

# **MLR** Institute of Technology

( UGC - Autonomous | Estd. 2005 )



**Staff Recruitment Policy and Service Rules**

# MLR Institute of Technology

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## Staff Recruitment Policy and Service Rules

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	Next Review:	
Authorized Signatories:		
Head HR: Signature:	Head IQAC: Signature:	Principal: Signature:
Name:	Name:	Name:

## **INTRODUCTION**

The success of MLR Institute of Technology relies on its ability to attract the best staff available. Recruitment methods must be fair, efficient, and effective.

## **PURPOSE**

The Staff Recruitment Policy has been established to ensure MLRIT has the opportunity to attract the best available staff for all vacant positions. This policy relates to employment of all staff members.

MLRIT is committed to providing high quality programs and services to our students. To support the achievement of this objective we recognize the importance of employing the most suitable applicant for all vacant positions. MLRIT will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated positions.

## STAFF RECRUITMENT PROCEDURES

### RESPONSIBILITIES

It shall be the responsibility of the Principal (or a delegated authority) to implement this policy and to monitor its performance.

It is the responsibility of **HR and Department Heads** to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly;
- Staffing levels for each department are determined and authorized;
- All roles have current position descriptions that specify role requirements and selection criteria.

### PROCEDURES:

#### A. PLANNING:

##### A.1 Human Resource Planning

- The Principal shall assess the staff requirement for the subsequent academic year in the month of April every year.
- The Principal will obtain the staff requirement lists from all the head of departments and arrive at the number of faculty members and administrative staff required with the following guidelines.
- The Principal will consider appointment a Professor to be the Head of every discipline, besides the number of Assistant Professors and Lecturers required in accordance with the teacher student ratio prescribed herein.
- The teacher student ration shall be 1:15 and for this purpose the Professor shall also be included in counting the number of teachers.
- The minimum contact hours during the week for each category shall be maintained as follows:

Principal	04
Professors	08
Assistant Professor	12
Lecturers	16

- Principal will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts. University experts will be taken as per University norms.

## **A.2 Recruitment**

- The selection committee shall prepare a job description and job specification for the candidates to be recruited.
- The Committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all the following sources:
  - Advertisement in the Newspaper.
  - Files maintained for storing the unsolicited applications.
  - Campus recruitment.
  - Internet and e-mail.
  - Subject experts from JNTUH & OU
- The committee deems it fit, may also conduct walk in interviews for augmenting the required candidates.
- The committee shall short list the candidates in the following process.
- Aptitude tests, including class room demonstrators.
- Personal Interviews.
- The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal who in turn decides the appointment and seeks management approval.
- An offer of Appointment shall be released by the Principal/Chairman in the Form 1 appended to this manual.
- Qualifications will be followed as per AICTE and JNTU norms. As per JNTU, Associate Professor is equivalent to Assistant Professor of AICTE and Assistant Professor is equivalent to Lecturer.
- B.E/B.Tech Distinction or 1<sup>st</sup> Class Graduates with no arrears or M.E / M.Tech 1<sup>st</sup> Class Graduates are eligible for appointment Assistant Professors (Lectures) in Engineering Department. M.Sc./ M.A with additional M.Phil. Qualification, 1<sup>st</sup> Class Graduates are eligible for appointment as Assistant Professors (Lecturers) Science and Humanities Department.
- Ph.D. with 1<sup>st</sup> Class in B.E/B.Tech or M.E/M.Tech with three years teaching/industry/research experience or B.E/B.TECH /M.E/M.Tech from Industry/Profession with minimum five years of research experience is eligible for appointment as Associate Professor.

- Ph.D. with 1<sup>st</sup> Class in B.E/B.Tech or M.E/M..Tech with 10 years teaching/industry/research experience or M.E/M.Tech from Industry/Profession with minimum ten years of research experience is eligible for appointment as Professor. For MBA and MCA, Ph.D. with 1<sup>st</sup> Class in MCA/MBA/M.Sc/. Equivalent with ten year teaching/industry/research experience is eligible for professor.

