



**PRINCETON INSTITUTE OF ENGINEERING & TECHNOLOGY FOR WOMEN**  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088

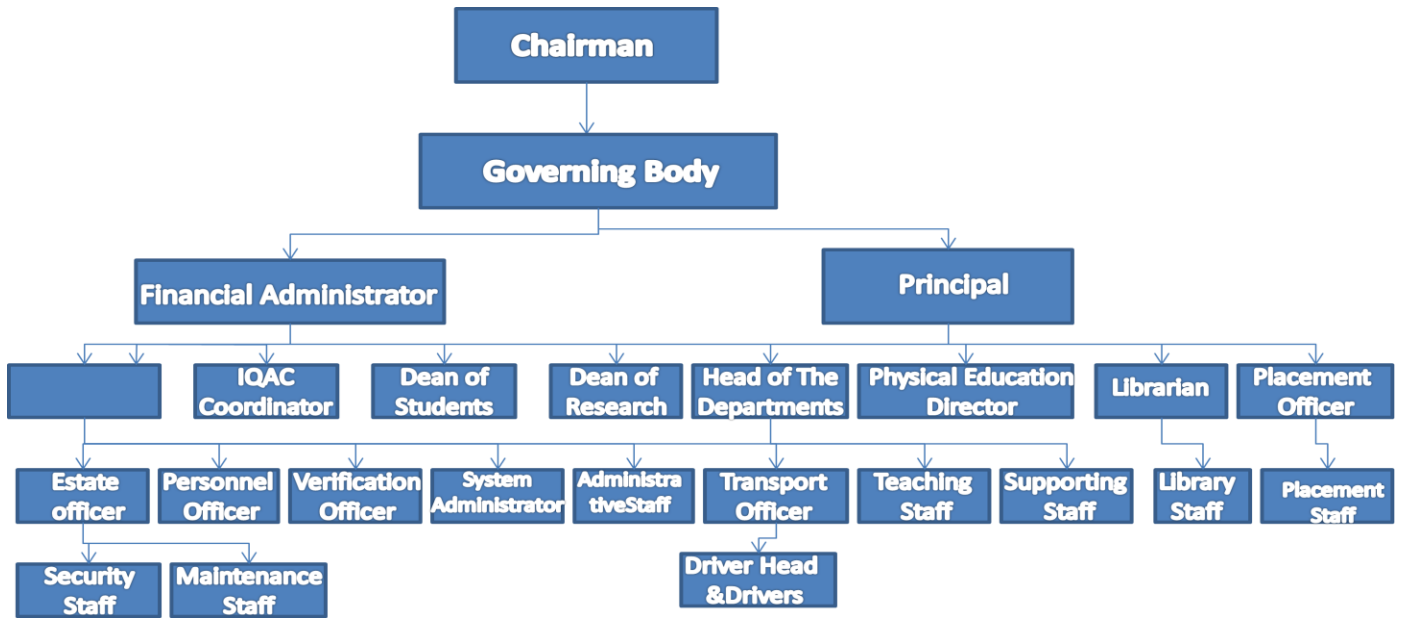
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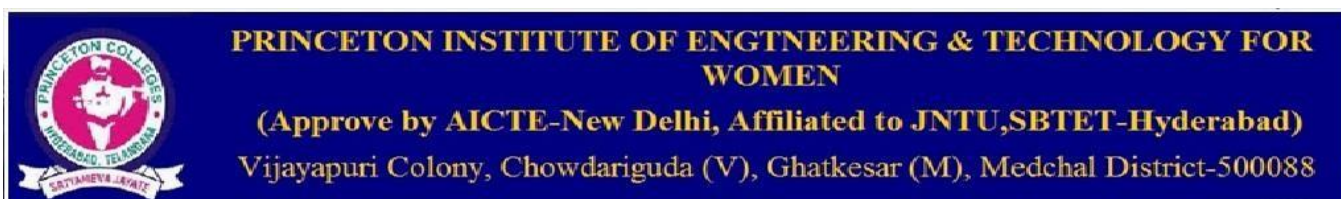
## **6.2.1**

### **Strategy development and deployment**

**Organizational structure of the Institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

# PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN





## Service Rules Book for Teaching and Non-Teaching Staff Members

Princeton Institute Of Engineering & Technology For Women

Koremula Road,Ghatkesar,Hyderabad



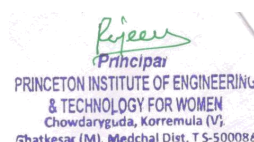
## **PREFACE**

Welcome to the PETW,

To those of you who are presently members of the faculty and staff of the College, I extend my sincere appreciation for your past loyalty and devoted service. To those of you who are joining our staff- Welcome!

We are pleased that you have become a member of The PETW, are confident that you will contribute much to our continued growth. A growth-oriented Institution requires the cooperation of everyone associated with it. Your position on the campus is important to our total effort, and your personal success will be determined by how well you understand and accept this paradigm.

This Service Rule has been prepared to assist you in carrying out your duties and to inform you of privileges and responsibilities that are yours as an employee of the Institution. A variety of information has been assembled here. If you have specific questions that are not covered in the following pages, please contact your Head of the Institution or the Department of Human Resources.



## List of Contents:

S.NO	CHAPTER NAME	PAGENO
1	Preamble	3
2	Appointments & Service Matters	3
3	General Rules	15
4	Leave Rules	21
5	Job Responsibilities	20
6	Conduct, Discipline & Review Rules	25
7	Termination	32

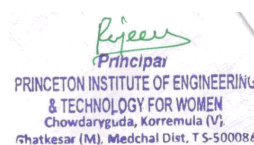
## **CHAPTER-1 PREAMBLE**

### **SHORT TITLE AND COMMENCEMENT**

These rules shall be called the 'Service Rules' of Princeton Institute of Engineering & Technology. These rules shall come into force with effect from January 2015.

### **EXTENT OF APPLICABILITY**

These rules shall apply to all teaching/non-teaching employees including Group D employees who are in service of the school/college and to those who join their appointment subsequent to the promulgation of these rules except where separate rules are given for one or the other particular category of employees. What is said of male employees shall apply to female employees unless it is repugnant to or inconsistent with the text or context, in as much as they do not in any way contradict it's working.



## **GENERAL**

- ✓ The Service Rules are confidential between the Institute and its Employees and are made available on joining the services of the Institute.
- ✓ In case of doubts regarding the interpretation of the contents of this Rule, the decision of the Managing Authority will be final and binding.
- ✓ Any amendment to the terms and conditions of service recorded herein will require approval of the GOVERNING BODY.
- ✓ These Rules supersede all existing instructions on the subjects covered in this Service Rules.

## CHAPTER — 2 APPOINTMENTS & SERVICE MATTERS

### CLASSIFICATION OF EMPLOYEES

Employees can be classified as:

1) Permanent

#### **A Permanent Employee:**

Means one who has been appointed in a substantive capacity (as distinguished from a temporary or officiating capacity) on a permanent post and later formally confirmed in writing after the successful completion of the probationary period.



