

HUMAN RESOURCES POLICY

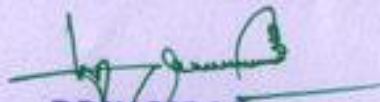
The objective of this policy is to recruit potential staff who have relevant skills, qualifications and experience as per AICTE and affiliating university guidelines to make a positive, innovative contribution towards the development of the institution.

The Principal shall assess the staff requirement for the subsequent academic years and seeks approval from the Governing Body.

The organization gives a news paper notifications/Web Notifications based on staff requirement. Based on received job applications, the committee shall short list the candidates by conducting technical tests, including class room demonstrations and Personal Interview.

Principal will appoint a selection committee for recruitment in each department, which is composed of management Nominee, Head of Department, one senior staff member and the subject experts.

The committee shall finalize the short listed candidates in the ratio of 1:2 for every position to be filled and submit their recommendations along with the personal data sheets of the candidates to the principal, who in turn decides the appointment



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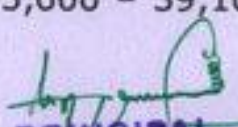
and seeks management approval. An offer of appointment shall be released by the principal.

Qualifications will be followed as per AICTE and JNTUA norms.

- B.E/B.Tech/B.S and M.E / M. Tech/M.S or integrated M.Tech in relevant branch with 1st class or equivalent in any one of the degree are eligible for appointment as Assistant Professors in engineering departments.
- Bachelors degree in any discipline and Masters degree in Business Administration/PGDM/CA/M.Com/ICWA with 1st class or equivalent are eligible for appointment as Assistant Professors in departments of management.
- M.Sc./M.A with additional higher qualification, 1st class graduates or a Master degree with 55% or equivalent degree in concerned subject from Indian universities, besides have cleared NET/SLET/SET or who have been awarded Ph.D. degree are eligible for appointment as Assistant Professors in science and humanities department.
- Ph.D. with 1st class in B.E / B. Tech (or) M.E / M. Tech with 5 years teaching / industry / research experience or B.E / B. Tech / M. Tech from Industry / Profession with minimum eight years of research experience is eligible for appointment as Associate Professor.
- Ph.D. with 1st class in B.E/ B. Tech (or) M.E / M. Tech with 10 years teaching / industry / research experience or M.E / M. Tech from Industry/Profession with minimum ten years of research experience is eligible for appointment as Professor.

Pay scales:

- Assistant Professor: Pay scale :Rs.15,600 – 39,100 with AGP of Rs. 6,000


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- Associate Professor: Pay scale: Rs.37,400 – 67,000 with AGP of Rs. 9,000.
- Professor: Pay scale: Rs.37,400 – 67,000 with AGP of Rs. 10,000.

The faculty will receive house rent allowance 30 % of basic pay and dearness allowance as per the following, non teaching staff (10%), assistant professor (10%), associate professor without Ph.D(10%), associate professor with Ph.D (20%) and professor (20%).

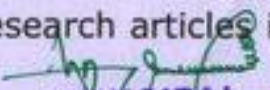
Performance Appraisal: Faculties are being judged and evaluated by Students, HODs, Principal, all the time through Self Appraisal. The appraisal system includes various parameters viz., Results Analysis, Student's Feedback, Conferences / Workshops attended, Research contributions, etc.

Salary Increments:

Staff Members are eligible to the increments at the end of 12 months service in the Institution. The increments will be effective from the beginning of every academic year. Additional Increments shall be given to the staff members based on their contributions, feedback from students and results achieved in the University Examinations, at the discretion of the Management. The staff members have to submit the self appraisal form to the concerned HODs after completing two semesters of service.

Incentives Policy:

To encourage the faculty towards research, the management has decided to give incentives for publishing research articles in reputed


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Journals. Faculty members are eligible for the following incentives based on their performance, contribution and years of service at the Institution.

Academic Performance:

- For producing 90% and above results in a theory paper: Certification of excellence will be awarded.
- For producing 80% and above results in a theory paper: Certification of Appreciation will be awarded.
- Faculty desiring to undergo for Part-time Ph.D can avail the academic leave.

