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# Human Resources Policy Handbook

LORDS INSTITUTE OF ENGINEERING & TECHNOLOGY

Hyderabad- June 2023

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## VISION & MISSION OF INSTITUTION

### **VISION**

Lords Institute of Engineering and Technology strives continuously for excellence in professional education through quality, innovation and teamwork and to emerge as a premier institute in the state and across the nation.

### **MISSION**

- To impart quality professional education that meets the needs of present and emerging technological world.
- To strive for student achievement and success, preparing them for life, career and leadership.
- To provide a scholarly and vibrant learning environment that enables faculty, staff and students to achieve personal and professional growth.
- To contribute to advancement of knowledge, in both fundamental and applied areas of engineering and technology.
- To forge mutually beneficial relationships with government organizations, industries, society and the alumni.

## **VISION & MISSION OF HR**

### **Vision:**

To support the achievement of the institution's strategic objectives as described in the Organization's Strategic Plan and to realize its goals.

### **Mission:**

To demonstrate the alignment of human resource activities - plans, policies, programs, workforce practices with Lords Institute of Engineering and Technology's strategic priorities and its goals and to present a comprehensive workplan to help us to achieve our objectives.

### **Features of our HR Operating Model:**

- Effective academic, research and administrative leadership.
- Highly qualified faculty, researchers and staff.
- A collaborative, respectful and safe working environment that engages all employees and focuses energies on achieving our strategic objectives and goals.
- Effective change management and internal and external communications.
- Administrative support that facilitates the success of academic and research functions.

# 1.1 Human Resource Planning

- 1.1.1 The Principal shall assess at the end of every semester every year the staff requirement for the subsequent semester.
- 1.1.2 He/she will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required as per AICTE and College guidelines.
- 1.1.3 In consultation with the steering committee, the principal will also evaluate the staff's performance and evaluate the continuity of their service. Also, the principal will take note of the staff's intention to continue services and then forecast the future requirement.
- 1.1.4 The teacher student ratio shall be **1:15** for UG, 1:12 for PG (Engineering) and 1:15 for PG (Management). This shall change as per AICTE guidelines from time to time. However, due to the exemption given by AICTE, the teacher student ratio of **1:20** shall be maintained for UG based on the course as per the discretion of the Academic Committee.
- 1.1.5 The minimum contact hours during the week for each category shall be maintained as follows:
- |                      |      |
|----------------------|------|
| Professors           | 10+6 |
| Associate Professors | 12+6 |
| Assistant Professors | 16+8 |
- 1.1.6 The selection committee for recruitment shall be as per the norms prescribed by AICTE, OU & UGC. This may change from time to time.
- 1.1.7 For any teaching post, the selection committee must include 1 Subject Expert, Relevant Head of Department, Principal & Management Representative among others
- 1.1.8 Recruitment is an ongoing process where Bad performers are weeded out and good performers are continually integrated into the system.

## 1.2 Recruitment

- 1.2.1 The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
- 1.2.1.1 Advertisement in the Newspapers
  - 1.2.1.2 Files maintained for storing the unsolicited applications
  - 1.2.1.3 Application received through website notification
  - 1.2.1.4 Application received through various job portals
  - 1.2.1.5 Referrals from existing staff

- 1.2.2 The committee if it deems fit, may also conduct walk in Interviews for augmenting the required candidates.
- 1.2.3 The committee shall short list the candidates in the following processes:
- 1.2.3.1 Professional & Academic Background
  - 1.2.3.2 Personal, Technical & HR Interviews
  - 1.2.3.3 Class room demonstrations
- 12.4 The committee shall finalize the shortlisted candidates and submit their recommendation along with the Personal data sheets/Bio data of the candidates to the Principal, who will then forward it to the Management for appointment.
- 1.2.5 An Offer of appointment shall be released by the Chairman/Secretary/Vice Chairman or other members of the Management
- 1.2.6 BE/B.Tech or M.E./M.Tech in appropriate branch of engineering with 1<sup>st</sup> class in either BE/B.Tech or M.E./M.Tech is eligible to be appointed as **Assistant Professor** in Engineering Departments. MSc/MA with additional MPhil Qualification, 1<sup>st</sup> Class Graduates are eligible for appointment as Assistant Professor in Science/Humanities Dept. Depending on the performance of the staff in the Selection committee process, they can be designated to be **Teaching Assistants**.
- 1.2.7 Ph.D with 1<sup>st</sup> Class in BE/B.Tech or ME/M.Tech with three years teaching/industry/research experience or ME/M.Tech from Industry/Profession with minimum five years of research experience is eligible for appointment as **Associate Professor**.
- 1.2.8 Ph.D with 1<sup>st</sup> Class in BE/B.Tech or ME/M.Tech with ten years teaching/ industry/ research experience or ME/M.Tech from Industry/Profession with minimum ten years of research experience including 5 years as Associate Professor is eligible for appointment as **Professor**.
- 1.2.9 The norms prescribed above may change as per AICTE, OU and State Government guidelines as and when deemed fit.

