Human Resources Policy Handbook

LORDS INSTITUTE OF ENGINEERING AND TECHNOLOGY
(Autonomous)

Hyderabad

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VISION & MISSION OF INSTITUTION

VISION

Lords Institute of Engineering and Technology strives continuously for excellence in professional educationthrough 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.

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HUMAN RESOURCE PLANNING

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 1:20 for UG, 1:15 for PG (Engineering) and 1:20 for PG (Management)and UG(BBA) 1:25. This shall change as per AICTE guidelines from time to time.

Stage	Designation
Entry Level, Stage I	Assistant Professor
Stage II	Assistant Professor **(**Senior Scale**)**
Stage III	Assistant Professor **(**Selection Grade**)**
Stage IV	Associate Profeesor
Stage V	Professor

1.1.5 The minimum contact hours during the week for each category shall be maintained as follows:

The faculty members working in technical institutions under the purview of AICTE shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities.

Designation	(Teaching / Laboratory hours) / week
Assistant Professor	16
Associate Professor	14
Professor / Senior Professor	14

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.

1.2 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

1.2.4 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 an appointment.

1.2.5 An offer of appointment shall be released by the member of management.

Minimum Qualification for Recruitments as per AICTE Guidelines

Minimum Qualification, Experience, Research Contributions, Feedback and Requisite Training requirements for different levels of direct recruitment and promotions for the faculty members are as follows:

Minimum Qualifications for Direct Recruitment as an Assistant Professor

a) Engineering / Technology

B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

b) For Management

Bachelor's Degree in any discipline and Master's Degree in Business Administration/ PGDM /C. A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

Minimum Qualifications for Direct Recruitment as an Associate Professor

a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

AND

b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

AND

c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

Minimum Qualifications for Direct Recruitment as a Professor

a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co- supervisor till the date of eligibility of promotion.

OR

d. At least 10 research publications at the level of Associate Professor in SCI journals / UGC /AICTE approved list of journals till the date of eligibility of promotion**.**

Direct Recruitment as a Professor of Practice

a. Professor of Practice must have a master's degree or PhD in their field and at least 15 years of professional experience, preferably at a senior level, will be eligible for Professor of Practice. They should also be able to teach courses, mentor students, conduct research, collaborate with industry partners, and develop and deliver professional development workshops.

b. The maximum duration of service of Professor of Practice at a given institution should not exceed three years and is extendable by one year in exceptional cases and the total service should not exceed four years under any circumstances.

c. The number of Professors of Practice in a HEI, at any point in time, should not exceed 10% of the sanctioned posts in a HEI.

Visiting Faculty Recruitment

There is a provision for inviting the adjunct/visiting faculty to make the students interact with the industry experts and/or experienced academicians to get exposure to the industry practices and/or in-depth knowledge, and hands-on experience.

An academician with a Ph.D. and retired as a professor, or an industry expert with a minimum of 15 years of experience in the area of expertise is eligible to take the course/s not less than 24 hours per year. Based on the expertise 24 hours can be for one course or more than one.

Remuneration can be an hourly/daily honorarium or contract for a semester/year as per the institution's norms.

1.2.6 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 X, 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 in special case referred to Clearance by the originating university returned upon verification.

1.3.2 Appointment Order will be handover to faculty/staff on the day of joining, can be withheld if certificates are not produced for verification.

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.

1.3.5 The service of the faculty will be Regularized after the mandatory probation period of 1 year.

1.4 Orientation

1.4.1 Every faculty 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 on department, 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/her 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 Faculty have to perform a variety of tasks based on which the increments and continuation, regularization of service on successful completion of probation period in the organization. Some of these include

a. Academic

a. Teaching & Laboratory Instruction

b. Development of Laboratory, Curriculum and Resource Material

c. Ensuring minimum pass percentage of 90%

d. Evaluation of students in the CIE and SEE

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 reputed

c. Accreditations

a. Involvement in Activities related to AICTE, OU, NBA, NAAC, UGC andother 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 forimprovement of performance

c. Ensuring the academic performance of the student is up to the mark

f. Extension

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

g. Initiative

a. Every faculty is expected to take initiatives and come forward with ideas thatwould 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 tothe student's needs

b. Regularly update oneself with the latest happenings in their respective fields