### **A.3 Certificates (Deposit/Return)**

- All staff members will submit original certificates of their academic qualifications to the college and they will be returned along with record of service/salary certificate on proper resignation/termination from service.
- If an individual after submission of certificates asks for the same for a short duration, one month's salary for associate professor and above rank people or one and a half months salary for others is required to be deposited in lieu of the certificates for period on taking certificates, not above 20 days. Anyway certificates need to be submitted back before drawing next salary.

### **A.4 Orientation**

- Every teacher appointed in the college shall be given a brief introduction about the College by the Principal or his nominee on the day of his/ her joining.
- The Principal shall take/send him/her to the department of his/her work and introduced to the Head of the Department.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- The HOD will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the college.
- The HOD will also ensure that all the registration formalities, including submission of joining report etc. by obtaining the assistance of the Office team.
- The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

## B. SALARIES & INCENTIVES

### B.1 Positions and pay scales

- The College will have the following positions of hierarchy in the teaching departments
  - Principal
  - Special positions, including Deans and Section / Department Head / Directors / Coordinators
  - Professors
  - Associate Professors
  - Sr. Assistant Professors
  - Assistant Professors
- In addition, each department shall have support staff like Lab Assistants, Department Clerk and Department Attendant.
- The College Office will have the following positions of hierarchy in the administrative department.
  - Administrative Officer, Special Officer, Secretary to Chairman
  - Cashier, Accountant, Receptionist, Office Superintendent.
  - Clerical Assistants, Office Assistants
- The Scales of pay (as per VI-Pay) for various teaching positions will be as per AICTE as follows:
  - Principal Rs. 37400-67000+AGP 12000
  - Professor Rs. 37400-67000+AGP 10000
  - Associate Professor Rs. 15600-39100+AGP 8000
  - Assistant Professor Rs. 15600-39100+AGP 6000
- Additional Qualifications and Previous Experiences carry the following monetary benefits:
  - Ph.D (Engg) Rs.5,000 or equivalent increments
  - Ph.D (Science/Humanities) Rs.3, 000/- or equivalent increments.
  - Previous Experience: One increment per year of Experience

- Scales for Administration Staff:

**Superintendent** : 4850-150-5300-170-6150-200-7150-250-8400-300-9900-350-10250/-

**Sr. Assistant/Accountant** :

**Typist II/Steno-II** : 3950-120-4550-150-5300-170-6150-200-7150-250-8150/-

**Jr. Asst/Typist III** : 3130-80-3450-100-3950-120-4550-150-5300-170-6150/-

**Lab Asst.** : 4850-150-5300-170-6150-200-7250-250-8400-300-9900-350-10250/-

**Programmer** : 4190-120-4550-150-5300-170-6150-200-7150-250-8400-300-6700/-

**Record Asst.** : 2750-60-3050-80-3450-100-3950-120-4550-150-5150/-

**Attender/Watchman/Sweeper:** 2550-50-2750-60-3050-80-3450-100-3950-120-4550/-

In addition, staff can be given additional benefits of Rs.125/250/500 or one/multiple increment(s) equivalent for his/her additional skills or bachelor or Master degrees. Previous experiences carry Rs.75/- per year of experience. Lab Assistants get Rs.2500/- or Rs.2000/- based on their diploma or ITI Qualification and experience.



## **B.2 Dearness Allowance**

- ❖ In addition to the Basic Salary a monthly dearness allowance shall be extended to the Faculties in the following manner from the academic year 2021-2022
  - Professors shall be extended full DA as per Sate Govt. rules.
  - Assistant Professors and Associate Professors with PG Qualification in Engineering shall be given old D.A during their one year of Service at MLRIT.
  - Assistant Professors and Associate Professors with PG Qualification in Engineering shall be extended full D.A after one year of Service at MLRIT.
  - Others are eligible for full D.A on completion of 2 years of service at MLRIT.
- ❖ Management can also decide higher D.A components, special pay and other allowances for Assistant Professor, Associate Professors, Professor, Principal and Special Posts.

## **B.3 Yearly Benefits**

- ❖ Staff members are eligible to the increments Prescribed at the end of 12 months service in the institutions.
- ❖ Additional increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

## **B.4 Staff Benefits**

- ❖ All Faculties and Staff Members are covered under Group Insurance Policy.
- ❖ All the Faculties and the staff members are eligible for EPF scheme. The Management contributes 12% of the pay subject to the ceiling of Rs.780 per person, towards the Employer's Contribution to the EPF scheme.
- ❖ The management provides transport facilities at subsidized rates to all faculty and staff members.