Note: While selecting a candidate, the concept of relevant qualification shall be strictly followed and adhered to without any deviation.

## 1.3 Joining

- 1.3.1 Every staff needs to deposit original certificates (whichever is applicable) of Xth, UG (PC and OD), PG (PC and OD), PhD (PC/OD), Passport size photographs, Finger print scans & copy of PAN card to the Admin department and collect the acknowledgement. The documents shall be verified by a relevant committee and returned upon verification.
- 13.2 Appointment order will be issued only on submission of above-mentioned Original certificates

- 1.3.3 HR will take all information that is needed as per AICTE, OU and other regulatory bodies; Name of the faculty member also needs to reflect in all the records
- 1.3.4 Every faculty needs to collect their Faculty ID card, registered Email address and College portal user – id and password from the HR department within one week of joining the organization. This will complete all the formalities of Joining process

## 1.4 Orientation

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

## 1.5 Job Responsibility

- 1.5.1 The workload is allotted to the faculty members as per norms prescribed from time to time.
- 1.5.2 Hierarchy of instructions needs to be followed as per the Organization Structure of the Institution. This structure may change from time to time.
- 1.5.3 Teachers have to perform a variety of tasks based on which will the increments and continuation of service in the organization will depend. Some of these include

### a. Academic

- a. Teaching & Laboratory Instruction
- b. Development of Laboratory, Curriculum and Resource Material
- c. Ensuring minimum pass percentage of 70%
- d. Evaluation of students in the College and University Exams.
- e. Participating and Initiating curricular and co-curricular activities
- f. Self-development through upgrading qualification, knowledge and skills
- g. Technical training to Lab assistants and other technical staff

**b. R & D and Consultancy**

- a. R & D Activities including Guidance for Mini and Major Projects to students
- b. Providing Consultancy and Testing services
- c. Promoting Institute - Industry Interaction
- d. Publishing papers in National & International Journals of repute

**c. Accreditations**

- a. Involvement in Activities related to AICTE, OU, NBA, NAAC, UGC and other regulatory bodies

**d. Administration**

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

**e. Mentorship & Guidance**

- a. Student Mentorship and guidance to all assigned students
- b. Tracking the student performance and interacting with parents for improvement of performance
- c. Ensuring the academic performance of the student is upto the mark

**f. Extension**

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

**g. Initiative**

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

**h. Self-Development**

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



# SALARY & INCENTIVES

## 2.1 Positions and Pay Scales

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

- a. Principal
- b. Special positions, including Deans and Directors
- c. Heads of Departments
- d. Committee heads for various central and departmental works
- e. All other teaching staffs
- f. All other non-teaching staff in the Department

Designations:

- a. Professors
- b. Associate Professors
- c. Assistant Professors
- d. Teaching Assistants
- e. Technical Assistants / Lab Assistants

2.1.2 In addition, each department shall have support staff like Lab Assistants, Department Clerk and Department Attendant.

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

- a. Principal
- b. Director Administration
- c. Human Resource staff
- d. Administrative Officer / Librarian / Physical Director / Admin. Officer / Office Superintendent/ Purchasing & Store Keeper / Accounts officer / Exam branch Staff / Civil Engineer / Hostel-in-charge
- e. Stenographer / Office Assistant / Clerk / Housekeeping in-charge
- f. Housekeeping staff / Drivers / Security

2.1.4 The Scales of pay for various teaching positions will be as per AICTE/Lords Educational society norms. The salary once fixed at the time of appointment will be reviewed for an increment either on completion of 1 year of service or obtaining higher educational qualification or any other time fixed by the selection committee. Awarding of increments will be at the discretion of the college steering committee. However, the steering committee can review and renegotiate the salary based on performance at any time.

