



PSCMR

COLLEGE OF ENGINEERING & TECHNOLOGY

POLICY DOCUMENTS



Prologue

Potti Sriramulu Chalavadi Mallikarjuna Rao College of Engineering and Technology, Vijayawada was established in the year 2008 and is sponsored by SKPVV Hindu High Schools Committee. The institution is committed to offer quality education through quality teaching learning process excellent infrastructure, and congenial ambience. The institution is accredited with A++ Grade by NAAC with a CGPA of 3.68/4. The CSE, ECE and EEE programmes are accredited by NBA. The college has also been found in accordance with the Quality Management System Standard of ISO 9001:2015. The institution focuses on nurturing the innate talents of students' development by providing a number of curricular, co-curricular and extracurricular activities.

As the institution is striving to provide quality education, it requires committed faculty members and efficient administrators at the helm of the affairs to attain the goals at every level. The institution attempts to follow and adopt procedures which encourage decentralization of the authority at various levels. All these were manifested for well-being of the students, faculty members and the support staff members.

The 'Administrative Manual' aids in implementation of the good governance guidelines that would lead to efficient utilisation of manpower resources and infrastructural facilities of the institution. The contents of the manual will guide, support and clarify to discharge the duties by the employees with transparency and accountability.

CONTENT'S

Guidelines for Financial Assistance to Faculty	- 02
Human Resource Policy-Faculty and other staff	- 03
Recruitment and Selection	- 03
Induction/Orientation	- 03
Salaries and Allowances	- 04
Dearness Allowance	- 05
Yearly Increments	- 06
Faculty/ Staff Benefits & Incentives	- 06
Promotion Policy	- 06
Grant of Leave to the Teaching and Non-Teaching Staff	- 07
Annual Performance Appraisal	- 09
Exit Policy	- 09
Research Policy	- 10
Consultancy, R & D and Teaching Assignments	- 11
Conduct of Research	- 12
Research Projects	- 13
Conferences/Seminars/Presentations/Publications	- 13
Financial Assistance	- 13
Guidelines	- 14

Financial Policy

Guidelines for Financial Assistance to Faculty

1. Reimbursement of NPTEL examination / certificate fee for MOOCS

- The applicant will be eligible for reimbursement once in a semester for one exam.
- The applicant should score at least 60% in the certification exam or certification course as applicable and approved by scrutiny committee.
- 100% of examination fee will be reimbursed and credited to applicant's bank account or by hand.

2. Reimbursement of professional body / society / chapter membership fee

- The applicant will be eligible for reimbursement for one life time membership once every fiscal year (April to March).
- A maximum of Rs.5000/- in membership fees will be reimbursed and credited to the applicant's bank account.

3. Reimbursement of registration fee (workshop / seminar / conference / FDP / training program / awareness program / refresher course etc.,)

- The applicant will be entitled to participate in two events once per semester.
- The programmes should be recognized or organized by AICTE/IIT/NIT, etc.
- 50% of the registration fee, up to Rs.2500/-, will be reimbursed and credited to bank account or paid in cash.

4. Reimbursement of publication fee

- Suitable cash reward will be paid to first author if the work is published in unpaid reputed journals/conferences like SCOPUS, SCI and ESCI (subject to scrutiny by expert committee)
- An amount of Rs. 5000/- (Rupees Five Thousand) will be reimbursed if the paper gets published in SCOPUS index, SCI, ESCI or UGC recognized journals/conferences and 5000/- for paid journals (subject to scrutiny by the Dean R and D and the Principal)

- 50% of the fee will be reimbursed for faculty contribution in Book chapter or Book publication (subject to scrutiny by the Dean R and D and the Principal)
- Institution name should be on the Patent /Copyrights holders while applying. A maximum of 50% in the fee will be reimbursed as applicable.
- The reimbursed amount will be credited to applicant's bank account.

Human Resource Policy-Faculty and other staff

1. Recruitment and Selection

The recruitment and selection concerning vacant positions in Teaching and Non-Teaching departments will be based on the following principles:

1. Fairness and Transparency
2. Equal opportunities for all eligible candidates
3. Supreme consideration to merit

(A) Recruitment

The College will explore various internal as well as external sources to search prospective candidates to fill the vacancies. Besides traditional sources such as newspaper advertisements, other sources such as electronic media and the internet will be explored for finding out the best talent available.

(B) Selection

I. Faculty Positions

A Selection Committee in accordance with the University norms will be constituted to select the candidates for faculty positions. The Selection Committee will consist of the following members:

- Management Representative
- Principal of the College
- Vice Principal
- Head of the concerned department
- Subject expert

The quorum at the meeting of the Selection Committee will be three (3). The final selection will be made on the basis of the recommendations of the Selection Committee.