## **RECRUITMENT**

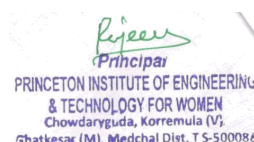
**Source of Manpower:** -For recruitment purpose, the following may be followed viz

through

- i) Open advertisement in leading Newspaper.
- ii) Referral
- iii) Consultants
- iv) E — mail / Postal / By hand receipts.
- v) Campus interview

## **APPOINTMENT**

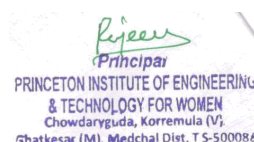
1. All appointment means: - Managing Authority or he may have the power to delegates his authority to any person.
2. All appointments to any categories of post shall be made by appointing Authority on the recommendation of the selection committee constituted by competent authority.
3. Qualification and experience - For the appointment of teaching & non teaching staff. AICTE norms wherever applicable will be followed.
4. Every applicant for employment will be required to fill up and sign the prescribed/general information form and undergo:
  - I. A test of proficiency in the job he seeks in the manner considered necessary for the purpose.



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II. Medical test by a registered medical practitioner with minimum M.B.B.S. or DMS degree.

III. Every person appointed must sign the duplicate copy of the appointment order to indicate his/her acceptance of the Service Rules of the College governing his/her employment. A copy of the said Rules and Regulation shall be issued to each employee at the time of his/ her employment.

IV. When joining service the employee shall furnish the Management with his/her full address where all communications meant for him/her shall be sent. Any change of address shall be immediately communicated to the management.

V. Appointments shall be subject to prior submission of satisfactory reports from the referees and proof of academic qualifications as may be necessary.

VI. Every employee, before appointment, shall produce documentary evidence of his/her date of birth as indicated below.

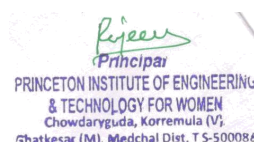
a) A certified copy of date of birth as recorded in the Register of the Corporation/Municipality.

b) Matriculation /school Final/ School Leaving certificate ;

c) The date of birth of an employee once entered in the service records shall be the sole evidence of his/her age. in relation to all matters pertaining to his/her service including the fixation of the date of retirement.

VII. All applicants will be interviewed and tested for proficiency in the vacant/new job.

5. The services of any employee on probation may be terminated without assigning any reason whatsoever.

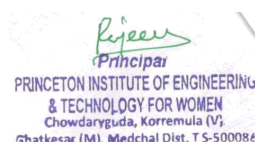


6. Any material misrepresentation or deliberate omission of a fact in the employment application may be justification for refusal of, or if employed, termination from employment.

7. The Institution may make a thorough investigation of the entire work history and may verify all data given in the application for employment, related papers, or oral interviews. Employees will authorize such investigation and the giving and receiving of any information requested by The Institution and shall release from liability any person giving or receiving any such information. Falsification of data so given or other derogatory information discovered as a result of this investigation may prevent employment, or if employed, may subject the employee to immediate dismissal.

8. An employee may discontinue his services in the college even after his confirmation by giving Two months notice or by paying an amount equal to One months salary in lieu of notice provided there arc no dues outstanding against the employee.

9. No member of the staff shall apply for an employment elsewhere without taking a written permission from the head of the institution/principal. 10. It is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the Institution



## **AGE**

Person below the 18 years of age will be ineligible to be recruited. The appointing authority shall prescribe the upper age limit for any particular post. Every employee must declare on his first appointment, his date of birth according to the Christian era and produce testimony such as school / college leaving certificate or birth certificate issued by Municipality / corporation in original for verification of the institute, The date of birth once declared, admitted and recorded by the institute / office shall not, thereafter be altered.

## **PERFORMANCE APPRAISAL:**

The formal written evaluation program of The Siddhartha Institute of Technology & Sciences is established to provide annually, a planned, scheduled, opportunity for the employee and supervisor to meet and mutually identify, discuss, and document the demonstrated job performance and accomplishments of the employee during a specified rating period. The review helps to answer several basic questions that are of concern to all of us as employees: "How am I doing?", "Where do I go from here?", and "How will my supervisor support me in getting there?" For the employee evaluation: Indicates where he/she stands in relation to the expectations of the Institution, the department, and the immediate supervisor. Assures mutual understanding of responsibilities and work assignments. Serves as a source of assistance and guidance in improving and preparing for advancement. For the supervisor the evaluation: Helps identify an employee's performance level, growth potential, and developmental needs as measured by the standards of performance for the job. Assures that the employee is fully aware of assigned duties and responsibilities. Provides an opportunity to recognize effective performance and to let employees know that their contributions have a direct impact on the overall goals of the Institution. Serves as a foundation to formulate with the employee a specific plan of action for achieving goals and improving job performance.

Establishes the basis for better two-way communications. Serves as a major consideration in matters concerning employee development, promotion, retention, salary, and job performance improvement.

All staff employees should be evaluated annually, especially in instances of unsatisfactory work performance of individual employees performance appraisal to be conducted. Unscheduled performance evaluations may be conducted as often as necessary and are advisable when an employee's performance is less than satisfactory. The Institution may initiate unscheduled evaluations. The employee's supervisor or HOD is responsible for conducting the review and evaluation with the employee. Standard evaluation forms and additional instructions related to conducting a performance evaluation may be obtained from the Department of Human Resources.

Performance Appraisal Review Process Performance Appraisals shall be done for all staff members of the Institution and copies must be placed in the personnel <sup>Principals</sup> Human Resources. The appraisal will

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& TECHNOLOGY FOR WOMEN  
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be done by the immediate [lead of the Department & Head of the Institution (the rater) and will be reviewed at the next level of supervision (the reviewer).

### **GRANT OF INCREMENT:**

Increment of any members of staff. Teaching or non — teaching will depend upon the performance of his working ability and satisfaction he gives to the management in discharge of his duties and attendance, self appraisal ft interview.

### **CONFIRMATION**

An employee shall be considered for confirmation in service. He will not be regarded as having been confirmed until a letter of confirmation, specifying the date of confirmation has been issued to him by the appointing authority.

### **PROMOTION**

i) the faculty up gradation shall be considered strictly as per AIM norms.

ii) Up gradation of other staff will not necessarily depend solely on seniority. The following factors will also be taken into account:

a) Past performance record

b) Potential for higher responsibilities

c) Punctuality and good conduct on and off the premises the categories of staff and the same will be decided as per requirement by the Appointing authority based on recommendation forwarded by the Director/Principal specified date of his/ her new position, shall be subjected to disciplinary action.

d) Good Performance in Interview

### **DEMOTION**

A demotion is defined as a reassignment from one position to another position at a lower pay grade or salary range. A demotion can also be defined as a reassignment of duties to a lower level of pay or

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Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T S-500084

responsibility even if there is not a change in the employee's job title or position. Involuntary demotions may occur if work is eliminated, abolished or reorganized, as a disciplinary action or if a staff member is unable to perform the work satisfactorily.

## **RESIGNATION**

a) A permanent employee, desirous of leaving the institution, shall give two working months notice or One -month pay in lieu of notice to the principal before leaving

b) Notwithstanding what is stated above, the management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him or for a breach of contract or for any such reason.

