



Marri Laxman Reddy Institute of Technology and Management
(UGC Autonomous)
Dundigal, Hyderabad – 500043

Administrative and HR Policy

(Revision No:3, With effect from 09 September 2024)

Administrative and HR Policy

Preamble:

1. The service rules shall be called as "**Marri Laxman Reddy Institute of Technology and Management**", Service Rules. These rules shall supercede the existing service rules.
2. They shall be deemed to have come into effect and shall apply to all the employees of the Institute as per their date of joining.

GENERAL SERVICE CONDITIONS

1. All employees of the institute shall adhere to the institute's general disciplinary and conduct regulations.
2. Employees must be present during institute working hours on all designated working days.
3. Employees shall dedicate their full time to the institute's service and shall not engage, directly or indirectly, in any trade, business, private tuition, or other activities that may interfere with their duties.
4. Employees may be placed under suspension by the appointing authority pending an inquiry into any charges against them, with a fair opportunity to present their case. The Principal is authorized to suspend any employee in the interest of the institute and must report such actions to the Management.
5. Employees intending to resign must provide three months' notice or pay three months' salary in lieu thereof. Resignations become effective upon acceptance by the Management/Principal or the date of relief, whichever is earlier. The institute shall maintain and regularly update a personal file and Service Register for each employee.
6. All employees are subject to these regulations and shall be held accountable for any breaches.
7. Employees must wear ID cards at all times and ensure students do the same.
8. Leave applications must be submitted in advance with appropriate alternative arrangements.
9. Employees must conduct theory and laboratory classes as per the schedule and strictly adhere to the timings.
10. The medium of instruction shall be English. Employees must refrain from speaking in other languages, such as Telugu, during classes or laboratory sessions.
11. Employees must actively participate in the JNTUH Affiliation Process, AICTE Approval Process, NBA, and NAAC Accreditation processes, assisting the department in preparing required documentation for inspections.
12. The use of mobile phones during class and lab hours is strictly prohibited for faculty members. Faculty members must also ensure students comply with this rule.
13. Employees are expected to be responsible and actively contribute to the development of the department and the institute. Attendance at departmental, institutional, and other scheduled meetings is mandatory.
14. Employees must report any instances of student indiscipline to the appropriate authorities, regardless of their department.

15. Employees must uphold ethical standards and contribute to maintaining a conducive learning environment.
16. Employees shall not be under the influence of alcohol or drugs while on duty.
17. Employees must maintain integrity, dedication, honesty, and impartiality in their professional conduct. They should be courteous and professional in interactions with the Management, Principal, staff, students, and the public, always acting in the best interests of the institute.
18. Employees must observe the prescribed working hours and be present at their designated workplace. Absence from duty without prior approval is not permitted.

TEACHING STAFF

Eligibility Criteria:

1. **Principal:** A candidate must hold a Ph.D. in Engineering with at least 10 years of experience in teaching, research, or industry, including at least three years as a Professor. Alternatively, a candidate with a Ph.D. in Engineering must have a minimum of 13 years of experience in teaching, research, or industry.
2. The recruitment and selection of Professors, Associate Professors, and Assistant Professors in Science, Engineering, Technology, and Management shall be conducted as per the norms prescribed by affiliating bodies.
3. The recruitment and selection of Librarian and Assistant Librarian positions shall be conducted in accordance with the regulations specified by affiliating bodies.
4. The recruitment and selection of Physical Education faculty shall adhere to the stipulated norms.

Recruitment Process:

The institute conducts recruitment twice a year or as required. The recruitment committee includes internal course experts, respective Heads of Departments, and two senior faculty members.

1. A notification is published in a widely circulated daily newspaper inviting applications as per the specified criteria.
2. Applications are scrutinized by the respective Dean HR / HOD, and shortlisted candidates are invited for interviews.
3. Candidates applying for Assistant Professor Positions may be required to take a written test, deliver a demonstration lecture, and attend a personal interview.
4. Candidates applying for Associate Professor and Professor Positions must deliver a demonstration lecture and attend a personal interview before the recruitment committee.
5. Selected candidates undergo a Junior Interview with the Principal.
6. Shortlisted candidates must submit all original certificates related to qualifications, service records, and custodian certificates to the institute. These documents are necessary for the JNTUH staff selection committee interview, appointment processing, and regulatory inspections.

7. All shortlisted candidates must attend interviews conducted by the JNTUH Staff Selection Committee. Based on the committee's recommendations, candidates will be considered for appointment.