II. Selection of Senior Faculty Members

The College will have a separate policy to utilize the services of senior faculty members. Prominent persons from Academics and Industry will be recruited on a contract basis by the Management/Principal of the College by taking into account the profile of the concerned person.

III. Non-Teaching Positions

Selection for non-teaching positions will be made by a Committee consisting of the following members:

- Management Representative
- Principal of the College
- Vice Principal
- Head of the concerned department

The quorum at the meeting of the Committee for non-teaching positions will be three (3).

2. Induction/Orientation

The selected candidates will be given 3-4 days of induction and orientation programmes. The programme will cover the following issues.

- Introduction with the Management and Staff of the College.
- Information about various rules and regulations of the College.
- Communication with the candidates regarding performance expectations and targets to be achieved.
- Information regarding career advancement opportunities within the organization.

The key persons involved in the induction and orientation programmes will be IQAC Coordinator and the Heads of various departments.

3. Salaries and Allowances

Positions and Pay Scales

1. The College will have the following positions of hierarchy in the teaching departments:

- Principal
- Directors and Deans

- Department Head/Coordinators
- Professors
- Associate Professors
- Assistant Professors

2. Also, each department shall have supporting staff like Lab Instructors/Technicians, Department Clerk and Department Attendants/Peons.

3. The College Office will have the following positions of hierarchy in the administrative department

- Administrative Officer
- Office Superintendent
- Accountant
- Cashier
- Sr. Assistants, Technical Assistants.
- Data Entry Operator, Clerk, Receptionist

4. The scale of the various teaching positions will be as per AICTE* as follows:

Sr. No.	Designation	Pay Scale
1.	Principal	Rs.37,400/--67,000/- AGP Rs. 10,000/- +Spl. Allowance
2.	Professor	Rs.37,400/--Rs. 67,000/- AGP Rs.10,000/-
3.	Associate Professor	Rs.15,600/-Rs. 39,100/- AGP Rs. 8,000/- or Rs. 37,400/-Rs. 67,000/- AGP Rs. 9000/-
4.	Assistant Professor	Rs.15,600/- Rs. 39,100/- AGP Rs. 6,000/-

Additional qualifications and previous experiences carry the following monetary benefits:

5. Dearness Allowance

- In addition to the Basic pay per month Dearness Allowance shall be allowed to the Faculty as per College norms.
- Management can also decide higher DA components, special pay and other allowances for Assistant Professor, Associate Professor, Professor, Principal and other special posts.

6. Yearly Increments

- Staff members are eligible for the prescribed increment after the completion of 1-year service in the college as decided by the management.
- Additional increments shall be given to staff members based on the contributions and results achieved in the University Examinations, at the discretion of the Management

7. Faculty/ Staff Benefits & Incentives

- All the eligible staff members are covered under the Employees' State Insurance Policy.
- The staff members who are eligible for the EPF scheme as per the EPF norms are covered under EPF scheme. The Management contributes 12% of the pay subject to the ceiling of Rs. 780 per person, per month, towards the Employer's contribution to the EPF Scheme.
- The staff members who are eligible for the ESI scheme as per the ESI norms are covered under ESI scheme.
- The employees who are not covered under the ESI scheme are covered under the GLIS and the entire premium is borne by the Management Committee.
- The Management provides subsidized mess and transport facilities to all faculty and staff members.
- The regular staff members can avail interest-free loan towards Children Education/ Medical Emergency which will be recovered in five / ten equal installments.

8. Promotion Policy

The College believes in the policy of encouraging its faculty members to acquire higher qualifications during their association with the college. Any member of the teaching faculty acquiring higher qualification shall be given an automatic promotion to the higher rank by the college administration/Management.

All promotions shall be considered based on merit-cum-seniority basis from the staff subject to the following conditions:

- There must be a vacancy existing at the next higher cadre as per the AICTE prescribed staff pattern and cadre ratio.
- The staff member should obtain the qualifications prescribed by AICTE/UGC norms for the post to be considered.

- The staff member should have completed the requisite no. of years of service as prescribed- to be considered for the vacant post.
- Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- All decisions on promotions shall be taken up in August.

9. Grant of Leave to the Teaching and Non-Teaching Staff

Leave applications of the concerned staff members who happen to be on leave on that day must be forwarded to Office. If the cumulative delay/absence from duty in the month is more than three hours then an additional half-day will be deducted. In case the staff member facing an issue attendance it is to be brought to the notice of the Office immediately in writing with the approval of the Head.

(A) Right of Leave

Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.