Reimbursement of expenses for attending

Conferences/Workshops:

This benefit entitles teaching faculty to avail expenses reimbursed for attending workshops / FDPs/ paper presentations in conferences.

Professor: 100% of the expenses including registration fee, travel expenses, lodging etc. or Rs.20,000/- whichever is less and on duty leave is sanctioned.

Associate Professor: 100% of the expenses including registration fee, travel expenses, lodging etc. or Rs. 12,000/- whichever is less and on duty leave is sanctioned.

Assistant Professor: 100% of the expenses including registration fee, travel expenses, lodging etc. or Rs. 10,000/- whichever is less and on duty leave is sanctioned.

Any individual faculty member can avail only once in a year.


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Reward for Publication of papers in SCI Indexed Journals:

If any faculty member publish his/her research article in SCI Indexed, Scopus Indexed or UGC Approved Journals with the affiliation of Institute, they will be entitled for the award in terms of certificates and monetary benefits as detailed below:

Rewards:

SCI Index	: Rs. 10,000 and a certificate
Scopus Index	: Rs. 5,000 and a certificate
UGC Approved	: Certificate of appreciation
Patents	: Rs. 50,000

All the above said rewards are applicable for first authors only. In case of second author and third author, reward will be 50% and 33% respectively of the above furnished amounts.

LEAVE RULES

The following kinds of leaves shall be admissible to employees of the SREC:

1. Casual Leave
2. Earned Leave
3. Compensatory Casual Leave
4. Study/Sabbatical Leave
5. Academic Leave
6. Medical/ Sick Leave
7. On-Duty Leave (OD)
8. Maternity/Paternity Leave
9. Summer Vacation


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Leave cannot be claimed as a matter of right. When the exigencies of the services so require, discretion to refuse or cancel leave of any description is reserved with the authority empowered to grant it.

The nature of leave due and applied for by an employee cannot be altered at the option of the sanctioning authority.

1. CASUAL LEAVE

- i. Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not interrupted. The maximum numbers of casual leaves in a calendar year are 14@ one day CL per month. At a time, not more than four days including holidays shall be granted.
- ii. Sundays and other holidays may be prefixed, Inter-fixed and suffixed with the casual leaves.
- iii. Casual leave cannot be combined with any other kind of leave.
- iv. 7 days special casual leave can be granted by the Director/ Principal to an employee for self marriage (only once). However, this can be clubbed with the balance CLs/ELs, if the employee completed his/her service for one year.
- v. 10 days special casual leave may be granted by the Director/ Principal in case of death of his/her own dependents (own parents, own children or legally wedded spouse) and these leaves can be clubbed with the balance CLs/ELs.

2. EARNED LEAVE

- i. The teaching staff of the college will be eligible for earned leave when the Teaching / Non-Teaching staff completes 1 years of service. The number of Earned Leaves will be 8 per year.


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- ii. The EL can be availed during the academic period as applicable without causing any academic disturbance and should be recommended by HoD.
- iii. EL cannot be Inter-fixed with Sundays or any other holidays.
- iv. Any unused part of EL can be carried over to the academic year.

3. COMPENSATORY CASUAL LEAVE

Compensatory Casual Leave may be granted to the employees in lieu of working on closed day(s) and can be availed within semester/year.

4. STUDY / SABBATICAL LEAVE

- i. The teaching staff may be granted leave for advancement of their education in India or abroad under specified terms and conditions.
- ii. The faculty who is going on leave must have completed a minimum of three year service as aforesaid and will have lien on employment, and without pay during such leave of absence.
- iii. The faculty will sign an agreement with the college specifying the terms and conditions of leave as aforesaid, as determined by the Director/ Principal duly approved by the management on case to case basis.
- iv. The Management, at its discretion will extend assistance towards higher education fees as interest free loan.
- v. Staff members availing facilities for full time study need to sign agreements with the management to serve the institution for a minimum period of three years (Ph.D.) or two years (M.E. or Ph.D. course work), along with sureties.


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- vi. Staff members undergoing to higher educational programs need to complete within the stipulated time.