## **C. LEAVE**

### **C.1 Annual/Earn Leave**

- ❖ The Teaching staff of the college will be eligible for annual leave/earned leave on completing the years of service on the following basis.
- ❖ Faculty members are eligible for 3 days of EL after completion 2 years of his/her service.
- ❖ The annual leave can be availed during the annual vacation/break period, unless under special circumstances the Principal grants it on the basis of the merit of the case.
- ❖ The annual leave can also be against leave due to sickness or maternity.
- ❖ In addition, the Management can give 45 days' paid maternity leaves to cases with more than 2 years of service.
- ❖ The annual leave can be accumulated up to 120 days during the service.
- ❖ Where the member leaves the service under the circumstances that he had left the college causing any pecuniary loss to the college, encashment of leave at the time of separation will not be available.
- ❖ Faculty members with service above 3 years can en-cash their earned leave on approval.

### **C.2 Leave Encashment**

- ❖ Staff member with service above 3 years are eligible to encash their earned leave of maximum 15 days on approval of the Principal.
- ❖ Staff member shall apply for earned leave encashment to the Principal in writing.
- ❖ Staff member shall be granted encashment of earned leave based on the basic pay and allowances paid at the time of actual encashment.
- ❖ Income-tax payable on such encashment shall be deducted from the amount payable and the balance of amount is paid to the staff member.
- ❖ A staff member can apply for further encashment with a gap of three years of any earned leave encashment.
- ❖ Earned leave encashment is a privilege extended to the staff member and it cannot be claimed as a matter of right.

### **C.3 Maternity Leave**

- ❖ All the women staff members who have completed 2 years of service are eligible for maternity leave.
- ❖ Maternity leave can be sanctioned only twice in service period with a gap of 3 years.
- ❖ Maternity leave shall be applied at least 10 days before. The doctor's suggestion on the reason and rest requirement shall be enclosed with the application in writing to the Principal.
- ❖ Staff member can proceed on maternity leave only on receiving the sanction order of the leave.

### **C.4 Casual/Study Leave**

- ❖ The teaching staff will be eligible for one day of casual leave with pay every month. It can be accumulated in a calendar year and availed with Principal's approval.
- ❖ The teacher will sign an agreement with the college specifying the terms and conditions of leave as aforesaid, as determined by the Principal/Chairman on case to case basis.
- ❖ The Management, at its discretion will extend assistance towards higher education fees, as interest free loan or as 100% assistance.
- ❖ Staff members availing facilities for full time study need to sign agreement with the management to serve the institution for five years (PH.D) or three years (M.E/M.TECH. or Ph.D. course work), along with sureties. In case of breach of agreement, staff member has to repay the fees and salary availed along with bank interest.
- ❖ Staff members undergoing part time programs need to sign agreement with the management to serve the institution for One year after obtaining the qualification along with sureties. In case of breach of agreement, staff member has to repay amount equivalent towards on duties or six month's salary whichever is higher, to compensate losses incurred by the management and towards breach of faith.
- ❖ Staff member undergoing part-time programs can have flexible timing and On-Duties. They can't leave the institution during the program tenure and in case of any pre-mature departure; they have to repay the amount as per the stipulation cited above.
- ❖ Higher educational programs need to be completed in stipulated time of two or three years.

## **C.5 On-duty Assignments**

- ❖ The College can permit any staff member to take special assignments with other colleges or industrial units, for specific period of time or to attend seminars or training programs.
- ❖ The period of absence due to such assignments shall be treated in the following manner:
  - Where the assignment is under arrangement between the college and the other unit, the staff will continue to receive the pay and the perquisites from the college.
  - Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him/ her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisite from the college.
  - Under such circumstances, the Principal/Chairman shall decide the leave, based on current responsibilities and requirements in the college.
  - Where the staff is proceeding on a training programme duly sponsored by the college, the entire period will be treated as on duty he/she will be eligible for the pay and perquisite as though he has been working in the college during such period.

