution, Maintain and Cross check accountability, conduct performance appraisals.

3.4 Extension Services

- Interaction with Industries/Service Institution, Promote Community Service amongst students.
- Help, Develop, Vocational services in the neighborhood, contribute towards promoting / providing non-formal education, Promote entrepreneurship and job creation.

4. Working Hours

The Normal working hours of the college is 8 hours i.e., 9.00 AM to 5.00 PM. The college works on all Saturdays except second Saturday in a calendar month.

5. University Stipulations on Instructional Days

JNT University Kakinada stipulates that the college instructional days should be 90 days per semester or 180 days per year.

6. Appraisal

6.1 Performance Appraisal Report

A Four Tier annual appraisal system is to be followed to appraise the performance of Professor, Associate Professor & Assistant Professor level, Which consists of

- I. Faculty Self-Appraisal
  - a. Teaching and contribution to Academia
  - b. R & D
  - c. Extension / Other Activities
- II. Appraisal by Head of the Department
- III. Appraisal by the Principal
- IV. Appraisal by the Management

6.2 Weightage of Appraisal

(a) For Teaching Staff

Appraisal By	Asst Prof	Associate Prof /Professor	HOD
HOD	70%	60%	-
Principal	20%	20%	60%
Management	10%	20%	40%

(b) For Non-Teaching Staff

Appraisal By	Without student interaction
HOD	70%

Principal	20%
Management	10%

6.3 Transparency & Procedure

The Principal / HOD will discuss the results of the appraisal with every employee. Continuous and sustained performance will be a necessary requirement for internal promotions, for selection as HOD's or Sectional Chairman of various committees, selection for incentives, deputation, eligibility for study leave and other financial benefits, awards, etc. Appraisal reports will be in their respective files. The format for feedback by students is given as appendix V and that for the appraisal form of Teaching Staff as Appendix VI. The annual appraisal report is required to submit at the end of December of each year. Non submission of appraisal repot in any year has an impact on promotion/increments.

7. Leave Rules

Leave rules shall apply to faculty and staff and shall be called the "Leave Rules of MIC College of Technology."

7.1 Casual Leave (C.L.)

All the staff are eligible for casual leave of 12 days per annum.

- For all those who have put in one year of service in this institute casual leaves are credited as follows.
    - On 1st July – 6 days (for **1st spell** ie; from 01/07 to 31/12)
    - On 1st Jan – 6 days (for **2nd spell** ie; from 01/01 to 30/06)
- For those who have less than one-year service in this institute, the leaves are credited at the rate of one day per month of service.
- Leave will be sanctioned only if there is leave in their credit.
- Leave account will be maintained from 1st July to 30th June (Treated as one Academic Year)
- The leave accumulated at the end of June will not be carried forward.
- Casual leave shall not be sanctioned for more than 3 days in a spell.
- The staff shall get the leave sanctioned before they proceed on leave.
- The academic staff are required to adjust their work whenever they wish to proceed on leave. Leave will not be sanctioned without work adjustment.
- ½ day CL's will be allowed only twice in a spell.
- In case of emergency, with the management permission staff can avail the CLs of 2nd Spell in the 1st Spell.

7.2 Half Pay Leaves (HPLs):

All the staff who have put in 2 years of service in this institute, are eligible to avail half pay leaves. Half pay leaves at the rate of 20 days per year will be credited on 1st July after getting eligibility. The HPL's can be accumulated up to a maximum of 180 days. Leaves exceeding this limit, will be lapsed. The leaves are commutable.

HPL's can be availed for a maximum of 3 times in a year and can be availed on both medical and non medical grounds.

a) **Non-Medical grounds**:
   For personal reasons also, HPL's can be availed but with prior approval (at least 2days in advance) and minimum number of days shall be 3 days.

b) **Medical grounds**:
If the leave is availed for more than 2 days on medical grounds, a fitness certificate along with prescription issued by a registered medical practitioner shall be submitted along with the joining report while resuming.

7.3 Maternity Leave:

- Maternity benefit will be available to every woman employee who has been in continuous employment with the Institution for a period of 2 years preceding the expected date of delivery.
- They are entitled to a maternity leave of 10 weeks in each occasion. This leave is considered as paid leave for 1st occasion and considered as authorized Leave without pay leave on other occasions.
- They should have produced a certificate for expected date of confinement and delivery from competent doctor/ authorities.
- Application for maternity leave should be made at least one month prior to proceeding on leave duly supported by a certificate issued by a registered medical practitioner indicating the likely date of delivery.