Student satisfaction is of utmost concern and needs to be achieved while professionally performing the duties of a faculty

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. Deans /Heads/Any Special Positions

c. Committee Coordinators for various Central and Departments

d. All other Teaching Faculty

e. All other non-teaching staff in the Department

Designations:

a. Professors

b. Associate Professors

c. Assistant Professors

d. Lab Assistants/Office Assistants/Support Staff

2.1.2. In addition, each department shall have support staff like Department Clerks and Department Attendant.

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

a Principal

b Manager Administration

c HR Staff

d 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/ 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 on recommendation of the Appraisal committee. However, principal and management can review and renegotiate the salary based on performance.

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. Staff Members are eligible to the increments prescribed at the end of 1-year service in the Institution.

2.2.3. 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

2.2.4. Faculty members will have to present their performance before Appraisal committee and based on the guidelines issued in Self-Appraisal Format and 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 be involved in Research & 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.

LEAVE

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 the 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. An employee, on leave or otherwise, cannot take up any service or accept any other employment or remuneration without prior approval from the Institution

3.1.6. 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.

3.1.7. 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.

3.1.8. 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 only once in a month. As far as possible, it is obligatory to the employee to inform the sanctioning authority about his/her availing of casual leave in advance.

3.1.9. Unauthorized Absence from duty not only results in cut in the emoluments for the period but also considered as misconduct inviting disciplinary action.

3.2 Casual Leave

Casual Leaves will be granted for a particular cause. Yearly 12 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, any Ex-facto leave should be supported by proper valid documents., it should be approved by the Principal.

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 in a quarter for genuine

reason viz family commitment, attending event of his/her interest, etc.,

3.2.5. If the Staff avails additional CLs along with a CL with both suffix and prefix of holidays, then those holidays will be counted as CLs. If CLs are not at credit, LOP will be applicable.

3.2.6. Between the leaves will also be 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 Earned Leave:

3.3.1. The Faculty/Staff of the college will be eligible for annual leave/ Earned leave as per the following details:

Period of Service	Teaching	Non-Teaching
Before Completion of 1year	-	-
After Completion of 1-Year	2	2
After Completion of 5-Year	3	3
Maximum EL's that can be accumulated	24	24

3.3.2. The EL's can be availed during the academic period as applicable without causing any academic disturbances and should be recommended by HoD.

3.3.3. EL's cannot be combined with CLs

3.3.4. EL's can be encashed at the end of the academic year. A ratio of 1:4 will be considered for Encashment purpose.

3.3.5. In case the staff member leaves the service causing any financial loss to college/ Pending repayment of any advance/loan, he will have to forgo any encashment of leave at the time of exit. If he is properly resigned and relieved his/her EL's are to be paid with his/her last salary.

3.4. Medical Leave

3.4.1. A Maximum of 3 leaves taken every year only in case hospital admission for the concerned faculty member and it is not cumulative.

3.5. Maternity/Paternity Leave

3.5.1. 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:

Note: - The lady faculty must have completed at least 1 year of continued service in Lords

3.5.2. Employee's 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.

3.5.3. Maternity leave can be availed only once by the employee.

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

3.5.5. The Maternity leave shall not be debited against the leave account

3.5.6. Three Days Paternity Leave shall be provided to male faculty.

3.6 Early Leaving - Late Coming Permission:

3.6.1. Three late reporting of any faculty in a month will be considered as ½ day leave.

3.6.2. Once in a month, two permissions of one hour early or late permission can be availed with prior permission from HoD and Principal. However, the scheduled classwork must not get disturbed under such situations else it will be treated as LOP.

3.6.3. Granting of permission will be at the discretion of the HoD and Principal.

3.7 Vacation

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

3.7.2. Number of days of eligibility for vacation based on years of service as below

S.No	Service in LIET	Number of Vacation Days
1.	6 Months and above	3
2.	One Year and above	7
3.	Two Year and above	15
4.	Three Year and above	21* (in 2 slots)

*Faculty from states other than Telangana, Andhra Pradesh and Karnataka can avail vacation in one slot.

3.7.3. Vacation cannot be availed during the academic classwork under any circumstances.

3.7.4. If on vacation, a staff maybe recalled depending on emergency.

3.7.5. For any staff's non-availability due to cancellation of vacation or non-approval of leave of vacation from service when their presence is mandatory (For e.g.: 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.