(B) Casual Leave

- A full-time employee of the College shall be eligible for 12 days of casual leave each year for domestic and private affairs.
- Casual Leave cannot be carried over to the next calendar year. However, in exceptional cases or special circumstances, casual leaves may be carried forward with the approval of the competent authority.
- Casual Leave cannot be combined with any other kind of leave except when leave is granted on account of sickness supported by a medical certificate.
- An employee on casual leave cannot be treated as absent from duty and his/her pay shall not be intermitted.
- Public Holidays and Sundays falling in between the Casual Leave shall not be counted as part of Casual Leave.

(B-1) Special Casual Leave

- Attending Conferences, Congresses, Symposia and Seminars on behalf of the College only will be considered with the prior permission of the respective HoD and the Principal under the Special Casual Leave category.

(B-2) Duty Leave

Duty Leave may be granted for

- Delivering lectures in Institutions and Universities at the invitation of such institutions or Universities received by this College and accepted by the Principal.
- Working on a delegation or committee appointed by the Government of India, the University Grants Commission, All India Council for Technical Education, NAAC, NBA, UPSC or any other Academic Body.
- The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- Duty leave will also be granted to the faculty members in each semester for conducting practical examinations, for evaluating the answer papers and for acting as observer in affiliated institutions as under:-

- Assistant Professor: 2days
- Associate Professor: 4days

Note: The College administration may, however, depute any staff member to perform any duty outside the College and he /she will have to follow the instructions given by the competent authority.

(B-3) Compensatory Leave

Compensatory leave will be granted to the staff member who performs duty on Sunday/s or Gazetted Holidays only. To claim compensatory leave attendance is must if the duty is performed on the college campus.

(C) Academic Leave

Academic Leave up to a maximum of Six days in each calendar year would be granted to an employee working on a regular basis in respect of the following cases.

- For appearing in an examination for the improvement of qualifications subject to the condition that the concerned employee will have to obtain permission from the competent authority in advance;
- For attending Ph.D. Thesis viva-voce examination.
- For attending the workshop, National and or International Seminars
- For any other academic activity.

10. Annual Performance Appraisal

A formal performance appraisal system will be established in the College for assessing the performance of faculty members as well as non-teaching staff. The appraisal will be conducted on annual basis to collect information about the performance of employees for achieving the following objectives:

- To identify top performers and reward them suitably.
- To identify gaps in performance and then hold post appraisal counselling interviews, to suggest measures for improvements.
- To inculcate a sense of healthy competition amongst employees and thereby build a culture of high performance.
- To promote employees based on their performance

The Respective HODs will be responsible for conducting a performance appraisal. The appraisal of HODs will be conducted by the Principal in consultation with the management.

11. Exit Policy

The exit policy of the College consists of the following elements:

- An employee will have to tender one month's notice while leaving service or deposit one month's salary in lieu thereof.
- An employee, whose services have been confirmed, will have to give three months' notice while leaving service or deposit three months' salary in lieu thereof.
- The employee needs to hand over all that were provided by the institution before obtaining the clearance for getting relieved.

- An employee quitting the service voluntarily will have to appear for an exit interview with the Principal. The exit interview is mandatory and thus needed before the full and final settlement of the employees. However, an exit interview will not be conducted for employees discharged on disciplinary grounds.

Research Policy

Purpose

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and inculcate research aptitude among the students. The policy shall serve as an overall framework within which research activities may be carried out. It also aims to identify thrust areas of research having social relevance and thereby supplementing the Vision and mission of the college. The Research policy also emphasizes contribution towards society and to the nation at large.

Scope

This Research Policy forms the basics of the research ethics of the college and is implemented in all the departments and it serve as the guidelines for the functioning of the Research council of the college.

Objectives of Research Policy

This research policy provides a broad framework to guide scholarly research with the following objectives:

- To create and promote a culture of research among the faculty and staff of College.
- To identify research areas and specify research topics of academic, practical and socially relevant significance
- To organize seminars/conferences/workshops on research topics and training programmes in research methodology.
- To ensure quality, integrity and ethics in research.
- To publish research material in appropriate media and to make available such published information to the end users.
- To facilitate the publication of reports submitted by the research scholars

- To bring about an annual/periodic compendium of abstracts/papers presented by the staff and students in various seminars / conferences / workshops.
- To serve as a facilitator providing professional guidance, technical support and recommendation for financial assistance.