7.4 Vacation & Earn Leaves for Academic staff:
a) **Vacation:**
Academic staff includes all teaching faculty and non-teaching staff associated with academic work. Only academic staff are entitled to avail vacation.- All employees who have put in a service of two complete academic years and above are eligible to avail vacation for - 4 weeks.

- For those who have put in service of one year and above and less than 2years in the college are eligible to avail vacation for - 2weeks.
- For those who have put in service of minimum 6 months and less than 1year in the college are eligible to avail vacation for - 1 week.
- Vacation leave mentioned above is inclusive of common vacation declared by the college at the end of the academic year if any.

b) **Earned Leaves (working during vacation):**
Staff members may be retained due to additional work/contingencies. To such of those members un-availed portion of vacation will be converted to EL at the rate ½ day per day of un-availed vacation.

7.5 Earned Leaves for Non- Academic staff:
a) **Earned Leave:**
All the non-vacation staff who have one year of service in the institute are eligible to avail the Earned Leaves. (No.of days calculated at the rate of one day for every 20 days of work in the previous year of service). An employee whose service commences other than the first day of July shall be entitled for an earned leave on proportional basis.

- An employee will earn maximum **15** days of EL for every 12 months of continuous service. If an employee service is less than a year, Earned leave is calculated 1 day per month.
- EL cannot be availed more than 2 times in one calendar year.
- Holidays & off days falling between the start and end date of EL would also be counted as Earn Leave.

- The college shall have the discretion to cancel the leave granted to an employee at any stage if the exigency of work so demands and to recall the employee to work after giving reasonable time to join duty.
- EL can be accumulated up to a maximum of **180days**. EL exceeding the maximum accumulation limit will automatically lapse.

  b) **Non- Academic:**

Non Academic staff are not eligible for vacation. However, based on the summer vacation duration, a brief period (say 1 week) may be given in which case this period of vacation will be deducted from their ELs.

7.6 Special Casual Leave:

All the teaching staff who put in at least one complete academic year of service in this institute are eligible for this leave. Maximum of 7-days in an academic year can be availed as special casual leave for attending the workshops/conferences/any examination work not related to JNTUK, Kakinada etc, This leave can be availed for a maximum of 3 times in an academic year. However, the sanction of this leave is at the discretion of the Head of the Institution.

7.7 Leave Without Pay:

- If an employee is not eligible for any of the above mentioned leaves, and staff opts to go on leave, his/her leave will be treated as leave without pay. For all leaves without pay also, leave application shall be made on the standard proforma. Amount to be deducted for Leave without pay will be calculated only on the existing monthly gross salary of the employee (Excluding annual benefits). Any leave without pay period, exceeding one month will not be considered for all annual benefits.
- If any employee avails leave without pay for more than 3 occasions in an year (without sufficient valid reasons), his/her date of increment may be postponed.

7.8 Unauthorized leave/absence:

Any leaves taken without any prior approval/authorization will be treated as leave without pay. The unauthorized leave may lead to postponement of increment/DA in the subsequent year.

7.9 General Rules Governing Leaves:

Although leave is not a right but earned, yet it should not be normally refused unless there are specific reasons for doing so.
- Staff are advised to use the leave judiciously.
- Leave without prior sanction or without pay amounts to discontinuation of service
- Clubbing of different types of leaves and vacation is not permissible. Any leaves taken contrary to the aforementioned rules will be treated as unauthorized leave for which suitable action will be taken. Furthermore, all **unauthorized leave will be at loss of pay**.
- The above guidelines may be relaxed in individual cases, under exceptional circumstances, at the discretion of the management.
- All leave applications must be made on a standard format as specified from time to time by the institute.
- The Office will maintain all leave records.
- All leaves are granted according to the exigencies of work and the discretion of the sanctioning authority.