## **SUPERANNUATION/RETIREMENT**

- a) All employees would superannuate on attaining (after completion) the age of 60(sixty) years However, in exceptional cases, the service can be extended and hired as decided by the appointing authority and or as per norms of the AICTE.
- b) The date on which an employee attains the age of compulsory retirement shall mean the last date of the month in which he / she attains the age.

## **TERMINATION OF SERVICE**

i) The institute reserves the right to terminate the service of an employee by giving due notice in writing without assigning any reason whatsoever or by paying the notice pay for the equivalent period in lieu thereof as agreed upon from case to case basis.

ii) The institute shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of trust, insobriety, addiction to drugs or alcoholism, dishonesty, neglect of duty, negligence of complaint, moral turpitude, erosion of conduct, which are considered detrimental to the institute/office/.

Confirmed employee should submit his/her resignation by giving Two months prior Notice to get released from employment or paying salary to get early released from employment in lieu of Two month's notice simultaneously the same procedure is also applicable to the Management.

  
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iv) On termination of any employee's services by the management, the emoluments due to him shall be paid to him after adjusting all amounts due from him to the Institution at the time of termination. Such payments will be made as soon as convenient after the effective date of termination but not

before he has obtained clearance from the Head of his department that he has surrendered all properties of the Institution that may be in his possession

surrendered all properties of the Institution that may be in his possession including his Identity Card, official email password, Books/Journals/all assets /possessions of institute

v) The final clearance shall be given to the Accounts dept. to release the due payment by Head of Human Resource department.

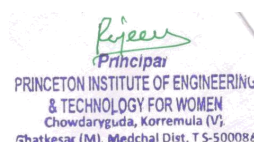
**PROVIDENT FUND:**All employees shall subscribe to the provident fund scheme at a rate stipulated by the Employees Provident Fund and the Miscellaneous Provision Act, 1952. **GRATUITY**

Gratuity shall be paid to the employees according to the payment of Gratuity Act, 1972 in force or any amendment thereof.

The Institute will deduct Income Tax at source from the salary of the employees as per the applicable rates and terms declared by the Government of India from time to time. A salary certificate indicating gross earnings and deductions shall be issued by the Institute in prescribed Form of Income Tax Act, in the month of May each year.

## **EMPLOYEE RECORDS**

The Department of Human Resources/ Registrar, maintains for each employee a personnel file that contains vital employment information. To ensure that personnel records are up to date, it is the employee's responsibility to promptly notify Human Resources/Registrar in writing of any changes in name, home address, marital status, telephone number, e mail and person to notify in case of emergency. It is also important to notify Human Resources/Registrar of scholastic achievements that may enhance your opportunities for advancement.





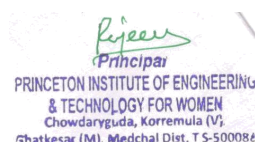
## **DISCLOSURE OF INFORMATION**

As a service to employees, the Records Section of the Department of Human Resources/Registrar will furnish upon written request of third parties outside the Institution an employee's dates of employment at the Institution and his or her title or position. In instances where payroll information or any other information is requested (e.g., salary information for the purpose of obtaining a loan), the requesting party will be advised that this information will only be made available with the written consent of the employee and Director/Principal of the Institution.

## **CONFIDENTIAL RECORD OF THE EMPLOYEE**

(a) A service record including leave account etc. shall be kept in the form prescribed for every person in a regular appointment under the management.

(b) A confidential report in the form prescribed shall be kept by the institution /college authorities in respect of every employee. Confidential adverse entry shall be communicated to the employee, who will have the right to represent to the management whose decision shall be final. The performance of every employee shall be determined on the basis of the entries made in his C.R. folders for the purpose of merit, increment, promotion, efficiency bar, confirmation etc.



## **CHAPTER-3 GENERAL RULES**

These rules apply to all employees, whether ad-hoc, part-time, contractual or permanent, in the service of Siddhartha Institute of Technology & Sciences

### **CODE OF CONDUCT**

#### **APPLICATION**

The provisions contained in this schedule shall apply, without exception, to all employees of the Institute whether, ah-hoc, permanent. Every employee of the Institute, whether ad-hoc, temporary, contractual, part-time or permanent shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct. The Disciplinary Authority shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

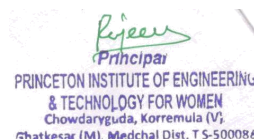
Every employee shall be governed by the following code of conduct, which is not exhaustive:

1) Every employee shall at all times be courteous and towards the management

personnel, parents, colleagues, students, visitors, superiors and co-workers.

2) Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the institution and abide by the rules and regulations made from time to time.

3) Every employee shall carry out the work assigned to him by his superiors conscientiously in accordance with the specific or general instructions of his superiors and shall maintain discipline at all times in the department or workplaces or premises of the institution. He or She shall also co-operate with his superiors and co-employees and not commit a nuisance and abet indiscipline among others.



- 4) No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution/college management or members of the staff. 5) An employee is required to accept any work allotted to him by the head of the institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos and ethics of the institution.
- 6) Employees shall always be neatly dressed with full sleeves, in clean, ironed clothes while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the institution.
- 7) Employees who have been provided with uniform/identity card shall wear it while on duty. Those who do not wear it are liable to be debarred for the day and marked absent besides rendering themselves liable to disciplinary action. Uniform provided by the institution shall not be worn during off-duty hours.
- 8) Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable.
- 9) Employees shall promptly report of any injury sustained in course of their duty. The management, in no way, is responsible for damage while on duty and all employees are expected to take out accident and/or other necessary insurance policies.
- 10) Employees shall promptly report of an accident or hazard noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith.
- 11) All teaching/ non-teaching staff should be present at the commencement of the time fixed and notified to them. Late attendance by more than 15 minutes for three days in one month shall entail forfeiture of a day's salary/wages. No one will be allowed to attend the Institute if he/she is late by 45 minutes and he/she will be marked "ABSENT", except with prior permission of the concerned authority and in that event half day Casual Leave may or may not be granted at the sole discretion of the College Authority.
- 12) No employee shall misuse or carelessly use the material and facilities provided by the institution.

13) No employees are permitted to accept gifts in cash or kind from visitors, parents of the students, contractors, businessmen or any other party connected with the activities of the institution.

14) No employee shall tamper or cause to be tampered with the records or notices of the institution.

15) An employee shall not communicate directly or indirectly an official document or information to any other person.

16) No employee shall disturb the harmony and peaceful atmosphere of the institution by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.

17) No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or

any other disorderly or indecent behavior on the premises of the institution. 18) No employee shall make a collection of money in any manner on the premises of

the institution.

19) No employee shall interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.

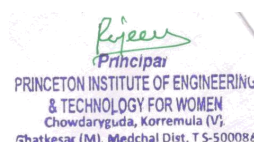
20) No employee shall deface, disfigure or damage or write on the walls of the

Institution.

21) No employee shall consume food articles, drink tea, coffee, soft drinks and smoke in the college premises except in places specifically assigned for the purpose.

22) No employee shall bring alcohol or intoxicant drugs to the school premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.