3.7.6. The final approval authority of vacation is the college steering committee.

3.7.7. 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

3.7.8. 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

3.7.9. 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.

3.7.10. 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.

3.8 On Duty Assignments

3.8.1. The College can permit any staff member to take special assignments with other Autonomous Colleges, Universities or Industries of repute, for specific period or to attend seminars or training programs or evaluation of examinations with prior permission from Principal.

3.8.2. 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 theother 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, withterms 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.

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

d. Where the Staff is proceeding on a training programme duly sponsoredby the College, the entire period will be treated as

e. On duty and he /she will be eligible for the pay and perquisites as though he has been workingin 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 minutesof meetings duly signed by client.

iii. If dept., HOD deputes, prior permission by HOD duly signedby principal along with minutes of meetings.

3.8.3. Attending Seminars/Conferences/FDPs:

i. Faculty member must have completed at-least one year of service

ii. Registration will be borne by the institute up to Rs. 7500 once in a year.

iii. Six Academic leaves will be granted per year

3.9 Special Leave

Special leave for pursuing Research Review Meetings, Course work, Pre-Talk and Viva Voce of Ph.D. Programme of part time aspirants, is encouraged once a year for a maximum of three days to all the staff subject to the following conditions:

i. Must have completed at-least 3 years of service

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

iii. Ph.D. Candidates attending convocation can avail a maximum of two days On-Duty Leave based on Principal's discretion.

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 9:30 am to 4:30 pm (or any other timings decided) every day. The contribution and work done in the extra hours will be approved by Principal and the work allottingauthority based on the work done (Two hours / days for 6 days will be granted 1 CCL).
ii. There is no time bound for Admin Staff, including Principal, HODs, Dean's/ Director, 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. 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 / Research score.

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 faculty 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:

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.

Minimum Qualification Norms for Promotions as per AICTE Norms

a) Qualification for Assistant Professor (Senior Grade)

For Promotion of Incumbents

a. Qualifications prescribed for the post of Assistant Professor (Senior Grade)

AND

b. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI Journals /Scopus/UGC Care Journals	Avg. 360º feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	8

b) Qualifications for Assistant Professor (Selection Grade)

For Promotion of Incumbents

a. Qualifications as prescribed for the post of Assistant Professor (Selection Scale)

AND

b. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant (Senior Scale)			
	Additional Qualification	Experience (Years)	Research publications in SCI Journals /Scopus/UGC Care Journals	Avg. 360o feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5 to < 8

c) Qualifications for Associate Professor

For Promotion of Incumbents

a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

b. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade)		
	Experience (Years)	Research publications in SCI Journals /Scopus/UGC Care Journals	Avg. 360o feedback score (out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

d) Qualifications for Professor

For Promotion of the Incumbents

a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor		
			Experience (Years)	Research publications in SCI Journals /UGC / AICTE approved list	Avg. 360º feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

b. Should have satisfied any one of the below mentioned set of requirements.

Note: 360° Feedback

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.
2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.

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 1st 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.

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:

- Preparation for the particular day's Classes, with latest information added to earliercourse content.
- Keeping all teaching aid material required for conducting the class in an orderlymanner.
- Going according to session plan for the day and completing the syllabus for thesemester without any backlog.
- Following up assignments and tests given to students, evaluating in time and givingfeedback to the students.
- Ensuring the orderly arrangement of Class room and its cleanliness with the help ofstudents and the Admin department staff, wherever appropriate.
- 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 disrespectable nature.
- Not engaging any activity of business inside the college premises, including moneylending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization that might cause conflict of interestwith 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. 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 kurtapajama 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 Principalis binding in this regard. If default continues for a long period, the Principal is authorizedto take appropriate action.