## 2.2 DEARNESS ALLOWANCE/INCREMENTS

2.2.1 In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties with the exception of those in consolidated pay category as per the discretion of College steering committee

- 2.2.2 Management can also decide other allowances for Professor, Principal and Special posts
- 2.2.3 Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution. The Increments will be evaluated within one month after the declaration of previous semester results for the entire course (i.e. second, third and fourth year results in case of UG faculty and Semester results for PG faculty).
- 2.2.4 The increment amount will be in effect from completion of one-year service from the date of joining or from the date of increment in salary due to up-gradation of qualification. The increment arrears will be issued as per the date communicated at the time of awarding. The amount can be reduced if the performance is not found to be satisfactory
- 2.2.5 Faculty members will have to present their performance before College steering committee and based on the guidelines issued in Staff Appraisal format, increments will be evaluated

## 2.3 INCENTIVES AND REWARDS

Awards are instituted for the faculty as well as support staff members. These awards may be in the form of Promotions, Incentives or any non-monetary rewards etc. based on the discretion of college steering committee. Staff members are selected for these awards based on their performance, conduct and commitment in their academic activities as well as their involvement in the developmental activities of the department and the college.

## 2.4 Faculty Development

Since the development of good students depends on the quality of teachers, members of faculty are given necessary encouragement to improve their competence in various areas.

The plan for such faculty development envisages

- Deputing staff regularly for quality improvement program, (QIP) Seminars, Conferences, Workshops, FDP's, Summer and Winter continuing education courses, with special leave and financial assistance
- Providing opportunity to involve in Research or Developmental activities of their choice in the department and at the Institutional level.
- Identifying teachers with special talents and competence and encouraging them by honoring them with awards, monetary benefits as per their achievements.
- Encouraging teachers to conduct training courses for personnel in Industries / Educational Institutions
- Incentivizing the faculty for Research & Consultancy contributions.
- Motivating teachers to organize Seminars, Conferences, summer and Winter Schools etc.

- Special leave for faculty on higher studies in reputed institute as approved by the steering committee.

## **2.5 Other Benefits**

- 2.4.1 Subsidized transport charge for the employees of the college, as fixed by Administration from time to time
- 2.4.2 Health insurance for employee, with 50% share by management, will be mandatory for all teaching staff at the institution. Under no circumstances can any employee stake claim to any damages that arise due to service with the Organization.
- 2.4.3 The management also encourages staff to refer any experts across various fields to the organization to fill the job vacancies that arise from time to time. The staff will be rewarded a sum of up to INR 10,000/- as a referral bonus on completion of 3 months of service by the referred staff. Awarding the bonus is based on discretion of college steering committee and the designation and seniority of the referred staff.

Lords Institute of Engineering & Technology, Hyderabad

# LEAVE

# 3

## 3.1 General

- 3.1.1 Leave of any kind cannot be claimed as a matter of right and will be granted only at the sole discretion of HOD, PRINCIPAL and Management
- 3.1.2 No leave shall be granted beyond the date on which an employee must compulsorily retire/relieve
- 3.1.3 Leaves are deemed to have come into effect from the date the class work commences
- 3.1.4 Leave account of each employee is maintained separately by the Principal's office.
- 3.1.5 Unauthorized absence from duty not only results in cut in the emoluments for the period but also considered as misconduct inviting disciplinary action.
- 3.1.6 An employee, on leave or otherwise, cannot take up any service or accept any other employment or remuneration without prior approval from the Institution
- 3.1.7 A Medical Certificate by a Registered Medical Practitioner shall accompany application for leave on Medical grounds. Approval will be on sole discretion of the Principal and HOD.
- 3.1.8 Any employee on leave or on vacation can be called back to duty, in case of exigencies and the leave can be availed later/cancelled based on the discretion of the steering committee.
- 3.1.9 All leaves can be availed only after due sanction by the Principal & HOD. Only in respect of casual leave applied due to sudden illness or such other emergency, it can be availed before sanction. As far as possible, it is obligatory to the employee to inform the sanctioning authority about his/her availing of casual leave in advance.

## 3.2 Casual Leave

Casual Leaves will be granted for a particular cause. Yearly 10 days of casual leave is permitted to avail by all staff irrespective of their regularization of services. Casual leaves will be granted subject to the following conditions:

- 3.2.1 The staff should have submitted the Casual Leave letter at least 1 working day prior to availing date, for eg: if CL is to be availed on a Thursday, then latest by Wednesday by 5:00 pm the approval should have been taken. It should be approved by the Principal before it is availed

3.2.2 It is the individual's responsibility, along with the HOD, to assign the concerned classes to other faculty in his/her absence. The assigned staff must also submit consent letter.