Compliance Requirements at the Time of Joining:

1. Employees must abide by the rules and regulations of the institute.
2. Employees must submit scanned copies of all relevant certificates, including JNTUH-UID, passport-size photos, bank account details, Aadhaar, PAN, SSC, Intermediate, B.E./B.Tech./MBA/MCA/M.Sc./M.A./M. Tech./M. Phil./Ph.D., experience certificates, softcopy of thesis (if applicable), guide details, appointment letter confirming Ph.D. admission (if any), genuineness certificates, and any other relevant documents.
3. Employees must submit a joining report confirming a minimum commitment of one year of service and report to the respective Head of the Department.
4. Employees shall be on probation for two years for entry-level positions and one year for senior positions.
5. The Management Governing Body, upon the Principal's recommendation and with valid reasons, may extend an employee's probationary period or terminate employment with due notice. Employees shall remain on probation until an official confirmation of satisfactory completion is communicated, even if the stipulated period has elapsed. Upon confirmation, employees shall hold office until the age of superannuation—ordinarily sixty years for teaching staff and fifty-eight years for non-teaching staff—unless found unsuitable for regular duties.
6. Employees initially appointed on a temporary basis who are later granted regular appointments shall commence their probation from the date of their regular appointment.
7. Employees shall not apply for employment elsewhere during their probation period.
8. Probation rules do not apply to temporary, contract, or contingent appointments.
9. Services of employees appointed on a temporary or contractual basis may be terminated at any time without prior notice or explanation.
10. Employees must ensure the proper uploading of all required documents, including SCM minutes, appointment letters, certificates, publications, PAN, Aadhaar, and other relevant records in the service register and the JNTUH Faculty Registration Portal.

Induction Program: All the fresh appointees should undergo an induction program which will focus on

1. Creating awareness about the culture, norms, standards and expectations of institute.
2. Acquainting the new appointee with the existing faculty of Institute and in particular with the respective department.
3. Facilitating the individual with the syllabi, scheduling of sessions and other related matters

Duties and responsibilities of the faculty members:

1. Comply with the institute guidelines.
2. Be on time to the institution and be present during all working hours.
3. Follow institute and departmental policies and procedures.
4. be courteous towards fellow faculty members, other staff, students and visitors.
5. Maintain pleasant Working environment which fosters collegiality and teamwork
6. be at work place when required, this includes the vacation period or holidays whenever his/her presence is required.
7. No leaves can be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities
8. Maintain the confidentiality of the information
9. No faculty should leave the institution in the middle of the academic year
- 10 Keep abreast in the subject by referring to journals and periodicals regularly.

For conducting theory classes, the teacher has to

1. Go to class with well-versed preparation.
2. Present to the class at least 5 minutes before the commencement of class and engage the whole session.
3. Clear the doubts of the students then and there in the class.
4. Take attendance in the middle of the first hour in the forenoon and immediately after entering the class room for all the remaining hours.
5. Prepare teaching schedule and lecture notes in accordance with the academic calendar.
6. Take steps to maintain perfect discipline inside the class.
7. Make use of NPTEL/IUCEE/SONET programs.
8. All the course handling faculty must use ICT facilities.

For conducting practical classes, teacher has to

1. Faculty handling the laboratory courses needs to reach five minutes before the commencement of the particular laboratory both in forenoon/afternoon session.
2. Give crystal clear instructions.
3. Demonstrative if needed to know how to do the experiment.
4. Faculty found with phone in laboratory will be confiscated and will not be returned.
5. After the laboratory session (forenoon/afternoon) faculty needs to evaluate the laboratory worksheet for 20 marks at the end of same day.
6. Faculty may reject the uploaded worksheet if it's not meeting the requirement/not matched the scheduled week experiment.
7. At the end of the laboratory session (forenoon/afternoon), faculty needs to post the attendance Into Bees ERP login by entering their valid credentials within 20 minutes

8. After each laboratory session course handling faculty, needs to upload at-least 05 to 10 slides By entering the topic covered along with related course outcome.
9. Attest is readings of the experiment if any.
10. Let the students know the percentage of error he/she commits for every experiment
11. Give marks based on the percentage of error
12. Sign the worksheets and return them before the end of every practical class.