23) No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the institution or persons.



24) No employee shall undertake employment while in service of the institution other than his duties connected with the institution, or carry on, directly or indirectly a business or trade or private practice relating to tuitions or associate himself/herself directly or indirectly with any coaching classes to prepare students for public examinations.

25) No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.

26) No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.

27) No employee, while marked present in the Institute, shall absent himself, except with the permission of the principal from the class or duty which he is required to attend or communicate any information which he may come across as a secret of the institution.

28) No employee shall indulge in disclosing any secret or confidential matter relating

to the affairs of the institution/college to an unauthorized person at any time.

29) Every employee shall at all time conduct himself in accordance with the specific

or implied order of the management and the head of the institution regarding behavior and conduct which may be enforced and issued from time to time. 30) No employee shall indulge in activity which may embarrass the cause of the

institution.

31) No employee shall lend money to a person on interest.

32) No employee shall enter into or contract, a marriage with a person having a living

spouse.



33) No employee shall bring or attempt to bring any outside influence to bear upon a

superior authority to further his interest in respect of matters pertaining to his employment.

34) No female employee shall be sexually harassed at the workplace.

35) No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion.

36) No employee shall be allowed to be on leave which has been refused or such leave has been cancelled and has been called to join duty.

37) An employee shall not furnish false or incorrect information/credential or withholding relevant or pertinent information at the time of appearance or any other time.

38) An employee shall not commit any act which is detrimental to the interest and prestige of the institution.

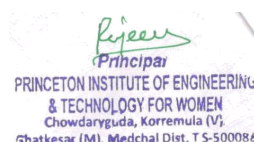
## **DEFINITIONS**

"Members of the family" in relation to an employee includes: the wife, child or step- child of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with and dependent on her, and any other person related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such institute employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law. "Service" means service under the institute.

## **ENTRY AND EXIT**

Employees shall not enter or leave the premises of the Institution Except by the gate or gates door or doors provided for the purpose. No employee shall bring with him/her to the College hand bills. Tools, articles, hazardous goods etc. other than those permitted by the concerned authority.

## **SERVICE RECORDS AND IDENTITY CARDS**



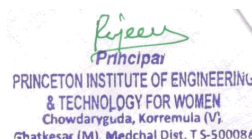
1. Record of services of the employee shall be maintained by the College Authority
2. Every permanent employee shall be provided with an identity card bearing his/her name, photograph and address, designation, blood group and contact no. Each identity card shall be signed by the authorized signatory.
3. Every employee shall carry identity card on his/her person and demand by the security staff or by any authorized person shall produce the same.
4. Loss of identity card shall immediately report to the head of the department and duplicate Identity Card shall be issued by the Human Resource department at a fixed fee.

### **SAFETY REGULATION AND ACCIDENT PREVENTION**

1. No unauthorized person shall operate or interfere in any way with the Institute vehicles, equipment, electrical connection or other assets belonging to the Institute.
2. Any employee taking unnecessary risks which might involve personal danger, danger to others, or danger to buildings or any other property will be liable to dismissal.
3. All cases of injury arising out of or in the course of employment shall be reported immediately to the department Head and the Director/ HR department./Principal

### **STOPPAGE OF WORK OR CLOSURE**

1. The management may at any time in the event of fire, catastrophe, breakdown of machinery or equipment or vehicles or epidemic, civil commotion, failure of power supply or water supply or non availability of equipment or other causes beyond their control stop work in any department or departments wholly or partially for any period. The procedure governing notification, payment of compensation to the laid-off employee will be governed by the related provisions of the Industrial Act 1947.
- 2 In the event of any such stoppage the employee effected shall be notified by a notice put on the notice board as on as practical as to when work will be resumed and whether they to rent or such stoppage shali obey orders and instructions issued by the College Authority



## **CHAPTER-4 LEAVE RULES**

### **INTRODUCTION**

Leave Rules shall mean Earned Leave, Casual Leave, Medical Leave, Maternity

Leave, Study Leave, Leave on Loss of Pay. These Rules shall apply only to all the employees of the Siddhartha Institute of Technology & Sciences

### **GENERAL**

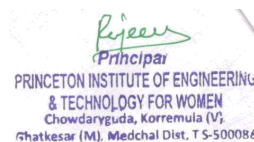
I. Leave cannot be claimed by any employee as a matter of right. For purpose of Leave, Leave Year shall be reckoned from January 01 to December 31

II. Leave shall be granted in accordance with the "Rules".

III. For purpose of Leave, Saturday will be reckoned as a full day.

IV. Leave application shall be submitted in the prescribed form to the Head of the Department who will approve such leave and all HODS should submit their application to the Principal and/or Director of the College for approval.

V. The leave Application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing of the leave. A record of all sanctioned leave shall be maintained in the Human Resource Department.





VI. An employee who is placed under suspension shall not be granted leave. An employee is required to apply in writing for extension of any leave before it

VII. Employees shall, before proceeding on any leave, intimate to the competent authority his/her address while on leave and shall keep the authority informed of any changes in the address.

IX. Employee on probation will be granted casual leave @ of 1 day (One day) for One month's work.

X. Temporary/Casual and Part time employees are not entitled to any leave. Absence from duty shall be treated on Leave without P

XI. No person who has been granted leave on medical certificate issued by the concerned doctor shall return to resume duty without producing a medical certificate of fitness. If any doubt arises the Competent Authority has every right to take second opinion from another doctor and his decision shall be final and binding. If an account of sickness, any employee is unable to resume his duties by the due date he shall inform the Competent Authority by sending the medical certificate issued by a registered practitioner not later than two days.

XII. Leave is a privilege and not a right. It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.

X. No leave can commence unless it has been sanctioned, Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without sanction makes the employee liable to disciplinary action besides penal deductions.

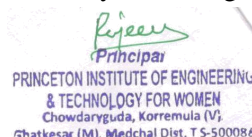
XVI. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however be regularized immediately on joining the duty in writing.

Continued absence of more than six days, or repeated irregularity without

intimation of any kind may render an employee liable to disciplinary action

including termination of services besides penal deduction.

The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the Governing Authority in its sole discretion. The decision of the Governing Authority in this regard shall be final and binding.

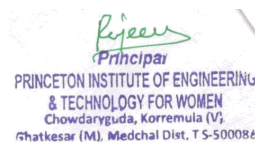


## **COMBINATION OF LEAVE**

Any kind of leave under these Rules except Casual Leave may be granted in combination with or in continuation of any other leave.

Holiday: Holiday means a day declared by a notification of the Institute to be non- working day for all employees except those otherwise specifically asked to attend the institute.

(ii) Salary: Salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, personal pay, special pay, HRA .conveyance, etc.