Once submitted, in case of non-compliance, LOP will be affected to both the concerned staff. No extra CL will be awarded due to the LOP

3.2.3 If the staff doesn't take appropriate prior permission then it will be marked as LOP and a show-cause notice shall be served. Based on the reply, appropriate action will be taken

3.2.4 Staff is permitted to avail a maximum of three CLs in one stretch for genuine reason viz family commitment, attending event of his/her interest, etc.,

3.2.5 Staff can club second Saturday/Sunday or any public holidays, in series, however if number of CLs is more than one day, clubbed days of second Saturday/Sunday and public holidays will be considered LOP

### **3.3 Maternity Leave**

3.3.1. A female employee may be granted maternity leave on 50% pay for a period of 90 days from the date of its commencement, subject to the following conditions:

- a. The lady faculty must have completed at least 3 years of continued service in Lords
- b. The lady faculty must have accomplished 80% + results of students at least in 8 subjects over three years' time

3.3.2 Staff members availing this leave have to give an undertaking before availing leave that they will work for a minimum period of 2 years after their return from leave.

3.3.3 Maternity leave can be availed only once by the employee

3.3.4 Maternity leave may be combined with vacation or any other kind of leave

3.3.5 The Maternity leave shall not be debited against the leave account

### **3.4 Sick Leave:**

5 days of sick leave granted for all the employees per year, for which staff can apply after they recoup from ailments. No prior approval is required. However, appropriate medical certificates are to be produced.

### **3.5 Early leaving - late coming permission:**

3.5.1 Two either early or late exemptions for upto 20 mins is allowed for any faculty in a month. However, the scheduled classwork must not get disturbed under such situations else it will be treated as LOP

3.5.2 Once in a month, a two-hour early or late permission can be availed with prior permission from HOD and Principal.

3.5.3 Granting of permission will be at the discretion of the HOD and Principal.

## 3.6 Vacation

3.6.1 No vacation for faculty whose service at Lords is less than 6 months at the time of vacation declaration

3.6.2 Refer Annexure for details on Number of days of eligibility for vacation based on years of service

3.6.3 Vacation cannot be adjusted during the academic classwork under any circumstances. These can be availed in blocks of Maximum 2

3.6.4 If on vacation, a staff maybe recalled depending on the need of the hour

3.6.5 For any staff's non-availability due to cancellation of leave or non-approval of leave of absence from service when their presence is mandatory (For eg: during Inspections), Steering committee is at will to terminate his/her services and the staff is expected to pay 1-month salary in lieu thereof for getting relieved

3.6.6 Full Vacation during summer is sanctioned subject to the following conditions:

- Must have completed at least one Industrial Consultancy assignment, with a minimum revenue generation of Rs. 1 lakh per year

OR

- Must have obtained sponsored grants for at-least one project worth of Rs. 10 Lakh

OR

- If the mentees performance is 80%+ on attendance and academic parameters

OR

- If the API score is 100 in particular assessment year, in co and extracurricular areas

OR

- Faculty member has accomplished 75+ pass percentage of students in all the subjects taught in the previous semester

3.6.7 Half of Vacation during summer vacation is sanctioned subject to the following 3 conditions

- Faculty member has accomplished 60+ pass percentage of students in all the subjects taught

OR

- Mentees average academic and attendance performance is 70+
- If no mentees allotted then contribution to Central and Departmental committees shall be evaluated by HOD and Principal and presented to Steering committee for further evaluation

OR

- If the API score is 90, in particular assessment year, in co and extra-curricular areas

3.6.8 Quarter vacation during summer vacation as per OU is sanctioned subject to the following 2 conditions:

- If the faculty member has accomplished greater than 50% pass percentage in all subjects handled in the previous semester

OR

- If the mentees average % of attendance and academic is 50% and above
- If no mentees allotted then contribution to Central and Departmental committees shall be evaluated by HOD and Principal and presented to Steering committee for further evaluation

OR

- If the API score is 80, in particular assessment year, in co and extra-curricular areas

3.6.9 The final approval authority of vacation is the college steering committee, subject to the application of candidate with mention of accomplished credentials

3.6.10 By academic percentage, we mean the Pass % of all the Mentee allotted to them (with regards to Mentoring the student) or the subject handled for the previous semester