8. Career Advancement / Promotion Rules

- Minimum length of service for an Assistant Professor to move into the grade of Assistant Professor (Senior Scale) would be 4 years for those possessing a Ph.D degree, 6 years for those with M. Phil / M.E. / M.Tech degree and 7 years for those with M.A / M.Sc / M.B.A degrees.
- For movement into grades of Associate Professor and above the minimum eligibility criteria is a Ph.D. Teachers without Ph.D. can go up to the level of Sr. Assistant Professor only. For every upward progression of faculty a selection process as per the norms / rules and regulations laid down by the AICTE / JNT University Kakinada to which the college is affiliated, is followed.
- Every faculty acquiring an additional higher relevant degree while in service, (through examinations and course work) is entitled to one advance increment on producing the provisional degree certificate, pertaining to the higher qualification.
- Sponsorship for higher studies is based on seniority, preference being given to doctorial programmes, and secondly to Master's degree programmes, on executing a bond as desired by the Management. The said facility is limited to one faculty member per year from one department, without affecting the course work / projects of students.
- Any faculty seriously interested in promoting or advancing the cause of research and who exhibits interest will be suitably encouraged by the Institute and shall receive special commendations.

9. Staff Development and Training

9.1 Supporting Staff (Administration and Technical)
- Arranging in-house training programmes, with the help of resource person from the English and Management departments (with inputs of English grammar basics).
- Arranging professionals from the industry and Government to deliver training programmes in Administration and Accounts (for all those in administration and accounts) on all aspects of management and technical skills needed for running an office in a self-financing educational Institution.
- To impart computer knowledge and English communication to all ministerial and subordinate staff with the help of faculty from the Computer Science and Engineering Department and English Department. Laboratory technicians are likewise given special exposure to newer equipment and processes by Heads of Departments.

10. Awards
- "Excellence in Teaching" awards and the "Best Supporting Staff" awards have been instituted by the Management to recognize deserving staff and the awards are presented every year on Annual Days.
- Faculty who show and exhibit dedication and commitment are also recognized by deputing them for special conference and seminars and are also issued commendation letters.
- Letters of Appreciation are awarded to teaching staff for their academic excellence in terms of the results in subject they handled.

11. Grievance Redressal Cell

Any employee having any kind of grievance can address his / her problem to the Grievance Redressal Cell in writing. Grievance Redressal Cell shall consist of CEO as Chairman, with Director, Principal, as Members. Genuine grievances of the staff and students are considered

grievances are addressed.

12. Women's Empowerment Cell (WEC)

The activity addresses problems of women employees and empowerment of women. This is headed by a WEC coordinator.

APPENDIX-I
FACULTY NORMS - PRESCRIBED BY AICTE

BE./ B.Tech.

Faculty required 1:15 (Teacher: student ratio)
Cadre ratio   1:2:6 (Professor: Associate Professor : Assistant Professor)

Programme	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech.	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.

ME./M.Tech

Faculty required 1:12 (Teacher : student ratio)
Cadre ratio   1:2 (Professor: Associate / Assistant Professor)
Qualifications as prescribed above

Note: Sanctioned students intake shall be considered for all (4) years in respect of UG and (2) years in respect of PG programmes for calculating Teacher: Student ratio.

MCA

Faculty required 1:15 (Teacher: student ratio)

Cadre ratio　　　　1:2:6 (Professor: Associate Professor : Assistant Professor)

Programme	Cadre	Qualification	Experience
MCA	Assistant Professor	BE / B.Tech and ME / M. Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/ M.Tech OR BE/ BTech and MCA with First class or equivalent in either BE / BTech or MCA OR MCA with first class or equivalent with two years relevant experience	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

Note: Sanctioned students intake shall be considered for all (2) years for calculating Teacher: Student ratio.

MBA

Faculty required 1:15 (Teacher: student ratio)

Cadre ratio   1:2:6 (Professor: Associate Professor: Assistant Professor)

Programme	Cadre	Qualification	Experience
Management (MBA)	Assistant Professor	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

Note: Sanctioned students intake shall be considered for all (3) years for calculating Teacher: Student ratio.

Principal / Director

Programme	Cadre	Qualification	Experience
	Principal / Director	Qualifications as above that is for the post of Professor, as applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor. or Minimum of 13 years experience in teaching and/ or Research and/or Industry In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

APPENDIX-II

NON-TEACHING STAFF

The ratio of non-teaching (inclusive of administrative, ministerial, technical and other unskilled and semiskilled staff) to teaching staff should not exceed 3:1.