6.2 Discipline

As an employee of LORDS INSTITUTE OF ENGINEERING AND 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/Deans/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 assigned discipline 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 9:30 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 Dean Research &Development, 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 willgo through the nature of the assignment and approve the same.

b. Unless approved by the Principal, a teaching staff member shall nottake any teaching or non-teaching assignment in another institution,whether for remuneration or on honorary basis. The consequences ofthis assignment might lead to disciplinary/legal action on the staff.

c. No staff member shall be allowed to be registered as an Adjunct facultywith any other institution without prior approval. Under no circumstances, unless approved by the steering committee, should astaff 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 Dean Research and Development can avail the components, towards developing a prototype or model

7.3.3. Staff can approach Dean R&D and request for funds or submit research proposals in coordination with the R&D team; The RAC 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 7,500/- 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 Deans of the organization
- Concerned Head of the Departments
- 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

9.0. POLICY FOR ENGAGEMENT OF PROFESSOR OF PRACTICE (PoP)

1. Preamble

To strengthen industry-academia collaboration and provide students with practical exposure aligned with the objectives of the National Education Policy (NEP) 2020, Lords Institute of Engineering and Technology (LIET) has formulated this **Policy for Engagement of Professor of Practice (PoP)**.

The engagement of Professors of Practice enables the Institute to bring experienced industry professionals into the academic environment, thereby enriching classroom teaching, practical learning, innovation, entrepreneurship, consultancy, and collaborative research.

This policy has been framed in accordance with the provisions of the **AICTE Approval Process Handbook** and the **UGC Guidelines for Engaging Professor of Practice in Higher Educational Institutions**.

2. Objectives

The objectives of engaging Professors of Practice are to:

- Strengthen Industry–Institute interaction.
- Bridge the gap between academic learning and industrial practice.
- Enhance experiential and outcome-based education.
- Introduce industry-oriented teaching methodologies.
- Promote innovation, entrepreneurship, consultancy and collaborative research.
- Mentor students in projects, internships and skill development.

3. Scope

This policy shall apply to all Undergraduate and Postgraduate programmes offered by Lords Institute of Engineering and Technology.

4. Eligibility Criteria

The eligibility of Professor of Practice shall be as prescribed in the AICTE Guidelines.

Designation	Eligibility for Degree
Professor of Practice (PoP)	**Ph.D** with relevant **10 year** of experience in reputed organisation. **Or**
	Masters with relevant working experience of **15 year** in reputed organisation. **Or**
	B.Tech with relevant working experience of **seventeen (17) year** of experience in reputed organisation. **Or**
	Ph.D/ Masters/B.Tech with minimum five (5) patents and 05 years of experience in the start-up.
Associate PoP	**Ph.D** with relevant **5 year** of experience in relevant working reputed organisation. **Or**
	Masters with relevant working experience of **10 year** in reputed organisation. **Or**
	B.Tech with relevant working experience of **Twelve (12) year** of experience in reputed organisation. Ph.D/ Masters/B.Tech with minimum five (5) patents and 03 years of experience in the start-up.
Assistant PoP	**Masters** with relevant working experience of (**05) year** in reputed organisation. **Or**
	B.Tech with relevant working experience of **Seven (07) year** of experience in reputed organisation. **Or** Ph.D/ Masters/B.Tech with minimum five (3) patents and 03 years of experience in the start-up.

5. Nature of Engagement

The engagement of Professor of Practice shall be:

- Contractual in nature.
- Based on institutional requirements.
- Exclusive of regular sanctioned faculty positions.
- Governed by the AICTE Approval Process Handbook and UGC Guidelines.
- Approved by the Competent Authority of the Institute.

6. Honorarium and Workload

Particular	Professor (PoP)	Associate (PoP)	Assistant (PoP)
Honorarium	Honorarium shall be fixed based on the Candidate Experience		
Minimum Contact Hours	45 Contact Hours per Semester	45 Contact Hours per Semester	45 Contact Hours per Semester

7. Roles and Responsibilities

The Professor of Practice shall perform the following academic and professional responsibilities:

- Undertake academic course work assigned by the department.
- Deliver lectures on emerging technologies and industry practices.
- Conduct laboratory sessions wherever applicable.
- Mentor student projects, internships and innovation activities.
- Promote industry interaction and collaborative activities.
- Assist in curriculum enrichment and outcome-based education.
- Conduct workshops, seminars and faculty/student development programmes.
- Support consultancy, research and entrepreneurship initiatives.

8. Examination Responsibilities

The Professor of Practice shall undertake examination-related responsibilities while handling assigned courses, including:

- Question paper setting.
- Evaluation of answer scripts.
- Practical examinations.
- Viva-voce examinations.
- Project evaluation.
- Continuous Internal Evaluation (CIE) activities.