## CASUAL LEAVE

Casual leave may be prefixed or suffixed to weekly holidays

1. Sundays, holidays and weekly holidays falling within the period of Casual leave or

preceding or following it should not be counted as part of the Casual leave (Casual

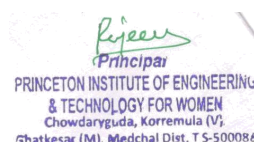
leave may be prefixed or suffixed to weekly holidays/ any other holidays including Sundays)

2. Casual leave cannot be combined with any other kind of leave or vacation or puja holidays.

3. All casual leave which any employee/person is entitled to during any academic year shall cease to be due to him/her at the end of such academic year and cannot be accumulated or taken over or brought forward to any other academic year. Casual leave is intended to provide for occasional absence and request for the same must be submitted in advance or on the day of resuming duty in case it is for one day. In such cases the employee must report his absence to the HOD who will subsequently inform to the Head of Human Resource/Registrar over phone or otherwise.

4. Casual leave may be granted to all employees for a total of 12 days in each Calendar Year subject to the necessities and exigencies of work.

5. Notwithstanding anything contained herein, Casual Leave may be sanctioned by the Department Head at his/her discretion and in case of HOD the Principal shall sanctioned the leave.



6. Casual leave cannot be combined with Earned Leave/Sick Leave/Maternity Leave and the same is solely the discretion of the Management.

7. Not more than 3 days casual leave may be availed of at a time. 8. Casual Leave not availed during a Leave Year shall lapse.

9. No half leave shall be allowed except for late attendance

1. All permanent employees may avail of 10 days Medical leave in a leave year with full pay.

2. If the concerned employee is required to avail of medical leave more than 3 days at a glance, he/she must submit medical leave applications within 24 hours on the onset of illness supported by a medical certificate issued by a Registered Medical Practitioner whose minimum degree should be M.B.B.S./D.M.S/BDS.

3. The above medical practitioner should attest the signature of the employee on the unfit certificate; and a second fitness certificate from the doctor(s) concerned similarly attested, on recovery of illness, certifying that the employee is medically fit to resume full duty shall have to be submitted. The concerned employee shall not be allowed to resume duty (absent on medical ground) without his illness and fitness medical certificate.

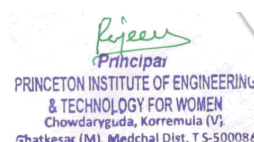
4. The College may, however, get the employee concerned examined at its cost by a medical practitioner specified by the management if it deems necessary, if the employee refuses to appear for examination or is declared fit for duty on examination, his request for Medical leave may be rejected and disciplinary action may be initiated against him.

5. No medical certificate is required up to 3 days (Three Days).

6. Grant of Medical leave to employees who are out of station even if their applications are supported by certificate issued by outside Registered Medical Practitioners is only at the discretion of the competent authority.

7. No employee shall leave the station during the period of any Sick leave without the prior permission of the competent authority in writing.

#### **MATERNITY LEAVE**



1. Married women will be entitled to three months (90 days) maternity Leave with full pay for both ante-natal and post-natal periods for pregnancy, provided she has already served the College for a period of two year immediately preceding the date of her leave.
2. Maternity leave, combined with any other leave, may be granted only if a medical certificate issued by the attending registered medical practitioner supports the application.
3. Part of maternity leave with pay may be availed of in the ante-natal period. The application should be supported by a medical certificate from a Gynecologist.

Medical leave may be combined with maternity leave. Maternity Leave with pay shall be granted twice during the entire period of service to married women only.

4. Maternity leave may be granted to an employee on full pay in cases of miscarriage including Abortion subject to the condition that any registered medical practitioner supports the

application but in no occasion the total maternity leave shall exceeds 30 days.

5. Resumption of duties after expiry of the leave granted may be considered on submission of "Fitness Certificate" issued by the attending registered medical practitioner.

## STUDY LEAVE

1. Study leave may be granted to confirmed full time faculty after completion of five years of continuous service and not retiring within next five years, for advanced or research work directly related to his/her work by the Competent authority on the recommendation of the Director, if approved by the competent authority, they will also decide the duration of the leave and the other terms. He/She will be required to furnish a bond for Rs.3.50 lakhs on non-judiciary stamp paper Rs.20/- that he/she will serve the institute at least for a period of 5 years after return from the study leave.
2. Study Leave cannot be claimed as a right by any employee either on the basis of length of service or because other of similar or inferior status have been granted such leave. It will be granted as the College feels the need for an employee with a special type of training.
3. Study Leave may be granted to those who are considered to be most likely to profit from the studies/ Training and to use it in the interest of the College.
4. Request for study Leave should be initiated by the employee through the departme Head.

  
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5. Study Leave will normally be given only for the purpose of a specific study program/Training in any university or Institution, details of which must be given in the application.

6. Study Leave may be granted for maximum 2-3 years

7. Study Leave may be granted without pay

1. Under extra ordinary circumstances Leave on loss of pay in a Leave Year may be granted at the sole discretion of the management and the nature of the exigency shall be clearly recorded.

2. Leave on Loss of Pay if not sanctioned by the management such period of absence will not be counted as service for any purpose.

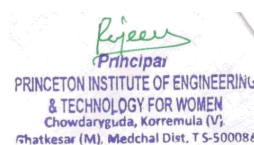
### **NO WORK NO PAY**

In all cases of absence from duty without leave or permission or where an employee

fails to discharge his duties, the principle of 'no work no pay' shall apply.

### **SANCTIONING AUTHORITY**

Sanctioning Authority for any kind of leave shall be as follows: For Teaching & Non teaching Staff  
PETW.



## **CHAPTER-5**

### **JOB RESPONSIBILITIES**

#### **WORKING DAYS**

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

#### **WORKING HOURS**

Normal working hours of the employees will be in terms of the institute rules and regulation, to the extent applicable to the employees. **FESTIVAL HOLIDAYS**

Festival holidays of the Institute shall be as per University list of Festival holidays.

#### **RESPONSIBILITIES OF TEACHERS**

Responsibilities of the teachers of the institute will be in terms of the AICTE rules and regulation, appendix A, to the extent applicable to the employees and any other responsibilities as assigned by the Principal/ Director(s). **COMPLAINTS, GRIEVANCES & PROCEDURE FOR ITS REDRESSAL**

(i) A grievance means a controversy between an employee and employees on one hand and the management and employees on the other hand in respect of wages, payment, leave, promotion, working conditions and matters involving interpretation of existing legislation but excluding a matter connected with punishment or disciplinary action.



(ii) Whatever the type of grievance may be, the aggrieved person/persons shall be given a patient hearing that grievance be settled as promptly as possible on the basis of facts in a climate of mutual confidence and respect. The endeavor shall also be that the grievance is settled at the point of its origin.

Curriculum Development

Developing

Learning Resource Material & laboratory Development

Students Assessment & Evaluation including Examination work of University

Industry sponsored projects

Providing Consultancy & Testing service

Promotion of Industry, Institution, Interaction and R & D

Administration

Academic & Administrative Management of the Institution

Policy Planning, Monitoring & Evaluation and promotional activities both at department and institutional level

Design and development of new programme

Preparing project proposals for funding in areas of R&D work, Laboratory Development, Modernization, Expansion etc



## **THE FORMAL PROCEDURE FOR THE GRIEVANCE WOULD BE AS FOLLOWS:**

### **SETTLEMENT OF THE**

i) That the employee shall first take up his grievance in writing to his HOD and HOD will try to resolve the grievance within three days. If not he will forward such grievances to the Principal forthwith. Then the principal will try to settle the grievance and satisfy the employee verbally as soon as possible but within 7 days.