3.6.11 Faculty members are expected to execute their timely documentation and keep ready for inspections. In case if the staff renders their services in vacation time, to meet Audits by OU, NBA, NAAC, etc., will be considered as late execution of responsibilities and no compensation will be entertained. The faculty member can present the reasoning for late fulfillment of norms to steering committee for further consideration

3.6.12 If, due to any unforeseen circumstances, the college does not approve summer vacation due to external factors, the same policy can be extended to the Winter break, by appropriately adjusting as per the Academic Calendar

3.6.13 Vacation for staff not meeting above criteria is subject to performance with regards to research proposals, mentorship performance, industrial consultancy, course material, lab works etc., contribution in other activities during the summer break and subject to approval by steering committee

## 3.7 On Duty Assignments

3.7.1. The College can permit any staff member to take special assignments with other Colleges or industrial units, for specific period or to attend seminars or training programs or evaluation of examinations with prior permission from Principal.

3.7.2. The period of absence due to such assignments shall be treated in the following manner:

- a. Where the assignment is under arrangement between the College and the other unit, the staff will continue to receive the pay and perquisites from the College.
- b. Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him/her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisite from the College.

Under such circumstances, the Principal/Chairman/ Correspondent shall decide the leave of absence, based on current responsibilities and requirements in the College.

- c. Where the Staff is proceeding on a training programme duly sponsored by the College, the entire period will be treated as On duty and he /she will be eligible for the pay and perquisites as though he has been working in the College during such period.

Documents to be submitted to avail ON DUTY:

- i. Email communication from client/Postal communication received
- ii. If telephonic communication received, please submit minutes of meetings duly signed by client.
- iii. If dept., HOD deputed, prior permission by HOD duly signed by principal along with minutes of meetings.

3.7.3 Attending seminars/conferences/FDPs:

- a. Faculty member must have completed at-least one year of service
- b. Must have accomplished 80+% of performance of mentees in attendance and academics in previous year.
- c. Registration will be borne by the institute upto Rs. 5000 once in a year.

## 3.8 Study Leave

Study leave for pursuing Research Review Meetings, Course work of Ph.D. programme of part time aspirants, is encouraged to all the staff subject to the following conditions:

- i. Must have completed at-least three years of service



- ii. Must have accomplished 70%+ performance of mentees/subject taught, in previous three years. 100% in English subject and labs

Ph.D. or higher qualification aspiring candidates who do not meet the above conditions can avail study leave from their CCL account.

Ph.D. Candidates attending for Pre submission of report work, Viva Voce as well as final Viva Voce can avail study leave based on Principal's discretion.

### **3.9 Optional Holiday**

Staff can avail optional holiday yearly once, during festivals, either before or after any festival, with a condition that number of days of absence, during festival, should not exceed two days. A total of two optional holidays will be granted in a period of one year. Prior permission needs to be taken for the same.

### **3.10 Compensatory Casual Leave (CCL)**

Staff can avail compensatory casual leave for the extra work rendered in college or work done during public holidays subject to the following conditions:

- i. Staff are expected to extend their services between 9.20 am to 5.20 pm (or any other timings decided) every day. Work done before and after the stipulated timings, will be counted, on an hourly/day basis and accounted in CCL account. The contribution and work done in the extra hours will be approved by Principal and the work allotting authority based on the work done.
- ii. There is no time bound for Admin Staff, including Principal, HODs, Directors, Admin office staff. All HODs and Admin staff must coordinate with Principal and if need arises, need to be in college till Principal Stays or completion of stipulated tasks.
- iii. Staff attending internal review meetings, external review meetings, college events/preparation shall not be considered in CCL account.
- iv. Staff are permitted to avail CCL for a maximum of two half days (two hours and plus) in a month from their CCL account.
- v. CCL gained in a particular calendar month, must be availed before the calendar month ends, however accumulated CCLs can be availed for pursuing higher education, seminars and any other activity that leads to increasing one's API score.

### **3.11 Optional and Mandatory Working Hours:**

If the mentor could not accomplish 70+% of mentees performance, the mentors must work during off timings i.e from 8.20 am to 9.20 am as well as 5.20 pm to 8.20 pm towards strengthening self as well as mentees credentials in curricular, co-curricular and extracurricular activities for a maximum of any 9 days in a month. It is optional and not mandatory for mentors whose percentage of success is 70+. Default mentors are subjected to action as per norms.