## **D. PROMOTIONS**

### **D.1 Promotion policy**

- ❖ All promotion shall be considered on the basis of merit-cum-seniority basis from among the staff subject to the following conditions.
  - There shall be vacancy existing at the next higher cadre as per the AICTE prescribed staff pattern and cadre ratio.
  - The staff member should have obtained the qualification prescribed by AICTE for the post to be considered.
  - The staff member should have completed the years of service as prescribed here under to be considered for the vacant post.

- ❖ Under normal circumstances the senior most members of the staff shall be considered for promotion to the next higher level position based on the promotion Committee Decision, subject to however he/she had completed the years of service as prescribed qualification.
  - Sr. Assistant Professor: 5 years for B.E/M.Sc./M.A Graduates or 3 years for M.E
  - Associate Professor: 5 years for M.E Graduates or 3 years for Ph.D.
  - Professor: 5 years of service at AP Level.
  
- 1 Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- 2 All decisions on Promotions shall be taken up from the month of June every year.

## **E. RETIREMENTS**

### **E.1 Retirement form Service**

- ❖ All teaching and non-teaching staff retire on completing the age of superannuation, which is 65 for teaching and 60 non-teaching which can be relaxed by the Chairman.
- ❖ When a faculty member completes the age of superannuation on a day falling during the academic year, he/she shall be retired on the 1<sup>st</sup> of May of the succeeding year.
- ❖ The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- ❖ If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
- ❖ The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and special category appointments.

## **E.2 Retirement Benefits**

- ❖ All employees who are coming under the purview of the Employees' Provident Fund legislation shall be enrolled as members as such, on the date of joining the College and on completing one year of service.
- ❖ Casual Leave can be availed during vacation, along with Annual leave.
- ❖ The College contributes 13.6% of the pay subject to the ceiling of Rs.780 per person, towards the Employer's contribution to the EPF Scheme.
- ❖ The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employer's contribution to the EPF Scheme.
- ❖ The College shall remit both the contribution as stated above to the EPF Scheme authorities.
- ❖ The College shall pass on the annual statements pertaining to the Employees. as released by the EPF authorities, to the concerned employee.
- ❖ The College shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee to the employee at the time of his/her retirement.
  - Gratuity, if any, payable under Payment of Gratuity Legislation.
  - Encashment of salary towards accumulated leave on his/her Annual leave account.
  - Arrears of Salary, if any, payable.

## **E.3 Resignation/Termination of employees:**

**Exit Policy on Resignations:** - In general no resignation shall be accepted once the class work has commenced during the semester. However the following rules are applicable in such cases.

- An employee shall have to give a notice of one month in case he resigns during the months of April or October,
- In case an employee resigns in the months of May or June he/she has to give a notice of two months.
- In case an employee resigns during any month of the year i.e. January, February, March, July, August, September, November & December, he has to give a notice of three months on resignation.

In lieu of the above, said notice period an employee with the approval of the management can pay the salary for one month, two month or three months based on the month in which the resignation is submitted. An employee on satisfying the above rules of notice period on resignation shall be relieved and a relieving certificate shall be issued together with the certificates deposited for safe custody at the time of his joining.

**Management has powers to relax the conditions in very special cases.**

## **F. DISCIPLINE AND GRIEVANCES**

### **F.1 Code of Conduct for Teachers**

#### **Dress**

- ❖ All employees shall be dressed appropriately at all occasions. Uniform where applicable should be worn with pride.
- ❖ All employees will wear Identity Cards at College Campus.

#### **Punctuality**

- ❖ All employees shall be punctual to their duties and shall strictly adhere to the College timings. All work/classes/meetings should start and end on time.
- ❖ All the employees shall strictly obey the instructions and circulars issued by the authorities from time to time.
- ❖ Teachers shall be at the appointed classroom at the appointed time without any exception.
- ❖ Every teacher shall take attendance at the beginning of the teaching hour.
- ❖ A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be taking correctional action fit is within his/her power or reporting the matter to the Principal.
- ❖ Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned and institutional functions and carry out responsibilities assigned by employing best of their skills and attention. It is mandatory to attend functions in August 15(Independence Day) and January 26(Republic Day).
- ❖ Faculties and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution in the department and the college.
- ❖ Faculties and Staff members shall not receive gifts of any kind from the students or their parents for any favoritism.
- ❖ Teachers shall maintain a respectable work conduct in terms of
  - Preparation for the particular day's classes, with latest information added to earlier course content.
  - Keeping all teaching and material required for conducting the class in an orderly manner.



- Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- Following up assignments and tests given to students, evaluating on time and giving feedback to the students.
- Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
- ❖ Teachers shall observe good personal conduct in terms of
  - Not using any abusive language towards students, fellow teachers, parents and other members of public.
  - Not entering into quarrels, fights or any act of disrespectable nature.
  - Not engaging in any activity / business inside the college premises including money lending, canvassing for the sale of any articles or distribution of any commodity.
  - Not to affiliate with any political organization, which might cause conflict of interest with the duties of a teacher and the reputation of the institution.
- ❖ Faculties shall confirm to the ethical standards of a teachers as described in Annexure 6.

## **F.2 Disciplinary Procedures**

- ❖ Any teacher who is violating the code of conduct defined in this manual will be subjected to appropriate disciplinary action by the Principal/Chairman.
- ❖ If teacher commits an act of misconduct or misdemean or by violating the code of conduct, anyone can report in writing to the Principal.
- ❖ The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- ❖ If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- ❖ He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- ❖ On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the

explanation and decide on the course of action, which may include a punishment.

- ❖ The course of action for disciplining a teacher shall be under the following categories.
  - Memo and Censure.
  - Warning in writing, with recovery of amount, where financial loss is involved in the act.
  - Suspension from work without remuneration.
  - Dismissal or discharge from service.
  - Any staff member receiving more than two memos or warnings will be given punishments mentioned in core.
- ❖ Where the punishment proposed is in the categories above the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing Principal of natural justice.
- ❖ The Principal shall report the proceeding periodically to the Chairman.

### **F.3 Grievances**

- ❖ The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- ❖ The Grievance Committee shall be composed of three senior faculty/staff members.
- ❖ The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- ❖ The grievance committee shall:
  - Have a member secretary, to monitor the proceedings
  - Meet once every week/as and when required on a stipulated day and time.
  - Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
  - The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next week meeting unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- ❖ The grievances shall be redressed / recommended for redressal immediately by the committee and by the Chairman.
- ❖ The Member-Secretary shall record and maintain the minutes of meetings.

#### **F.4 Behavior**

- ❖ No employee should use disrespectful language while speaking. Due respect should be given to the superiors for their position, rank, qualifications and knowledge.
- ❖ No employee should indulge in any derogatory loose talk against college, members of management, his or her colleagues, superiors, subordinates or students.
- ❖ Gifts: No College employee shall himself accept or permit any member of his family to accept from any person any gift which places him in any form of official obligation.
- ❖ Subscriptions: No College employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine farewell and felicitation functions connected with the college.
- ❖ All employees are expected to deal kindly with the students within the framework of rules and without sacrificing discipline. Any action on the part of any employee, whether teachers of supporting staff members or members of the ministerial staff, which results in obstruction in the normal work and or puts the administration/management in an embarrassing situation or causes tarnishing of the image of the college in the eyes of the University or general public, shall be seriously dealt with.
- ❖ It shall be the duty of every one of the employees to honor the confidence reposed in him by the college and not to divulge any information obtained by him in the course of his official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is specially required to be very cautious in the observance of this rule and should not under any circumstances divulge any information that passes through his hands in the discharge of his duties, to unauthorized persons.
- ❖ College employees shall not either in any document published by them or in any communication made by them to the Press or in as is repugnant to the dignity of the college employee and causes embarrassment to the administration in its relations with its staff or the students of the College or the University or the government or any other agency.
- ❖ Faculty and Lab Staff cannot use mobile phones during conduct of classes and labs. Phones should not be carried to classes/labs. Even they should not use cell phone in open.