Contact Hours:

The teaching is reckoned in terms of contact hours. The contact hours are sum of lecture, tutorial and practical hours. One lecture hour per week is rated as one contact hour and one tutorial or two practical hours per week, are rated as one contact hour

Pay Fixation Procedures: The basic compensation at institute includes fixed pay, Incentive pay and all other pay benefits as per statute. The following are the details:

- **Fixed Pay:** The fixed pay is guaranteed to all the staff members as per the AICTE UGC pay scales. In addition, there is a Provident Fund benefit to non teaching staff that put in more than 2 years of service
- **Incentive Pay:** There is a scheme in place which appreciates the best performing faculty members who will be rewarded financially depending on the quality of their performance

Pay Scales

1. Pay: AICTE UGC scales of pay as applicable from time to time shall be adapted to the posts Classified as teaching staff

2. Allowances: Deans, House rent and other allowances as per Telangana State Government rates and rules as extended by management are adapted from time to time to all regular employees of the Institute

Design of the Salary structure, Increments and Allowance

1. The basic pay is calculated as per norms based on the rank at which the person is recruited.
2. Increments are calculated based on qualification and experience.
3. Regular increments shall be sanctioned by the Principal based on satisfactory performance of the employee. In the case of Principal, Chairman/Secretary & Correspondent are the sanctioning authority. In the case of employee in the office and other supporting staff, Principal is the sanctioning authority as recommended by the Administration officer in the prescribed problem. The management shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend oneself.
4. Additional increments will be sanctioned to the faculty upon qualification enhancement.

Duties and Responsibilities of Librarian: Librarian is responsible for equipping and maintenance of the library as per AICTE norms. In discharge of his function.

1. Makes a list of books both with titles and volumes for each course with the coordination of HODs and Teaching staff, get it approved by the principal, purchase and positions them in the library.
2. Procures the Journals, Magazines and News papers regularly as required.
3. Receives additional requirement of books from the departments and procure them as and when required.
4. Maintains digital and fully automated library.
5. Updates NPTEL lectures and material time to time.

Duties & Responsibilities of Physical Director:

He/ She are responsible for the general physical fitness of the students. To achieve this, he/she:

1. Conducts sports and games as per schedule given.
2. Prepares the promising students to take part in inter university games and sports.
3. Prepares and submit the performance of the students in this field on regular basis.

Timings: All the faculty members are expected to be present in the institute at least 10 minutes before the actual timing of the institute and stay till 10 minutes after the end of the last period. A staff member can leave early or come late with prior permission of the Principal. This facility can be availed twice in a month and the permission cannot exceed duration of one and half hour at a time

Holidays: The Institute observes holidays for the calendar year as per the official GO released by the Telangana State Government.

Teaching and Non-Teaching Staff Leaves:

The staff members are entitled to avail the following leave benefits:

CASUAL LEAVE (CL):

Causal leave is a concession given to the members of the teaching and non-teaching staff to enable them in special circumstances to be absent from duty. However, this cannot be claimed as a matter of right. The total number of days of CL permitted is 15 in a calendar year. The quantum of casual leaves admissible to them will be on prorating basis.

- a. A teacher availing the CL must arrange for the class work with substitutes with concurrence of HOD and must be compensated by the end of the month.
- b. The teacher has to get the sanction of his/her leave from the Principal through the HOD at least one day prior to the date of leave applied.

- c. In case of emergency i.e., for death of his/her relatives and other extraordinary circumstances alone the CL. can be availed after passing on the information telephonically to the office. An alternative arrangement for class work has to be informed to the HOD.
- d. CL may be combined with CCL, Sundays, or any other notified holidays.
- e. Total number of days of CL, to be availed at a spell should not exceed 6 days including the holidays and Sundays
- f. Casual leave (CL) shall not exceed two days per month and requires approval from the principal, (as per the balance in their leave account)
- g. January to December of calendar year shall be followed for availing CL
- h. Unutilized CL lapses at the end of the calendar year.
- I. A minimum of half a day CL can be availed.

COMPENSATIVE CASUAL LEAVE (CCL):

It is a leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. Chairman, Principal and HOD concerned of the college.

- a. CCL can also be combined with CL.
- b. CCL can be availed as full day only.
- c. Unutilized CCL if any will be carried forward to next calendar year. Clause from (a) to (f) of (CL) are applicable for CCL.

MEDICAL LEAVES (ML):

- a. The staff members suffered while handling dangerous machinery or performing hazardous task with chemicals are eligible for hospital leave for a period required for recovery
- b. During this period full pay with allowances will be paid to the concerned staff members
- c. Staff members are eligible for 3 days of ML. for the medical treatment other than that mentioned in (a) above.
- d. The Management has a right to refer the affected staff member for medical advice to the hospital or medical practitioner of its choice.
- e. ML will be sanctioned only on production of a medical certificate from a registered medical fractioned.
- f. Intervening holidays will also be treated as ML

MATERNITY LEAVE (MAT):

- a. The leave is admissible to married women employees appointed on regular basis.
- b. The leave may be sanctioned up to 120 days half-pay leaves.
- c. The leave is not admissible in case of an employee, who has two or more surviving children.
- d. The leave is admissible to women faculty who has completed two years of service at MLRITM.