All examination-related activities shall be carried out **as per the norms of Lords Institute of Engineering and Technology and the affiliating University.**

9. General Conditions

- Appointment shall be made as per AICTE/UGC guidelines.
- The engagement shall be approved by the Competent Authority.
- Performance shall be reviewed periodically based on academic contribution and student outcomes.
- The Institute reserves the right to renew or discontinue the engagement based on institutional requirements and performance.

10. Approval

This policy has been framed in accordance with the provisions of the **AICTE Approval Process Handbook** and the **UGC Guidelines for Engaging Professor of Practice in Higher Educational Institutions** and shall come into effect upon approval by the Governing Body of Lords Institute of Engineering and Technology.

References

1. **UGC Guidelines for Engaging Professor of Practice in Universities and Colleges** (2022), which outline the objectives, eligibility, duties, categories of engagement, remuneration, selection procedure, and tenure. The guidelines state that remuneration for HEI-funded Professors of

Practice shall be mutually decided by the institution and the expert, and the engagement is for a fixed term.

2. **AICTE Professor of Practice Guidelines (Table 'A')**, prescribing eligibility criteria for Professor of Practice, Associate PoP, and Assistant PoP for engineering and technology institutions (as provided in the AICTE reference document shared)

LIET (A)

Annexure – I

CALCULATION OF 360^0 FEEDBACK SCORE

The 360 Degree Score shall be determined on the basis of following parameters.

a. Teaching Process (Maximum Point 25)

b. Students Feedback (Maximum Point 25)

c. Departmental Activities (Maximum Point 20)

d. Institute Activities (Maximum Point 10)

e. ACR (Maximum Point 10)

f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

a. Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

d. Institute Activity (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Training and Placement officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. ACR (**Maximum points 10**)

ACR maintained at institute level shall have 10 points based on grading.

f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.

Note: The activities mentioned in above criterion are indicative. Principal / Director /

HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading.

Calculation of Credit Points

(Sample Calculations Page-1)

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Point 25)

S. no	Semester	Course/ Code Name	No. of Scheduled Classes	No. of Actually Held Classes	Points Earned	Enclosure No.
1	1/ 2023-24	U21CS301-DS	42	39		
2	1/ 2023-24	U21CS201-AI	39	38		
3	2/ 2023-24	U21CS601-CO	41	39		
4	2/ 2023-24	U21CS602-DAA	42	41		
		Total	164	157	23.93	

B. Students' feedback (Max Point 25)

S. no.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
	1/ 2023-24	U21CS301-DS	22.3	
	1/ 2023-24	U21CS201-AI	21.8	
	2/ 2023-24	U21CS601-CO	19.6	
	2/ 2023-24	U21CS602-DAA	22.8	
		Total	86.5	

C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2023-24	Lab I/C	3	3 Point/ semester	
2	1/ 2023-24	Consultancy	3	3 Point/ semester	
3	2/ 2023-24	Timetable I/C	3	3 Point/ semester	
4	2/ 2023-24	Timetable I/C	3	3 Point/ semester	
5	1/ 2023-24	NBA work	3	3 Point/ event	
6	1/ 2023-24	Lab I/C	3	3 Point/ event	
7	2/ 2023-24	Consultancy	3	3 Point/ semester	
		Total	21		

Calculation of Credit Points

(Sample Calculations Page-2)

D. Institute Activities (Max Credit 10)

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2023-24	HoD /Dean	4	4 Point/semester	
2	1/ 2023-24	Coordinator appointed by Head of Institute	2	2 Point/semester	
3	2/ 2023-24	Organized Conference	2	2 Point/event	
4	2/ 2023-24	FDP/Conference	2	1 point /event, to be divided between all co-coordinators	

E. ACR maintained at institute level (Max Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

S.No.	Year	Activity	Credit Point	Criteria	Enclosure No.
1	2023-24	ACR	10	Extra ordinary	
2		ACR	8	Very Good	
3		ACR	9	Excellent	
4		ACR	10	Extraordinary	
Average			37/4=9.25		

F. Contribution to Society (Maximum Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

Calculation of Credit Points (Blank Format)

Name	
Present Position	
Academic Year	
Teaching- Process	

A.Teaching Process (Maximum Points 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Point	Enclosure no.
1						
2						