(ii) In case the employee is not satisfied with the reply given by the Principal and if he/she so desires, he or she may submit his grievance to the Managing

(iii) The Managing Trustee in consultation with the GOVERNING BODY would take a decision in the matter and the same will be conveyed to the employee preferably within a period of ONE month.

### **SERVICE OF NOTICE**

(i) A matter required to be notified under these rules and any notice by the management to the employee in the college shall be displayed on the notice board. When so displayed, such matter or notices shall be deemed to have been communicated to all the employees.

(ii) A notice or letter of communication intended for an employee may be delivered to him personally in the premises of the institution/college and the employee is bound to receive the notice and acknowledge the same. Refusal on the part of the employee to accept the letter of communication will also render the employee liable to disciplinary action. (iii) In the case of an employee who is absent or on leave, any intended notice or letter of Communication shall be sent to him by registered post-with acknowledgement-due to the last recorded address of the employee shall be deemed to have been served on him. When such a registered letter, communication or notice is returned undelivered for any reason, and if a copy of the said letter, notice or communication is also sent under certificate of posting. It shall be deemed to have been served.

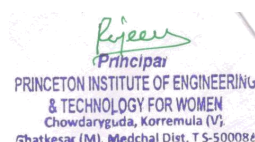
(iv) A matter required to be notified under the rules and a notice or communication by the Principal to the employee will be in English.



## **INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS**

employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debt or has recourse to insolvency or when it is found that a majority of his salary is continuously being attached, he may be liable to termination. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College authorities.

(i) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall remain suspended until further orders from the Chairman of the Governing Body.



## CHAPTER-6

### CONDUCT, DISCIPLINE & REVIEW RULES

#### PART I CONDUCT RULES

##### 6.1.1 GENERAL

Every employee shall confirm to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may from time to time, be given to him in the course of his official duties by a person or persons under whose jurisdiction, superintendence and/or control he may, for the time being, be placed.

(ii) Every employee shall use his utmost endeavour to promote the interest of the Institute and shall show courtesy and attention in all transactions.

(iii) Do nothing which is unbecoming of an employee of the Institute.

##### 6.1.2. INTEGRITY

Every employee will at all times maintain integrity and devotion to his duty and act to the best of his judgment in the performance of his official duties or in the exercise of powers conferred on him.



(ii) Every employee shall also take all possible steps to ensure the integrity and devotion to duty of all the employees for the time being under his control and authority.

### 6. 1.3. MISCONDUCT

#### A. Misconduct, Penalty for Misconduct, Disciplinary Proceedings

The term 'misconduct' denotes an offence or an act of commission or omission on the part of the employee which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission under or against rules, regulations and practices of the institution detailed in the clauses of the service rules, specially clauses of the code of conduct without prejudice to the generality of word the misconduct the following acts of

18. An act of conduct within and / or outside the premises which is likely to endanger the life or the safety or the good name of a person.

19. Failure to observe safety instructions or make use of safety devices provided by the management or failure to take preventive measures.

20. Unauthorized handling or misuse, mishandling of a machine, apparatus, equipment or material. Failure to report the loss of tools or materials entrusted to him in the

21. performance of duties or failure to account for the same.

22. Using indecent language or making false allegations against co- employees or others, speaking in an abusive manner to superiors or others. Insubordination or disobedience whether alone or in union with others; on- compliance of an order of a superior, or instigating others to

23. insubordination or disobedience.

24. Refusal to accept or obey an order of transfer from one job to another or from one department of other of the institution or another institution belongs to SITS GROUP.

25. Furnishing false or incorrect information/credentials or withholding

relevant or pertinent information at the time of appointment or any other

26 . Trespassing or forcible occupation of a portion of the premises, unauthorized use or occupation of the accommodation or refusal to vacate the same when told to do so by the College Authorities.

27. Unauthorized use of the name, address, telephone or any other description of the institution.

28. Theft, fraud or dishonesty in connection with the business or property of the institution or of other employees, or visitors to the institution or attempting to do so.

29. Tampering with the records of the institution, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or attempting to do so.

30. Disclosing to an unauthorized person, without written permission of the College Authority, information affecting the interest of the institution with regard to procedures, practices and functioning of the institution.

31. Gambling within the premises of institution.

32. Bringing liquor or other intoxicants, including addictive/drugs to the institution/college, consuming intoxicants in institution/college premises, or reporting for work in an unfit condition because of previous indulgence in or under the influence of an intoxicant or disorderly indecent behaviour in the premises of institution or inside the premises, where such behavior is connected with employment.

33. Possessing firearms, other weapons or other articles in the premises detrimental to the security of the institution or persons.

34. Soliciting, demanding, collecting or canvassing of money from anyone, or sale of any kind of tickets/goods within the premises for a purpose or reason without prior permission of the College Authority.

35. Creating disturbance or nuisance inside or in the immediate neighborhood of the premises including its residential sector by fighting, Abusing, threatening to assault other employee/s, other riotous or disorderly behavior.

36. An act subversive of discipline or good behavior in the premises or outside the premises if it affects the discipline or administration or reputation of the institution or has a bearing on the smooth and efficient working of the institution.

37. Intimidating other employees by threats pressures or other means, with a view to preventing them from attending to their duties or to join in a group. 37

38. Erection, inscription, exhibition of a matter whatever at any corner of the property of the institution including its building, walls, fences, trees, boards or vehicles, disfiguring of an inscription, notice or publication put up by the institution.39. Unauthorized removal from or affixing of notice on the notice-board or any other place in the institution or its premises

40. Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the College Authority.

41. Organizing, holding, attending or taking part in the meeting, exhibition, sticking or distributing handbills, notices, leaflets, pamphlets or posters in the premises or in its immediate neighborhood without prior permission of the College Authority.

42. Preaching of or inciting disaffection or violence in relation to matters and people concerning the institution.

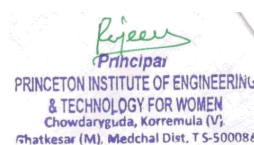
43. Holding a meeting without permission, staging or participating in demonstration, shouting, forcing others to join in group action or picketing within the premises or within a radius of 50 meters from the boundary of the institution/college premises.

44. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.

45. delay in the performance of work or go slow in work or instigating thereof.

46. Gheraoing or surrounding or forcibly detaining the superiors or other employees of the institution or resorting to hunger strike or similar action in or outside the premises.

47. Obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution.



48. Willful damage to work-in-progress or to the property of the institution.

49. Indulging in an act of sabotage, affecting thereby the smooth functioning of the institution.

50. Commission of an act subversive of law which amount to a criminal offence involving moral turpitude whether committed within or outside the premises of the institution offence punishable under the Indian Penal Code whether committed inside or outside the institution or conviction by a court of law for a criminal offence involving moral turpitude.

51. A conduct prejudicial to the interest or reputation of the institution or an

act of conduct involving moral turpitude inside or outside of the premises. Habitual breach of a standing order, service rules or any other regulations in force in the institution. 52.