# PROMOTIONS

## 4.1 Promotion Policy



4.1.1 All promotions shall be considered on the basis of merit- cum – seniority basis.

4.1.2 The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.

4.1.3 The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.

4.1.4 Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher-level position, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:

Associate Professor: 5 years for ME/MTech with an API score of 300+

Professor: 5 years of service at AP Level, with an API score of 400+.

4.1.5 Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

4.1.6 All decisions on promotions shall be taken up from the month of June every year by the college Steering Committee.

4.1.7 All the positions will be considered based on AICTE norms, and its rules from time to time.

4.1.8 Teaching Assistants will be promoted to Assistant Professor Scale on completion of 1-year service subject to evaluation of teaching performance by Steering Committee.

# RETIREMENT

## 5.1 Retirement from Service

- 5.1.1 All teaching and non-teaching staff shall retire on completing the age of superannuation, which is as per AICTE/UGC for teaching and 60 years for non-teaching.
- 5.1.2 When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1<sup>st</sup> of May of the succeeding year.
- 5.1.3 If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
- 5.1.4 The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

## 5.2 Retirement benefits

- 5.2.1 All employees who are coming under the purview of the Employee's Provident Fund legislation shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.
- 5.2.2 The College shall contribute 12% of the pay subject to the ceiling of Rs 780 per person, towards the Employer's contribution to the EPF Scheme.
- 5.2.3 The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employer's contribution to the EPF Scheme
- 5.2.4 The College shall remit both the contributions as stated above to the EPF Scheme authorities.
- 5.2.5 The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.
- 5.2.6 The College shall help the employee to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.

# DISCIPLINE AND GRIEVANCE PROCEDURE

## 6.1 Code of Conduct for Teachers



6.1.1 Teachers shall be at the appointed classroom 5 mins before the appointed time without any exception.

6.1.2 Every teacher shall take attendance at the beginning of the teaching hour.

6.1.3 Every teacher shall close the hour punctually at the end of the hour.

6.1.4 A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be

- Taking correctional action if it is within his/her power, or
- Reporting the matter to the Principal and HOD

If it is observed that the faculty failed to act accordingly in dire situations, then appropriate action on faculty shall be taken by the steering committee

6.1.5 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.

6.1.6 Faculties and staff members shall not engage themselves in other activities/ businesses, which affects their effective contribution in the Department and the College.

6.1.7 Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favors.

6.1.8 Teachers shall maintain a respectable work conduct in terms of:

- a. Preparation for the particular day's Classes, with latest information added to earlier course content.
- b. Keeping all teaching aid material required for conducting the class in an orderly manner.
- c. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- d. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- e. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the Admin department staff, wherever appropriate.

- f. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

6.1.9 Teachers shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering into quarrels, fights or any act of disrespectful nature.
- Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization that might cause conflict of interest with the duties of a teacher and the reputation of the Institution.
- Not try to form any kind of Unions or Associations within the Faculty community or student community without prior approval by the steering committee.

6.1.10 Faculties shall conform to the Ethical Standards of a teacher as described in Annexure 6

6.1.11 Dress code prescribed for the Teaching Staff is as follows

- For Male staff:
  - a. Formal Dress (shirt and trouser) code with a tucked in shirt
  - b. Formal Shoes
  - c. Well-groomed look
  - d. If practicing Islamic attire, then Sherwani or Nehru jacket (or similar) over kurta pyjama is must
- For female staff:
  - a. Indian formal dress code
  - b. In case of Hijab, face should not be covered while handling classes

Note: Defaulters of dress code will be penalized with half day LOP; Decision of Principal is binding in this regard. If default continues for a long period, the Principal is authorized to take appropriate action

## 6.2 Discipline

As an employee of Lords Institute of Engineering & Technology, you are expected to maintain professional and ethical standards in exercising your duties. One should realize that we work with impressionable minds that can get influenced very easily.

With this as a background, the staff is expected to execute roles and responsibilities assigned to them. If at any given point of time, the staff is found lacking in executing the responsibility or violating the code of conduct expected in a professional organization, Principal/Directors/HOD can issue a show-cause notice, with the approval of Principal, for non-performance. If the reply given is not satisfactory, the Principal/steering committee will adopt the following course of action

- a. Memo and Censure with punitive action (for e.g. LOP)
- b. Recovery of money, where financial loss is involved in the act
- c. Suspension from work without remuneration

If it is found that more than 3 Show cause notices are issued in a particular month to a specific employee, additional LOPs will be awarded over and above the punitive measures taken by Principal against the staff.