PATERNITY LEAVE (PL):

- a. A Male employee of the institution, who has completed at least two years of continuous and satisfactory service, is eligible for paternity leave (PL) for a maximum of 4 days within 15 days

from the date of delivery of his Spouse, subject to prior approval of the principal. The CL for maximum of 2 days can be clubbed with PL.

B. PL. sanctioned shall be availed on a continuous basis and cannot be availed in installments.
c. An employee can avail PL only for two times in his entire service period.
d. The decision of the principal will be final in sanctioning of PL.

OFFICIAL DUTY (OD)/ACADEMIC LEAVE (AL):

This is permitted to staff members who are assigned a duty officially. The nature of duties and the number of days of OD/AL permitted are as follows.

a. For the conduct of practical, theory and paper valuation faculty members will be permitted.
b. Total OD/AL of 5 days per semester will be granted for the following:

- Participation and/or Presentation of paper in National International Seminars /Conference/Symposium/Workshops
- Viva-voce and Synopsis submission.
- UGC NET (National Eligibility Test), and SET (State Eligibility Test) upon submission of the respective completion certificate, this policy complies with all courses.

c. Staff members are permitted to go on 'Academic Leave for academic works of the institute. Such as Board of Studies, Academic Council, Staff Selection Committee, Accreditation committee, Resource person for other institutes and other Committee / Council formed related to the works of AICTE/other prescribed bodies etc., after obtaining prior written permission from the HOD and the Principal. Staff members availing OD/AL are entitled to draw the salary in full for the entire period of OD/AL.

d. In all the cases, prior written permission has to be obtained from the Principal.

EARNED LEAVES (EL):

a) All staff members earn 3 days EL. per year of service.
b) The staff is permitted to surrender in multiples of 15 days of EL accumulated beyond 9 ELs in a year and apply for encashment of the same. The cash equivalent to a maximum of 30 days will be allowed. However, the staff who tender resignation or whose services are terminated will not be eligible for encashment balance of EL, to their credit.

c) Earned Leaves encashment Formula:

Formula = [(75% of Gross Pay)/30] * No of ELs

d) Staff member can avail the ELs only after accumulating beyond 9 ELs in their account.
e) Any staff member can avail ELs only after prior approval.

SUMMER VACATION:

a. The vacation period for teaching staff and non-teaching staff for one academic year is totally 30 and 15 days respectively. The staff members are permitted to avail the vacation in the maximum of 2 spells.

- Teaching faculty (Total: 30 days)
- Non-teaching staff (Total: 15 days)

- b. One third of unused summer vacation will get convert into Earned Leaves.
- c. The vacation is for a specific period and is decided by the management. No staff member can take the vacation after the vacation period.
- d. Availing the total period of vacation at a stretch is not permitted.
- e. The principal has the right to prevent any staff member from availing a portion or the whole vacation if the service of the particular individual is essential for the administration of the institution.
- f. When prevented from enjoying the vacation, the particular staff will be eligible for the grant of suitable compensatory additional leave after the end of the academic year.
- g. Staff members who have completed one year of service as on date of commencement of vacation period are entitled for vacation as detailed above.
- h. However, the staff with a service of less than one year will be given vacation proportionally to the length of period of service rendered by him/her.
- i. No other leave can be combined with vacation
- j. All the staff must be present in the institution on the last working day prior to the vacation and also, on re-opening day after the vacation to become eligible to draw their vacation salary.

Note: Any type of leave mentioned above cannot be claimed as a matter of right and the decision of the Management Principal in all the cases is final.

CONDUCT RULES:

Every faculty shall be governed by these rules and is liable for all consequences in the event of any breach of rules.