5. MEDICAL/SICK LEAVE

- i. 7 days special leave may be granted / availed in case of accident, hospitalization or getting operated due to serious illness of employee.
- ii. This leave may be availed only on medical grounds i.e. hospitalization or serious illness for more than three days.
- iii. Proper documentary evidence is essentially required to avail this leave.
- iv. Sickness of general short-time duration is expected to be covered under CL/EL.
- v. This leave may be combined with CL/EL for hospitalization or serious illness.

6. DUTY LEAVE (ON DUTY)

- i. The Institute can permit on duty to any staff member to take special assignments with other institutions or industrial units for any official purpose.
- ii. On duty leave may also be granted to attend faculty development programs, observer duty etc., on the recommendations of the Head of the institution.
- iii. Where the staff is proceeding on a training program duly sponsored by the institution, the entire period will be treated as on duty. He/She will be eligible for the pay and perquisites though he is not working in the college during such period on the recommendations of the management of the institution.
- iv. On duty may also be granted to the staff members who are pursuing their higher studies at the maximum limit of 6 days in


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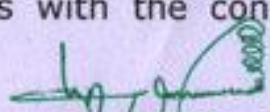
a calendar year for their examinations. They should submit a proof of examination for applying OD along with their application.

7. MATERNITY LEAVE

- i. Women employees of SREC except those on temporary basis may be granted maternity leave for a period of 3 months. Leave application is to be supported with a certificate issued by competent authority.
- ii. Maternity leave will not be debited to any other kind of leave.
- iii. Maternity leave may be combined with other kinds of leave except casual leave, but any leave applied for in continuation of maternity leave may be granted only if the application is supported with a medical certificate issued by competent authority.
- iv. The payment of maternity leave will only be released when the women employee re-joins on duty after availing the maternity leave.
- v. Maternity leave is to be granted to an employee provided she gives a certificate stating that she has less than two surviving children.
- vi. Maternity leave must be applied at least 3 months in advance.

8. SUMMER VACATION:

- i. A circular on Summer Vacation and its terms and conditions shall be released every year for the Faculties/Staff of SREC. The vacation for such staff member may be applied well in advance to their respective Authorities with the consent of Director/Principal.


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- ii. In case of extension of leave, Summer Vacation may be clubbed only with EL which shall be intimated to the concerned authority well in advance.

EMPLOYEE BENEFITS:

SREC promotes various benefits to the employees to create and improve sound and healthy employee relations, to boost up employee morale, to motivate the employees by identifying and satisfying their unsatisfied needs, to provide security to the employees against social risks like medical and maternity benefits, to protect the health of the employees and to provide safety to the employees against accidents.

This includes statutory benefits like EPF, ESI, Maternity Leaves, Medical Leaves, etc. Being apart, SREC encourages the fringe benefits to all its faculties/staff like Laptop and Mobile facility to eligible staff, Group Mediclaim Policy, Group Personal Accidental Policy, Periodical Health Checkup, Reimbursement for attending International / National Conferences and Workshops, Reimbursement for meeting Medical Emergencies, Marriage Leaves, Special Leaves meeting emergency requirements, transportation etc.

RELIEVING/RESIGNATION/TERMINATION:

- i. Resignation will not be accepted during the middle of the semester or academic year. It may be submitted before 3 months from the last working day of the academic year.
- ii. Staff member recruited will be on probation for a period of one year. During this period if a staff member wants to resign or


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- the authorities like to terminate his/her services, one month notice should be given from either side.
- iii. Probation period is deemed to be over after the period of one year from the date of joining, unless otherwise extended or reduced by the management. After the probation period, if any faculty wants to resign or if the management wants to terminate a faculty member for whatsoever reasons, three months notice should be given from either side or equivalent salary should be paid in lieu of notice period.
 - iv. The Management reserves the right to waive-off / reduce the notice period.

TRANSPORT FACILITY

The institute buses are running on "No Profit No Loss" basis.

- i. The bus charge, as applicable, will be free for all Teaching and Non-Teaching staff coming from Tirupathi.
- ii. All faculty and staff should reach the designated boarding point before 5 minutes of the scheduled time to board the bus to avoid inconvenience to self and others.
- iii. All faculty and staff should board / drop the bus at designated boarding/dropping points only.
- iv. Every one travelling by the bus should carry bus passes, issued by Transport department of the college.


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