B.Students' feedback (Maximum Points 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure no.
1				
2				

C.Departmental Activities (Maximum Points 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

D.Institute Activities (Maximum Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

E.ACR maintained at institute level (Maximum Points 10)

S. No.	Year	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

F. Contribution to Society (Maximum Points 10)

S. No.	**Semester**	**Activity**	**Credit Point**	**Criteria**	**Enclosure no.**
1					
2					

Summary

S. No	Summary	Points	Academic Year	Academic Year	Academic Year
			1	2	3
1.	Teaching Process (Max Points 25)	25			
2.	Students' feedback (Max Points 25)	25			
3.	Departmental Activities (Max Points 20)	20			
4.	Institute Activities (Max Points 10)	10			
5.	ACR (Max Points 10)	10			
6.	Contribution to Society (Max Points 10)	10			
Total (Max Points 100)					
Total on 10 Point scale					

STUDENT'S FEEDBACK FORM

(*To be used by institutions*)

Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

For Getting Filled in Through Student

S. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University/ College/ Board?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i)Practical demonstration					
	(ii)Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students.					
	Total					

Annexure – II

LORDS INSTITUTE OF ENGINEERING & TECHNOLOGY

(Autonomous)

Approved by AICTE | Affiliated to Osmania University | Estd.2003.

LEAVE APPLICATION FORM
(CL/CCL/EML)

Leave Form No. (To be filled by HR): **Date:**

Name: _____ Designation: _____

Department: _____ Type of Leave: _____

Leave from: _____ to: _____ No of Days: _____

Reason: _____

If CCL (Date of Work): _____ Type of work done: _____

HoD remarks: _____ Recommending Authority remarks: _____

Class Adjustment Details:

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

Leave Status	Available	Availed	Availed in this month	HR remarks
CL				
CCL				
EML				

Staff Signature with Date	Examination Branch with Date	Recommended / Not Recommended by HoD with Date	Sanctioned / Not Sanctioned by Principal with Date

Instructions:

1. **If the adjusted faculty didn't take classes their salary will be deducted.**
2. **All the Emergency Leaves shall be submitted with the proof and only 1 such leave is allowed in a month.**
3. **HOD's recommendations shall have comments by giving the reason of recommendations.**
4. **HOD's shall ensure that no more than 15 % faculty shall 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 cut 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 up to 1 per month.**

Annexure – III

LORDS INSTITUTE OF ENGINEERING & TECHNOLOGY

(Autonomous)

Approved by AICTE | Affiliated to Osmania University | Estd.2003.

ON DUTY LEAVE APPLICATION FORM

OD Leave Form No. (To be filled by HR): **Date:**

Name: _____ Designation: _____Dept.: _____

Purpose: _____

Authorizing Authority: _____

Reporting Organization: _____

On Duty (Date): _____ Time: _____

Class Adjustment Details:

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

Total Availed	Availed in this month	HR remarks

Staff Signature with Date	Examination Branch with Date	Recommended / Not Recommended by HoD with Date	Sanctioned / Not Sanctioned by Principal with Date

LIET(A)

Annexure – IV

GATE PASS

Date:

LORDS INSTITUTE OF ENGINEERING & TECHNOLOGY, HIMAYATH SAGAR, HYDERABAD

Name of Candidate _____ Department _____

Roll No/ Staff ID No _____ Mobile No: _____

Name of Parent/ Guardian/ Guest _____ Mobile No. _____ Vehicle No: _____

Consent from parent/Guardian to Mentor from their number _____(Applicable for student only)

SLP/LP _____ IN TIME _____ OUT TIME _____ (Upward way)

SEP/EP_____ OUT TIME _____ IN TIME _____ (Return Way)

Signature of Mentor/Head **Signature of AO** **Signature of Principal**

NB:1. For student's permission, Mentor as well as HOD's signature is mandatory with official seal.

2. For staff: HOD and Principal Signature is mandatory and for Non Teaching AO,s signature is mandatory.
3. Two Late/early permissions for 20 min, Candidates leaving in college hours, as well as guests are required to return the pass with due signatures.
4. **This pass is mandatory to be processed for all, who reports the college after 9.25 am, and who wish to leave in between college hours.**

LIET(A)