## **G. CONSULTANCE, R & D AND TEACHING ASSIGNMENTS**

### **G.1 Consulting R & D**

- ❖ The College encourages its teachers to take consultancy and R & D assignments within Institution, with other institutions or industries, appropriate to the teacher's competence.
- ❖ The teacher shall undertake such assignments.
  - When the College is approached for such help and the college assigns such engagement to the particular teacher or
  - When the teacher himself/herself is approached by the outside agency for such help.
- ❖ In either case the teacher shall take up the assignment by obtaining the approval of the Principal in writing.
- ❖ The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignments.
- ❖ The teacher shall also associate other members of the faculty in working on the assignments.
- ❖ The teacher shall levy such professional charge on the benefiting agency; however, the charges shall be shared with the college on the following basis.
  - Where it is a project or R & D type assignment, involving the infrastructure facilities and work time, it shall be 60:40(40% to College);
  - In all other cases like consultancy assignments, it shall be 70:30(30% to college).
- ❖ Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, on approval of Principal.
- ❖ The Project-coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

### **G.2 Teaching Assignments**

- ❖ The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section.
- ❖ A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal who will go through the nature of the assignment and approve the same.

- ❖ Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

## **H. IN HOUSE R & D AND SEMINARS/WORKSHOPS**

### **H.1 In – House R & D**

- ❖ The College encourages its faculties to undertake department wise R & D activities along with students and other staff members.
- ❖ Each Department is given a sanction of Rs.20,000/- in a year towards in-house R & D activities.
- ❖ Staff members can submit their proposals through the head of the Department and can avail a maximum of Rs.10,000/- per project, towards developing a prototype or model.

### **H.2 Seminars/workshops**

- ❖ The College encourages its faculties to organize AICTE/ISTE funded seminars and Workshops for the benefits of fellow teachers and students.
- ❖ The Management provides additional 100% funds for any AICTE/ISTE funded programs and 50% funds for other programs organized by the Department (maximum of Rs.25,000/- per Department).

## **I. RESPONSIBILITIES OF TEACHING STAFF**

### **I.1 Academic Responsibilities:**

- ❖ Class Room instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by BOS and relevant advanced topics beyond syllabus.
- ❖ To develop curriculum, learning resource materials and Laboratories.
- ❖ To actively participate co curricular and extra-curricular activities of the college and those organized by other institutions.
- ❖ Excellent guidance and counseling to promote their personal, ethical, moral and overall character.
- ❖ To keep abreast of new knowledge and skills, help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars etc.
- ❖ Self development through up-gradation of qualification and participation in activities.

## **I.2 Administration:**

- ❖ To participate actively in academic and administrative management of the institution and also in policy making.
- ❖ Planning, monitoring and evaluation and promotional activities at departmental and institutional level.
- ❖ To design and develop new programmes of high quality.
- ❖ To prepare project proposals for funding in vital areas of R & D.
- ❖ Laboratory Development and Modernization.
- ❖ To participate in administration related activity both at departmental and institutional levels.
- ❖ To monitor and evaluate academic and research activities.
- ❖ To participate in policy planning at the Regional/National level for development of technical Education.
- ❖ To help mobilization of resources for the institution.
- ❖ To plan and implement staff development activities.
- ❖ To maintain accountability and to conduct performance appraisal.

## **I.3 Research & Consultancy:**

- To actively involve in Research and Development Activities, Research guidance and Industries sponsored research.
- To provide consultancy and training services by providing extension services and participating in community services.
- To provide non-formal modes of education for benefits of community and dissemination of knowledge in order to provide technical support in areas of social relevance.
- To promote the spirit of entrepreneurship with an aim at creation of jobs.
- And any other relevant work assigned by the head of the institution.

## ANNEXURE – 1

### FORM OF APPOINTMENT LETTER

Date: \_\_\_\_\_

**Sub:** Proceedings - MLRIT, Dundigal, Quthbullapur, Hyderabad - 43  
Appointment of Teaching Staff on regular basis-Reg.

**Ref:** Proceedings of the selection Committee minutes dated :

On the recommendation of selection committee XXXXXXXXXXXX is appointed as XXXXXXXXXX in the Department of XXXX, MLR Institute of Technology, Dundigal, Quthbullapur, Hyderabad.

1. That the appointment is full time one and that you shall not be permitted to engage in any outside business, consultation, profession, tutorial and / or any other type of outside work either with or without remuneration, without prior permission of the Management.
2. Your starting Basic is XXXXXX in the Merged Pay Scale of Rs XXXXXXXXXXXX and Allowances DA XXX & HRA XXX on the basic pay + CCA Rs.240/- will be paid per month. His total emoluments will Rs. XXXXXX per month.
3. You will draw your next increment after completion of 12 months of satisfactory service, as per the rules and standing orders of the college management that are current and that may be amended or passed from time to time.
4. The appointment is subject to statutes, ordinance, rules and regulations of the College / University that are in force and that may come in to force from time to time.
5. That the judgment of the Director / Principal in respect of your efficiency and performance in teaching and other duties shall be absolute and the decision of the Director / Principal shall be binding on you.