Administrative Manager	Master's degree from any recognized University in Education, Law, Literature, Commerce, Business Management , etc.	At least 7 years experience in a responsible admin. position preferably with working knowledge of an Academic set up, with Computer knowledge.
Accounts Manager (Finance and Audit)	Degree in Commerce, C.A., A.C.S., etc.	At least 15 years' experience in a responsible post in Financial Institution preferably with knowledge of budgeting in an academic background , Exposure to computing system.
In-charge of Exams	Masters' degree in Engineering / Technology	At least 15 years' experience in an Academic environment dealing with examinations; exposed to on line system.
Office Assistant	Bachelor's degree or equivalent knowledge of MS Office.	
Laboratory Assistant (Engg.)	First class diploma in the concerned branch.	At least 2 years experience in a recognised Academic institution of repute.
Laboratory Assistant (Science)	First class B.Sc., in the concerned subject	At least 3 years experience in a recognized Academic Institute of repute.
Laboratory Technician	A certificate from ITI in the relevant trade.	At least 3 years experience in the trade desirable.
Assistant	Xth Std. able to drive a Moped / Motorcycle and use a bicycle.	

Devineni Venkata Ramana & Dr. Hima Sekhar

MIC College of Technology

Kanchikacherla, Krishna District, Pin: 521180. A.P. India.

FACULTY PROFILE **DEPT – 5.1 B**

DEPARTMENT: DATE:

ACADEMIC YEAR:

1. Name :

2. Father's Name :

3. Mother's Name :

Affix Latest Passport Size Photograph

4. Date of Birth & Age (D/M/Y) : | | | | | | | | | & | |

5. Gender :

6. Marital Status :

7. Aadhar Card No. :

8. PAN Card No. :

9. Correspondence Address :

10. Permanent Address :

11. Educational Qualifications :

S. No	Qualification	College/University	Year of Passing	Specialization	% of Marks
1.	SSC				
2.	Diploma/Intermediate				
3.	UG				
4.	PG				
5.	Ph.D/M.Phil				

12. Professional Experience	:

S. No.	Institute / Organization	Designation	Date of joining	Duration	Regular / Adhoc / Ratified
1.					
2.					
3.					
4.					
5.					

13.	Professional Society Memberships :

S. No	Professional Body	Membership number
1		
2		
3		
4		

14.	Research Experience	:

No. of Research Projects Completed	
No. of Research Projects In Progress	
No. of Ph.D Scholars Guided	
No. of Ph.D Scholars Guiding (in progress)	
No. of Patents Received	
No. of Text Books Authored	
No. of Publications	
International Journals	
National Journals	
International Conferences	
National Conferences	

15. List of Publications :
    (International/National)

S. No.	Authors	Title of the paper	Name of the Journal	National/ International	Volume No., Issue No., Page Nos., Month & Year of publication	ISSN Number
1.						
2.						
3.						
4.						

16. List of Conferences :
    (International/National)

S. No.	Authors	Title of the paper	Name of the Conference	Page Nos., Dates of Conference, Organized by	ISBN Number
1.					
2.					
3.					

17. List of Workshops/Seminars :
    (Attended/Organized)

S. No.	Name of the Workshop / Seminar	Attended / Organized	Dates of the Workshop / Seminar	Organized By
1.				
2.				
3.				

17. Additional Responsibilities :

1.
2.
3.

18.   Any Other Information   :

1.

2.

3.

<div align="center">Declaration</div>

I hereby declare that the information furnished is true to the best of my knowledge and belief.

Date: **Signature**

Place: **(Name & Designation)**

Devineni Venkata Ramana & Dr. Hima Sekhar

MIC College of Technology

No Dues Certificate

Date:

Name of the Faculty   :

Department   :

The above faculty does not have any dues in the departments.

S.No	Dept	Signature of HOD
1	ECE	
2	CSE	
3	EEE	
4	Mechanical	
5	Civil	
6	MCA	
7	MBA	
8	BED	
9	Library	
10	Accounts	
11	Keys Handed over to	

PRINCIPAL

STUDENTS FEEDBACK ON FACULTY   **DEPT – 7.2A**

DEPARTMENT: DATE:

ACADEMIC YEAR: CLASS/SEM:

Dear Student,

      The institute has designed a feedback questionnaire to evaluate the teaching learning process in our college. Your feedback is valuable for us to improve the quality of teaching. This feedback will be kept confidential.