53. Commission of any act subversive of discipline or good behavior.

54. Taking private tuitions without the permission of the head of the institution or running coaching classes.

55. Refusal to go for a health check up to outside doctor

Willfully and deliberately destroy the property of the College After marking attendance and leaving the College without prior permission of the College Authority.

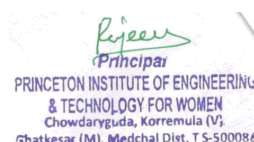
57. Misbehaving with students/parents/guardian dereliction of duty

58. Misbehaving with students/parents/guardian .

59. Dereliction of duty

60. Willfully and deliberately not taking classes as per the schedule of routine

61. Poor performance for teaching students in the classes Instigating the students against the College Authority



62. Not wearing uniform allotted by the College

63. Not wearing Identity card during working hours

64. Refuse to comply any reasonable instructions

65. Authority/superiors Illegal confinement of management staff of the College

66. Writing of anonymous letters and threatening, criticizing the superior or any colleague, peer or any subordinate staff of the institute

67. Approaching higher authorities for personal promotion or favour or gains whether directly or through other people.

68. Refusal to act in a higher position, if offered by the management Misappropriation and defalcation of Institute fund.

69. Violation of order regarding attendance and discipline Joining or continuing to be a member of an association the objects of which are prejudicial to the interest of the Institute or public order or morality.

70. Pasting any poster against the Management inside the college premises or without prior written permission from the Management.

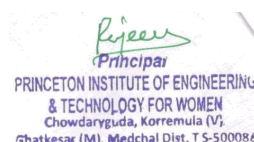
## **DISCIPLINARY AUTHORITY**

Disciplinary Authority means the authority competent to impose any of the penalties specified in Rule

2. Disciplinary Authority for various grades of employees shall be as follows:

(i) For Director/Principal - Chairman of the GOVERNING BODY

(ii) For Director/Principal - Chairman of the GOVERNING BODY





For all employees of the college - Director/Principal

## **PENALTIES**

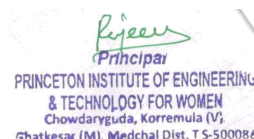
The following penalties may be imposed on an employee for misconduct committed by him or for any other good and sufficient reasons.

- (a) Censure/ warning
  
- (b) Recovery from pay or other amounts as may be due to him of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders.
  
- (c) Withholding of promotion for a specified period.
  
- (d) Demotion to a lower post or to a lower salary slab
  
- (e) Dismissal or removal from service
  
- (f) Compulsory retirement
  
- (g) Reduction (Demotion) in rank

## **SUSPENSION**

The Chairman of the "GOVERNING BODY" and/or Director/Principal may place an employee under suspension pending further action in the following cases wherein:-

- (a) Disciplinary proceedings against him/her are contemplated or pending.
  
- (b) A case against him/her in respect of a criminal offence is under investigation or Trial.



(c) Deemed suspension for being in custody for 48 hours.

## **SUBSISTENCE ALLOWANCE**

i. An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of the pay last drawn by him/her for the first three months.

ii. If any person is suspended beyond ninety days, the subsistence allowance shall be equal to three fourth of his aforesaid salary, provided that where such an enquiry is prolonged beyond period of ninety days for reasons directly attributed to the employees, the subsistence allowance shall, for the period exceeding ninety days, be reduced to one fourth of his salary.

iii. When a suspended employee is exonerated after disciplinary proceedings or where a criminal prosecution against a suspended employee ends in an honorable acquittal, the salary and allowance of such an employee minus the subsistence allowance received by him/her from the date on which he/she was suspended shall be paid to him/her.

iv. No payment of subsistence allowance shall be made unless the employee furnishes a certificate to the effect that he/she is not engaged in any other employment, business, profession or vocation.

## **PROCEDURE FOR DISCIPLINARY ACTION**

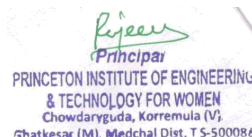
No order of punishment shall be issued without the employee's having been given an opportunity for explanation

The employee concerned shall be issued a charge sheet along with all relevant documents clearly stating the misconduct, calling for an explanation within a period specified in the charge sheet.

(iii) If the employee concerned chooses not to reply or furnishes an explanation which according to the disciplinary authority is unsatisfactory, the Disciplinary Authority may order for an enquiry and appoint an enquiry officer and a presenting officer.

(iv) The employee concerned should be asked to be present at the assigned time for inquiry into the alleged misconduct against him when called upon to do so. If the employee charged with

misconduct fail to appear at the inquiry session for reasons which the enquiry officer considers unsatisfactory, the enquiry shall proceed ex parte in his absence.



(v) The employee subjected to inquiry shall be permitted to be assisted by a co-employee of the institution. No outsider or legal practitioner shall be permitted to assist or defend him in the inquiry.

(vi) The employee shall be permitted to produce his/her oral /documents evidence and shall be permitted to cross-examine a witness deposing in support of the charges and also to produce witnesses, if any, in his defense. The statements of the witnesses, examined at the enquiry session on either side shall be recorded by the E.O. The Disciplinary Authority may appoint any of the staff members or a legal practitioner as representative of the management to represent in the enquiry as Presenting Officer.

(vii) On the conclusion of the enquiry, the enquiry officer shall record his findings and whether all or any of the charges leveled against the employee are established together with reasons and will submit the enquiry report to the disciplinary authority.

(viii) The employee concerned shall be furnished with a copy of a report of the inquiry officer by the Disciplinary Authority in writing inviting the delinquent employees submission thereto on receipt of such submission the D.A. shall consider the findings of the E.O. and the submission thereto, thereafter, depending on the facts and circumstances of such case, the DA shall come to his findings, and give the charged employee a notice in writing stating the action proposed to be taken with regard to him and calling upon him to submit within the specified time, not exceeding two weeks such representation as he may wish to make against the proposed action.

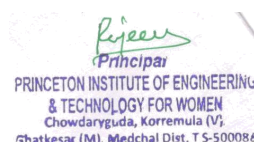
(ix) On receipt of the representation if any, made by the employee, the disciplinary authority shall determine the penalty, if any, to be imposed on the employee and same shall be communicated to him in writing.

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

Notwithstanding the above provision it shall not be necessary to follow the

**procedure mentioned above in the following cases:**

i. Where an employee is dismissed or removed or reduced in rank on the ground of conduct which led to his conviction on criminal charge in a Court of Law.



ii. Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person any opportunity or showing cause, or to hold enquiry

## **CHAPTER-7**

### **TERMINATION**

#### **DISCHARGE ON MEDICAL GROUNDS**

(a) The principal may ask an employee at any time to appear before a doctor so approved by the institution for the purpose. If in the opinion of the doctor, the employee is found incapacitated rendering him physically or mentally unfit for work which he/she has been doing, and in the opinion of the doctor the chances of his becoming fit again for the same work are considered remote, he/she may be discharged by the competent authority on grounds of ill health.

b) Failure to submit himself/herself for medical examination as required by the Competent Authority will render the employee liable to be deemed as medically unfit and consequently discharged from service.