Where the punishment proposed is in the categories c under Section 6.2, the Principal shall constitute a one-man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice. The Principal shall report the proceedings periodically to the Chairman.

Few of the sample cases when show cause notices could be awarded and punitive measures taken

- i. Absence without prior communication – 1 or 2 days LOP for each day of absence
- ii. If the staff bunks Area Discipline Coordinator (ADC) responsibilities, half day LOP. In case of leave or being absent, should make alternative arrangement with other faculty. Any deviation leads full day LOP for both.
- iii. If the staff doesn't attend to the scheduled class without prior approval by HOD, full day LOP may be considered
- iv. In case of dissipation of all leaves, the faculty member should make necessary arrangements, in such case one day LOP will be done. Else two days LOP will be done.
- v. Half day LOP for wearing non-formal dress.
- vi. One day LOP for not attending/late for meetings
- vii. Late coming faculty more than stipulated times are subjected to LOP of half day.
- viii. Faculty leaving the campus without permission are subjected to LOP of half day

Note: The cases and punitive actions mentioned above are only for example. The punitive actions can change depending on the gravity of the situation.

## 6.3 Grievances

The Principal, in consultation with the management, shall constitute a Grievance Committee to redress the Grievances of the teaching and non-teaching staff.

The grievance committee shall:

- a have a convener, to monitor the proceedings
- b meet once every month on a stipulated day and time

Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.

The convener of the Grievance Committee shall include such grievance as an item of the agenda in the next monthly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

The grievances shall be redressed immediately by the committee and by the Chairman/Management

The Convener shall record and maintain the minutes the meetings.

# CONSULTING, R&D AND TEACHING ASSIGNMENTS



## 7.1 Consulting and R&D

- 7.1.1 The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.
- 7.1.2 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.
- 7.1.3 In either case, the teacher shall take up the assignment by obtaining the approval of the R&D steering committee.
- 7.1.4 The teacher can avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- 7.1.5 The teacher shall also associate with other members of the faculty in working on the assignments.
- 7.1.6 The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
- a) Where it is a consulting project or R&D type assignment, involving the college's infrastructure facilities, it shall be 60:40 (40% to College). Work time should be during off timings of college, without hampering academic load i.e either before 9 am, or after 4.30 pm, or during Holidays. Work hours dairy needs to be endorsed by HOD, Principal and Director R&D. If the work is done during college timings it should be (80:20), 80% to college. The share should be from the net savings only i.e excluding electricity, material costs and machinery cost. If more than one staff is associated with the project, the split will be done appropriately from the faculty's share. All repairs and services cost of the machinery shall be recovered from subsequent Consulting assignment on that setup.
  - b) In all other cases like out side consultancy assignments, it shall be 80:20 (20% to College). The faculty member should make necessary alternative arrangements during outside visits and ensure the classwork and other assigned responsibilities do not get affected.



- 7.1.7 Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/Chairman/ Correspondent. This has be documented and approved by the Principal/Management members.
- 7.1.8 The Project Co-coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.
- 7.1.9 Every staff at the level of Associate Professor and Professor are expected to submit at least 1 Research proposal to various funding agencies, in consultation with Director Research & Principal, over a period of one academic year. For details on Incentives, kindly refer the self-appraisal form

## **7.2 Teaching assignments.**

7.2.1 The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:

- a. A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- b. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis. The consequences of this assignment might lead to disciplinary/legal action on the staff.
- c. No staff member shall be allowed to be registered as an Adjunct faculty with any other institution without prior approval. Under no circumstances, unless approved by the steering committee, should a staff member lend his/her name to be shown in other colleges as a staff member. If found, the college has the right to take appropriate action including suspension from work without pay or legal course of action.