1. Consultancy, R & D and Teaching Assignments

Consultancy, R & D

- The College encourages its teachers to take consultancy and R & D, assignments within the 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 with other members of the infrastructure facility in working on the assignments.
- The teacher shall levy such professional charges 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 50:50
- Where members of staff are associated with the assignment undertaken by a faculty, prior approval of the Principal will be required.
- The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

2. Conduct of Research

The Management of PSCMRCET hereby affirms the following principles concerning research:

- Individual research scholars should be free to select the subject matter of their research, to seek support from any legal financial source for their work, and to arrive at their own findings and conclusions. These findings and conclusions should be available for scrutiny and criticism of peers.
- Research techniques should not violate established professional ethics pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.
- The Management should create an environment conducive to research by providing suitable infrastructural facilities such as space, library, lab facilities, and funding if available, based on the educational merit of the proposed research.
- The Management authorizes the Principal to initiate, promote and monitor the research activities in the institution by constituting an Office of the Dean of Research & Development – consisting of the Heads of the different Departments and two members of the faculty designated by the Management. The Principal shall appoint the Dean from among this team.

3. Research Projects

The Management expects our entire faculty to complete their Ph.D. However, regular faculty members who, for legitimate reasons, are not engaged in pursuing doctoral studies are urged to take up research projects – Minor or Major – encouraged and funded by agencies like the UGC, DST, UGC, AICTE etc. The management will endeavor to provide infrastructural support to such projects and assist in applying to the funding agencies. The following guidelines are to be followed:

- The project proposal has to be routed through the Principal Investigator (PI) to the Dean of Research, who after processing the proposal in the Research Committee, may recommend the same to the Principal for approval.
- The candidate shall be jointly responsible with the PI for preparing the budget for the research project, maintaining the accounts, keeping a stock register of the equipment,

consumables purchased and the disposal of excess consumables for the project. A copy of the budget and accounts must be submitted to the Finance Officer for scrutiny and monitoring.

- Periodically, or as per the design of the project proposal, the candidate and the PI shall keep the Finance Officer informed about the progress of the project, its closure, the audited statement of accounts and the utilization certificate.
- The Management shall endeavor to create an environment conducive to research by providing suitable infrastructural facilities such as space, library, lab facilities, and funding if available, based on the educational merit of the proposed research.
- The candidate shall abide by the requirements and guidelines of the management and the funding agency on choice of the PI, intellectual property rights, journal publications or presentations in conferences/seminars.

4. Conferences/Seminars/Presentations/Publications

- Participation in national or international conferences, presentation of papers and publications will come under the purview of this research policy only to the extent they are related to research and recognized as such by the Principal on the recommendation of the Research Committee.
- The candidate is expected to have his/her paper/presentation scrutinized by the Dean of Research along with the detailed budget so that it can be sent to the Principal for his approval.

5. Financial Assistance

- The initiative and responsibility for applying for funds is primarily that of the candidate engaging in research. He/she can seek funding from the available sources such as governmental agencies (both at the Centre and in the State), Corporate Businesses and Industry, Philanthropists.
- The management of PSCMRCET shall endeavor to provide seed money for the research project under the following conditions:

a. The research project - doctoral major or minor- has been processed by the research committee and recommended by the principal

- b. The budget proposal and the external sources of funding are indicated;
- c. The number of applicant candidates and the quantum of funds requested of the management are within the budgetary provisions of the management

Guidelines:

1. Reimbursement of NPTEL examination / certificate fee for MOOCS

- The applicant will be eligible for reimbursement once in a semester for one exam
- The applicant should score at least 60% in the certification exam or certification course as applicable and approved by scrutiny committee
- 50% of examination fee will be reimbursed and credited to applicant's bank account or by hand.

2. Reimbursement of professional body / society / chapter membership fee

- The applicant will be eligible for reimbursement once in a financial year (April to March) for one life time membership
- 50% of membership fee limited to Rs.5000/- will be reimbursed and credited to applicants bank account

3. Reimbursement of registration fee (workshop / seminar / conference / FDP / training program / awareness program / refresher course etc.,)

- The applicant will be eligible for once in a semester for two events.
- The programs should be recognized or organized by AICTE/IIT/NIT etc.,
- 50% of registration fee limited to Rs.2500/- will be reimbursed and credited to bank account or by hand.

4. Reimbursement of publication fee

- Suitable cash reward will be paid to first author if the work is published in unpaid reputed journals/conferences like SCOPUS, SCI and ESC(subject to scrutiny by expert committee)

- Reimbursement for publication in SCOPUS index, SCI, ESCI or UGC recognized journals/conferences - 50% of publication fee or 5000/- for paid journals (subject to scrutiny by expert committee)
- 50% of the fee will be reimburse for faculty contribution in Book chapter or Book publication (subject to scrutiny)
- Institution name should be on the Patent /Copyrights holders while applying. The contribution will be reimbursed as applicable.



PSCMR

COLLEGE OF ENGINEERING & TECHNOLOGY

Sponsored by SKPVV HINDU HIGH SCHOOLS COMMITTEE
KOTHAPETA, VIJAYAWADA-520001

NAAC A⁺⁺, NBA & ISO 9001:2015 Certified