#### **TERMINATION WITHOUT INQUIRY**

(a) The Competent Authority may terminate the services of a permanent employee on reasonable grounds in the interest of the institution by giving three-month notice or one month salary in lieu of such a notice.

(b) Notwithstanding anything contained in this rule, no notice shall be necessary in the termination of service of a probationer.

### **Internal Quality Assurance Cell (IQAC)**

#### **Perspective Plan for 2023-28**

The Internal Quality Assurance Cell (IQAC) of the institution is involved with various aspects of institutional policy making and planning process round the year, as per fulfillment of the vision of the institution. This includes both academic as well as administrative activities. Principal and IQAC Coordinator actively coordinates in the policy making process on an every academic progress. The In the IQAC Core Committee meetings policy planning aspects are discussed and appropriate resolutions

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adopted as per needs and requirement. The perspective plan focusing on the institutional growth with a recent initiative for the period from 01st June 2017 to 30th May 2022, which has been duly approved by the college Governing Body, Initiating the various strengths, Research focus and challenges, identifying the weakness and opportunities of the institution.

### **CURRICULAR ASPECTS**

- To get the new post-graduate and under-graduate programs in various departments as per latest terminology for students.
- To introduce innovative creation based value-added/ career-oriented /short term courses.
- To conduct academic programs through collaborative mode with high standard industry and institution. • To collect stakeholder feedback and implement the suggestions through advance training program as per the needs for the survival of student safter completion of the programme.
- To conduct academic audit every academic year ending for analyzing the progress.
- All Academic activity can done with efficient and capable faculty through — Appointment of teachers having high standard educational background and professional competencies, through a fair mode of selection process Taking necessary steps to upgrade different departments.
- Taking initiative to introduce various add-on courses related to UG programs in departments having Diploma programs and also PG programs.
- To join with the AICTE startup , the Entrepreneurship Development Cell will motivate the student to develop the startup ideas. The innovative ideas and projects are suggested to file the patent under the IPR cell recommendation.
- To conduct the Student Exchange Programs and Faculty Exchange Programs through signing and execution of MoUs, Assessing the outcomes of stakeholder feedback on curriculum and academic.
- Regular audit processes are adopting for proper remediation measures and proper monitoring of the teaching-learning process through involvement of the Departmental Advisory Committees (DAC) in every department.
- The DACs are frequently doing analytical discussions on the departmental examination results and make involvement of maximum students in the classes.

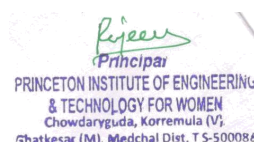
- The Programme Assessment Committee Chairperson will measures and ensuring the completion of syllabi by all course instructors in every semester.

## **LEARNING RESOURCES**

- To create Innovative academic infrastructure through ICT facilitated classrooms, smart classrooms, computers with high speed internet connection, Smart boards, E-learning resources, well equipped laboratories, etc.
- To renovate and enhance the departmental laboratories with advance equipment and simulation software. Purchase of more computing and other laboratory equipment. replace the aging and outdated ones through govt. schemes given by AICTE.
- To provide Wi-Fi accessibility for all students in campus.
- Making awareness of various student centered-learning programs through collaborative mode. • To make optimal use of the Research Laboratory, Center of Excellency lab, etc for both faculty and students.
- To handle various methodologies and provide easy access to all students from various forms of c-learning resources that are available in different platforms.
- Construction of more academic building blocks/annexes to accommodate the departmental modifications.
- Motivation given to the faculty and students to get involved with the MOOCs courses and online courses.

## **INFRASTRUCTURE UP GRADATION**

- To renovate various academic, administrative, hostel buildings and also up grading indoor and outdoor sport facilities.
- To formulate the office work with an effective functioning mechanism



- To make procedures for establish an institutional Records Room
- To provide a designated and secured parking space for vehicles
- To provide high band width LAN arrangements for the computers in all academic Departments, office, laboratories, hostels and the IQAC.
- Intake capacity of the existing girl's hostel will be increased
- Maintain proper stock records and purchase sports/games equipments
- Acquirement of govt. fund for construction of certain blocks like hostel, Auditorium, academic blocks, boundary walls, etc.
- Providing Usable open spaces like grounds, lawn, pedestrian paths by filling vacant and open spaces Setting up of a vermin/heap-composition pit and bio gas plant for efficient waste management getting from the college canteen and college hostel
- Procure of all office items/ materials in a centralized procedure and maintain the stocks properly

## **STUDENT SUPPORT AND PROGRESSION**

- To provide a proper guidance for slow learning students to get best career through counseling, remedial classes, tutorial classes.
- Motivating advanced learning students competitive exams and higher study preparation.
- To functionalize the Entrepreneurship Development Cell and initiate Programs for the greater benefits to the students
- Organize the various programs like of career-oriented talks, training programs, campus placement interviews, job-oriented programs, etc.



- To assemble the vast alumni community for improving quality and quantity up-gradation of the college, through setting up of active alumni committee at departmental levels and merging those at a later date into a centralized body
- To arrange the facilities for educational tour, practical training and industrial visits for students of all departments and streams
- To provide well facilitate common rooms for students
- To functionalize and implement various student welfare and financial support schemes
- To conduct different faculty and student exchange programs through various MoUs.

## **RESEARCH AND EXTENSION ACTIVITIES**

- To motivate and inspire faculty members for availing research projects under various funding bodies both government and non government agencies.
- Encourage the faculty for attending and presenting papers in various academic events like conferences/seminar/workshops etc by making policies to extent financial support.
- To conduct extension programs in collaborative manner with various stakeholders.
- To undertake various welfare programs in the organizations/villages adopted by the college.
- Implement various inter-disciplinary research projects by making use of the institutional infrastructure as well as of developing student's career and also collaborate with external organizations by getting MOUs
- Encouraging conducting awareness programs mainly focusing upon health, hygiene, environment, cleanliness and other safety issues.





## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

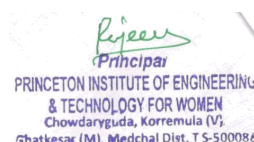
- To develop and sustain optimum number of statutory and non-statutory in-house bodies to deal with the wide range of day to day academic and administrative tasks
- To frame finance supporting policies to encourage the faculty to attend various faculty development/ short term teacher training programs.
- To construct a formal annual performance appraisal scheme for all teaching and non-teaching staff
- To conduct internal/ external quality audits at regular intervals, viz. Academic Audit, Administrative Audit, Green Audit. Water Audit, Energy Audit. Environment audit etc.
- rounder take qualitative assessment like NIRF ranking, ISO certification, NBA etc
- Distribution of tasks in the in-house bodies as per capabilities to the institutional fraternity for achieving optimum performance levels
- Promotion of e-governance in the matter of academic discourses, administrative domain, feedback acquisition and grievance through optimum usage of available ICT tools.
- Adoption and implementation of an effective Learning Management System (LMS) with a view towards coordination, control, analysis and visualization of institutional information.

**Coordinator / IQAC**

**Chairman/IQAC**

**Copy to**

Principal IQAC & All Hods



Chairman

Principal IQAC & All Hods

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