- 1. Faculty should maintain integrity, devotion to the duties, honesty and impartiality in official dealings and be courteous and polite and be loyal to the institute and management.
- 2. Faculty should be on time to the institution and be present during all working hours. No leave will be availed without prior approval, leave will be sanctioned only after adjustment of class work and other responsibilities. Even during leave or vacation, no faculty shall leave headquarters without the prior permission of the competent authority
- 3. Faculty cannot engage directly or indirectly in any trade, private tuition or undertake outside employment.
- 4. No faculty shall engage in strike or similar activities such as absence from work or neglect of Duties etc.
- 5. Any aggrieved faculty should seek redressal through the grievance procedure of the institute.
- 6. No faculty should play politics of any kind and causing embarrassment to the institution's prestige.
- 7. No faculty should maintain groups and not interacting/communicating uniformly with all staff members.
- 8. No male staff members should interact and communicate closely with girl students and also Staff members, both male and female, has to maintain professional distance and should not indulge in affairs of any kind with one another.

9. The faculty should maintain healthy interaction with the students and pay attention to their personal and professional problems.
10. The faculty should avoid carrying and attending to calls during class hours and also not allowed to use mobile phones while moving in corridors. This cautious behavior will ensure Discipline among the youngsters too.
11. The faculty should insist that all students get up and greet the teacher as and when the teacher Enters the lecture hall as this training would help them develop good manners and enable Them to greet the fellow faculty members as and when they come across
12. As theory and practical's are twin methods of teaching the faculty should always remain in The laboratory during practical sessions and assist students with their experiments
13. As students are prone to depressions, mental stress the faculty should make it a point to Counsel them at frequent intervals, especially, before and after the examinations
14. The faculty should update academic skills by attending to workshops, FDPs, research Programs, seminars and so on. And also, faculty should make use of ICT, NPTEL, and other Online digital resources
15. The faculty should discharge official responsibilities university institute department assigned By Principal/ HOD related to

DISCIPLINARY ACTION

- 1 Any employee is liable for disciplinary action for disobedience, misconduct and dereliction negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself
2. After establishing the misconduct of the employee, the following disciplinary actions will be initiated.
 - a. Issue of a Memo
 - b. Withholding increments/promotion
 - c. Recovery from his salary whole or part of any pecuniary loss caused to the institute due to negligence of duty or breach of orders/rules.
 - d. Suspension
 - e. Removal from service
3. If the competent authority feels it necessary to constitute an enquiry as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of four member's Disciplinary committee chairman, HOD and two senior faculty members from other departments. An employee can appeal to the Management/Principal against any punishment imposed by the competent authority
4. The employee can be terminated without assigning any notice if found guilty of misconduct or negligence, threatening, absence from service without prior notice in writing or without sufficient cause for 07 days or more and not obeying the management instructions
5. Terminated Staff member will not be reappointed under any circumstances.

RESIGNATION PROCEDURE:

1. No resignation will be accepted in middle of the academic year. If they do so, they have to give three months' notice or refund three months' pay. The resignation shall come into force from the date of accepting the resignation by the principal or the date of submission of resignation by staff member, whichever is earlier.
2. The letter of resignation has to be forwarded through proper channel.
3. during the notice period no leaves will be sanctioned. If he/she is absent from the duties during the notice period, the notice period is extended.
4. The faculty should submit a No-Due Certificate in the appropriate proforma.
5. The institute issues a "relieving letter" along with "service certificate and returns the documents pertaining to the faculty.

NON-TEACHING TECHNICAL STAFF

Eligibility Procedure: “Technical support staff” comprise the following categories with qualification, experience, and pay scales

S. No	Category	Qualification and Experience
1	Workshop Assistant	B.E / B. Tech, Mechanical / Civil Engineering with 10 years of experience in the relevant field
2	System Administrator	B. E / B. Tech, or equivalent in computer Science with 5 to 6 years of experience in networking and system administration
3	Programmer	B. E (CSE), B. Tech (CSE) / M. Sc (Computer science) / MCA/ M. Tech
4	Computer Operator	Any Degree with Computer Knowledge
5	Technician workshop/Instructor	I.T.I in the concerned trade & Apprenticeship
6	Lab Assistant	Degree / Diploma /ITI with 2 years of experience in the relevant field in case of physics & Chemistry a degree in the respective discipline

Pay Scales and Allowances:

1. Pay: Pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.

2. Allowances: Dearness, House rent and other allowances as per Telangana State. State Government rates and rules as extended by management are adapted from time to time to all regular employees of the institute.

Recruitment Procedure: The concerned HOD/ puts up a consolidated requirement to the principal who in turn arranges for recruitment. An oral and practical interview is conducted by a committee consisting of the HOD and a senior faculty. The selected candidates will be interviewed by the principal

Compliance requirements of the technical support staff at the time of joining.