6. Three months prior notice to be given to the institution in advance if you decided to leave the college, otherwise three months salary will be forfeited. Your services may be terminated on any reason without notice for breach of discipline or conduct or poor performance at any time during your service in this Institution.
7. That you shall not divulge in writing or verbal communication any information prejudicial to the interests of the Institution.
8. PF, Mediclaim and other incentives as per college rules will be extended to you.
9. You MUST deposit all original certificates of Educational qualifications, experience, relieving certificates, Date of Birth, Caste Certificate if applicable etc. along with one set of Xerox copies at the time of joining.
10. That your appointment has been made for MLR Institute of Technology, however your services may be utilized for other sister institutions / organizations of the society.
11. You are not supposed to leave the Institution in the middle of the academic year / semester.
12. The candidate shall report for duty on or before XXXXXXXX to the Director / Principal, failing which the appointment is liable to be cancelled.
13. We welcome you to our organization and wish you have a good and satisfying career with us.

**DIRECTOR**

Copy to: 1). Personal File      3) Establishment File      2). Account Section



**ANNEXURE – 2**

**LETTER OF CONFIRMATION**

**Date:**

To

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Dear Sir/Madam,

Further to our letter of appointment dated ..... We are pleased to confirm your services in the College as a ..... With effect from .....

You will continue to receive the same salary and allowances, as you have been receiving at present.

With best wishes,

For **MLR institutions**

DIRECTOR

**ANNEXURE -3**

**Personal Data Form**

**Date:**

Photo

**Designation:**

**Dept:**

1. Name in full (in Block Letters) :

2. Date of Birth :

3. Father's Name :

4. Category SC / ST / BC - / OC

a) Permanent Address:

b) Contact Address:

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OR

6. Email Address :

**7. Educational/Professional Qualifications:**

S. No	Qualifications	Year of Passing	University/Institution	% of Marks	Division
1					
2					
3					
4					
5					

**8. a). Total Experience:**

Teaching (Engg College)	Research	Industry	Other	Total Experience

**b). Details of previous & present employment held in chronological order starting from Present Position Backwards:**

S. No	Name of the Employer with address	Post held	Period of Service		Nature of Work
			From	To	
1					
2					
3					
4					
5					

**7. Subjects Taught :**

Graduate Level	Post Graduate Level

**8. Research Guidance :**

<b>Master's</b>	<b>Ph.D</b>	<b>No. of papers published in National/ International/ Conferences / Journals</b>

9. Projects carried out :

10. Patents :

11. Technology Transfer :

12. Research Publications :

13. No. of Books published with Details :

14. Any other relevant information including reference :

15. Present Salary: \_\_\_\_\_, Expected Salary: \_\_\_\_\_

I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact of factual information in the above statement.

Date:

Place:

**Signature of the Candidate**

**ANNEXURE -4**  
Form of show cause notice  
**SHOW CAUSE NOTICE/MEMO**

**Date:**

To

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**Sub: Show Cause Notice/Memo - reg**

**Ref:** Compliant received from \_\_\_\_\_, Dt: \_\_\_\_\_

It has been reported against you that on ..... at .....you have .....the original report of which is appended for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to showcase in writing within 48hours of receipt hereof, failing which further action will be taken exparte.

**DIRECTOR**

**Encl:** Copy of the original report.

**ANNEXURE - 5**

**FORM OF RETIREMENT LETTER**

**Date:**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Prof. /Mr.

**Sub: Intimation about your Retirement on \_\_\_\_\_ - reg**

**Ref: As per our records your date of birth: \_\_\_\_\_**

We wish to bring it to your attention that you will be attaining the age of superannuation on ..... and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the College till the end of this academic year and you will be retired from service on April 30 .....

The College places on records the services rendered by you for ..... Years and ..... months, and we wish you a healthy and pleasant retired life.

With best wishes,

For **MLR institutions**

**DIRECTOR**