Name of the Student (optional):   **Regd. No:**

Rating should be given on a five point scale.
5 – Excellent; **4** – Very Good; **3** – Good; **2** – Fair ; **1** – Poor

S.No	DESCRIPTION	I	II	III	IV	V	VI	VII	VIII
1	Teachers Preparation for the class								
2	Depth of coverage of topics & syllabus								
3	Speech clarity & communication								
4	Clarity of writing, planning & usage of black board								
5	Clarification and answering of doubts and Interaction in class room and punctuality								
6	Command & Knowledge level of Teacher on the subject								
7	Correlation of the subject to real time applications								
8	Motivational Qualities of the Teacher								
9	Ability to control the class and maintain discipline								
10	Effective utilization of complete class time								

List of Subjects:

  I   IV

  II   V

  III   VI

Devineni Venkata Ramana & Dr. Hima Sekhar

MIC College of Technology

Particulars of the Teacher:

1. **Name:**
2. **Designation:**
3. **Department:**
4. **Educational Qualification:**
5. **Total length of the service in this college:**
6. **Total length of the service:**

Evaluation of Teacher Performance

Performance Parameter	Max Points	Self Appraisal	HOD Appraisal
Teaching and contribution to Academia	300		
Research and Consultancy	125		
Extension	75		
Total	500		

Loss of pays if any (Current year) : Yes / No

If Yes: No. of Days_____ No. of Times_____

Evaluation by	SCORE		
	Asst. Prof.	**Assoc. Prof / Prof**	**HOD**
HOD	70% (0.7 x HOD Appraisal)	60% (0.6 x HOD Appraisal)	–
PRINCIPAL *	20%	20%	60% (0.6 x Principal Appraisal)
MANAGEMENT *	10%	20%	40%
Total			

*Based on personal Assessment/Interview

Recommendations:

Head of the Department   **Principal**   **Management**

SNO	PERFORMANCE PARAMETER	SELF APPRAISAL	HOD APPRAISAL
1	**Teaching and Contribution to Academia** **(Max Score:300)** A) Assessment of teacher on a 5 Grade scale where grades 1 to 5 correspond to: Poor, Satisfactory, Good, very good and excellent respectively (Max Score:100)		

Score	10	8	6	4	2
Availabilty to students during working hours	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Punctuality to classes and Regularity in taking classes as per time table	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Maintenance of Attendance Registers	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Maintenance of Lecture dairy	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Arranging class room seminars to the students	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Regularity in giving home assignments and providing solutions	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Promptness of returning answer scripts to students	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Availability for examination work including invigilation	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Counseling students regularly	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Participation in Department Activities	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1

B)Student feedback on teacher performance (last 2 semesters average)

(Max. score: 100)

Feedback	Score
>=95	100
90 -<95	90
85-<90	80
80-<85	70
75-<80	60
70-<75	50
65-<70	40
60-<65	30

		C)Results of Subjects (last 2 semesters average) (Max. score: 100)		
		Result	Score	
		>=95	100	
		90 -<95	90	
		85-<90	80	
		80-<85	70	
		75-<80	60	
		70-<75	50	
		65-<70	40	
		60-<65	30	

2	**RESEARCH AND CONSULTANCY (MAX SCORE:125)**
	
	A) Research guidance (Max. score : 25)
	  i) M.Phil./MTech: 5 (each)
	  ii) Ph.D. : 10 (each)
	
	B) Research publications (last 2 years) (Max Score :50)
	       i) National refereed journals (5 Each)
	       ii) International refereed journals (10 Each)
	       iii) Cumulative impact factor
	
	C) Seminars/conferences/symposia /workshops attended and
	  presented papers/delivered keynote addresses
	    For each : 5 marks (Max. score : 30)
	
	D) Seminars/conferences/symposia/workshops organized by the
	  teacher in the Department (Max. score: 20)
	    For each: 5 marks			

3	**Extension / other activities: (Max. Score:75)**
	
	A)Extension / Extra-curricular activities involved in (Max. score : 20)
	  The activities may include contributing to: environment protection, healthcare in rural/slum population, adult literacy, nation building activities, etc.
	  For any recognized and authenticated activity : 05 (each)
	
	B)Membership of Professional Societies, Membership of Governing /Executive / Advisory body of an industry or other sector
	                        (Max. score : 15)
	  Each : 05
	
	C)Administrative assignments (including Head of Department,
	  NAAC Coordinator, ISO Coordinator, Internal Exams
	  Coordinator, Lab Manuals preparation, Attendance Coordinator
	  etc.,) held in last 2 semesters (Max. score : 40)
	  For each assignment per year: 5			

	TOTAL			

*For HOD   : HOD's self Appraisal shall be authenticated by the Principal

Signature of HOD   **Signature of Faculty**