1. The appointee should abide by the rules and regulations of Institute.
2. The appointee should furnish the details such as bank. Account No, PAN no, and deposit the relevant certificates in support of the qualification and experience.
3. The appointee should submit the joining report and sign an undertaking accepting to render a minimum of one year of service.

NON-TEACHING TECHNICAL STAFF

Eligibility Procedure: “Technical support staff” comprise the following categories with qualification, experience, and pay scales

S. No	Category	Qualification and Experience
1	Attendant	S.S.C
2	Record Assistant	Intermediate
3	Junior Asst/Typist/Jr. Steno	Any degree from university
4	Library Assistant	I st Class Diploma in Library Science
5	Computer Operator	Any Degree in Computers
6	Administrative Officer	Master Degree or Degree from any University
7	Accounts Officer	Master's degree in commerce
8	Accountant	Bachelor's degree in commerce

Pay Scales and Allowances:

1. Pay: Pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.
2. Allowances: Dearness, House rent and other allowances as per Telangana State. State Government rates and rules as extended by management are adapted from time to time to all regular employees of the institute.

Duties and Responsibilities of Non-Teaching Staff

Administrative officer: Administrative officer is responsible for:

1. Security

2. Canteen
3. Material procurement including stationary.
4. Supervision of sanitation, maintenance of the furniture and general equipment
5. Internal Arrangements
6. Transport
7. Miscellaneous
8. Campus discipline and Cell phone checking and seizing from the students, Ragging. Teasing etc., in the campus
9. Office Administration and Correspondence.
10. Submission to and receipt from of correspondence
 - a) Higher Education
 - b) Technical Education
 - c) JNTU
 - d) Minority cell if applicable
11. Report to Management/Principal daily on the work progress.
12. Any other work assigned by the authorities from time to time.

Accounts Officer/ Accountant: Prepares and maintains all the finance related records of the institute and execute the functions like.

1. Fee collection
2. Bill payments
3. Salaries and acquaintances.
4. Purchases
5. Sundry expenditures.
6. Liaison with banks and financial institutions for loans
7. Student scholarships
8. Individual income-tax assessments and advice.
9. DD payments for various government institutions
10. Any other finance related matters.

Cashier/Accounts Clerk: Assist the Accounts Officer/ Accountant in all the financial services.

Office Assistant Staff Related Functions

Maintain the records of

1. Staff personal file
2. Staff attendance register
3. Staff leaves
4. Service register
5. Inward and outward files
6. And any other staff related activates.

Office Assistant Student Related Matters

Prepare and maintain the records like

1. Students admissions
2. Student personal files
3. Admission cum academic Register
4. Bona fide Certificates & ID Cards
5. Students list preparation in consultation with Exam Cell I/C
6. Loan estimation
7. Transfer/institute leaving certificate
8. And any other student related work

Office Assistant - scholarship and liaison

Prepare and maintain the records of

1. Eligible students for scholarships of various categories.
2. Submit and follow up with government agencies till the scholarship is materialized.
3. Disbursement of scholarship through cheques.
4. Submit acquaintances to the government and follow up the renewals.

Front Office assistant/Telephone operator

1. Present a good show of office, receive visitors and attend to their queries.
2. Receive the incoming calls and route them to the respective officers and help the officer establishing phone connections to outside agencies through the intercom.

Recruitment and Promotional Policy:

S. No	Present Designation	To the position aspired	Eligibility	Basic scale fixation as on date	Remarks/suggestions
1	Asst Professor AGP Rs.6000	Fresh appointment	BE / B. Tech with First class and ME / M. Tech / M. Phil first class	15600-39100 with AGP Rs. 6000	Deserving candidates are entitled for two non compounded increments at entry level
2.	Assistant Professor AGP Rs.8000	Associate Professor + AGP Rs 9000	Qualification are required for the post of Assistant Professor AGP Rs.6000+Should have 3 years of teaching experience as Assistant Professor AGP 8000 and PH.D in relevant field	37400-67000+AGP Rs 9000	Should be guiding minimum one Ph.D student and possess minimum two post Ph.D publication in international journals of repute in the relevant field

3.	Associate Professor + AGP Rs 9000	Professor AGP Rs. 10000	BE / B.Tech and ME / M. Tech with first class at UG/PG and obtained Ph.D. Degree recognized by UGC in relevant discipline + minimum of 10 years teaching experience of which at least 5 years should be as Assistant Professor and 2 years Associate Professor	37400- 67000+AGP Rs 10000	Should be guiding minimum two Ph. D students and possess minimum one post Ph.D publication in international journal of repute in the relevant field during last one year
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