## **7.3 In-house R&D**

- 7.3.1 The College encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.
- 7.3.2 Staff members can submit their proposals through the Head of the Department and Director Research and can avail the components, towards developing a prototype or model
- 7.3.3. Staff can approach Director R&D and request for funds or submit research proposals in coordination with the R&D team; The R&D steering committee will evaluate the proposal based on merit and suggest appropriately

## **7.4 Seminars/Workshops/Industrial Trainings**

- 7.4.1 The College encourages its faculties to organize Seminars and Workshops for the benefits of fellow teachers and students. The Management provides funds for programs organized by the Department.
- 7.4.2 College also encourages staff to attend seminars and conferences at other Institutions of repute. Travel allowance (To and fro 3 AC train tickets or Maximum of Rs 10,000/- for international travel) will be given for outstation events of good repute if selected as a Speaker/Presenter. It is the staff member's responsibility to convince the steering committee of the event's credibility and its documentation to claim the reimbursement. The amount will always be disbursed on submission of necessary documentation as per NBA and other accrediting agency norms

# College Steering Committee



College steering committee will be responsible for all the decisions with regards to the day-to-day issues that arise with regards to HR policy of the Institution. HR/Director Admin will be responsible for bringing all these issues to the notice of the committee. The concerned faculty must be available to present their case to the committee

## 8.1 Members of the committee

The following would be the Members of the Committee

- Management Representative
- Principal
- All Directors and Deans of the organization
- Concerned Head of the Department
- One head from another department as deputed by the Principal

The quorum for the Committee will be 5 people with Management representative and Principal as Mandatory members

In case of Faculty appraisal and increment review, one member at the level of Professor from another Organization shall be invited to be a part of the Committee.

## 8.2 Frequency of Meetings

- The meetings shall happen once in two weeks and all cases for the two weeks shall be presented to the committee. The committee will review the minutes of last meeting and necessarily update themselves. The time and date shall be announced for the next meeting at the end of this meeting
- The Principal is at will to call for a meeting depending on the gravity of the situation.
- Staff appraisal and increment review will be done Twice in a year, after the semester results for previous semester are declared

## ETHICAL STANDARDS FOR TEACHERS

### A Teacher

- Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
  - to respect parents, teachers, elders
  - to express the love of brotherhood to fellow students
  - to accept and extend due respect to every religion and social grouping
  - to love the Nation and commit their endeavors to Her progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise

### A Teacher

- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort

### A Teacher

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions

### A Teacher

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the School or of fellow teachers, students or any other member of society

A Teacher

- shall always accept the entity of fellow teachers, honor their sentiments and respect their value system
- shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities

Lords Institute of Engineering & Technology, Hyderabad



# **LORDS INSTITUTE OF ENGINEERING & TECHNOLOGY**

**(Autonomous)**

**Sy. No:32, Himayathsagar, Hyderabad-500091, Ph: 6309012442/43**

## **LEAVE APPLICATION FORM CL/CCL/EOL**

S.NO:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Department: \_\_\_\_\_ Type of Leave: \_\_\_\_\_

Leave From: \_\_\_\_\_ To: \_\_\_\_\_ No of Days: \_\_\_\_\_

Reason: \_\_\_\_\_ If CCL which date: \_\_\_\_\_

\_\_\_\_\_ Type of work done  
with HOD remarks: \_\_\_\_\_

### **Class Adjustment Details:**

S.No	Date	Year & Branch	Name of Subject	Time	Adjusted By	Signature

Leave Status	Available	Availed	Availed in this month	HOD remarks

Staff Signature	Examination branch	Recommended / Not Recommended by HOD	Sanctioned / Not Sanctioned by Principal

### **Instructions:**

1. If the arranged faculty didn't take classes their salary will be deducted.
2. Emergency leaves shall be submitted with the proof.
3. HOD's recommendations shall have comments.
4. HOD's shall ensure that more than 2 faculty shall not avail the leave at a time in the department.
5. If the leave is not sanctioned and the faculty avails the same is shall be treated as unauthorized leave and for every 1 day of unauthorized leave 2 days salary will be deducted apart from taking any action as the management deem fit.
6. The principal is authorized to sanction CL for 3 days only 1 excess of that shall be sanctioned by the management.
7. CCL will be sanctioned if any staff member worked on Sundays or any other Holidays subject to limitation upto 1 per year.



**LORDS INSTITUTE OF ENGINEERING & TECHNOLOGY**  
**Autonomous**

**SY. NO:32, HIMAYATHSAGAR, HYDERABAD – 500091, Ph No:6309012442/43**  
**ON DUTY PERMISSION**

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

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Dept: \_\_\_\_\_

Purpose: \_\_\_\_\_

On Duty (Date): \_\_\_\_\_ Time: \_\_\_\_\_

Class & Counseling Adjustment Details:

S No	Date	Year & Branch	Name of Subject/Counseling	Time	Adjusted by	Signature

Signature of Staff

HOD

Principal