



SEICOM DEGREE COLLEGE

(Affiliated to Sri Venkateswara University)

HR Policy

HUMAN RESOURCE POLICIES

These rules shall be called SEICOM DEGREE College, Tirupathi. **Human Resource (HR) Policies- 2017**(Governing the conditions of Service of Teaching and Non- Teaching Staff).

These rules shall apply to all the teaching and non-teaching employees of SEICOM DEGREE College, Tirupathi. unless other-wise mentioned in the appointment order.

These **revised rules** shall come into effect from **1st January 2017** and are as follows.

I. HUMAN RESOURCES

1. The Principal is the executive head of the institution and is appointed by the management through a selection process or by invitation. He/she shall be ratified by the university subsequently.
2. The Principal shall normally assess the faculty requirement at the end of every academic year for the subsequent academic year as per the norms and teaching load requirements.
3. The normal weekly contact hours for each category of the staff are;

Principal	4 hrs
Professor	8 hrs
Associate Professor	12 hrs
Asst. Professor	16 hrs
Qualification & Eligibility: As per UGC norms.	

II. RECRUITMENT PROCESS:

Applications shall be called through an advertisement in standard news papers.

As per above norms short listed candidates will be called for interview (written test/demo/personal interview).

Duly constituted selection committee with Principal as the Chairman, External subject expert, University Nominee, Head of the Department and Secretary & Correspondent as members shall conduct the interview and recommend the candidates for appointment for a given post.



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On behalf of the college management the Secretary& Correspondent will issue the appointment letter.

III. PAY & ALLOWANCES PAY SCALES

The Scales of pay for various teaching positions shall be as follows.

Principal & Special Positions: As per UGC norms, commensurate with qualifications and experience.

Additional Increments of pay will be considered for candidates possessing additional qualifications and experience/exposure.

Non-teaching staff are appointed on consolidated pay, based on their qualifications and skills. They are eligible for annual increments & PF Contribution.

ALLOWANCES:

In addition to the basic pay a monthly dearness allowance shall be extended to teaching faculty.

The rate of D.A. shall be decided by the management from time to time and shall be implemented accordingly. House rent allowance will be paid @ 10% of basic Management can also decide on other allowances depending upon the requirement.

PROVIDENT FUND:

All employees who are coming under the purview of employees Provident Fund legislations shall be enrolled as members as such, on the date of their joining the college if they were already having P F account in operation. For others, PF contribution by the management shall commence after completion of two years service in the college.

INCREMENTS:

Staff members are eligible for annual increments at the end of 12 month service in the college. The increments will be effected at the beginning of every academic year ie., in the month of July for teaching staff. The increments will be affected from January of every year for non-teaching staff. Additional increments/salary hike may be given to staff members based on their contributions and performance, at the discretion of the management.



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INCENTIVES & REWARDS:

Faculty members are encouraged to improve their qualifications through QIP Programs and external Registrations.

Faculty are encouraged by deputing them for conferences, seminars and workshops etc., by meeting the expenditure towards registration fee, TA & DA Cash incentives also may be given for paper publication in reputed technical referred journals with high impact factors.

Employees working in the college for more than 10 years and 15 years shall be felicitated with cash awards.

IV. LEAVE RULES:

Causal Leave/Earned Leave:

Teaching & Non-teaching staff shall be eligible for leave as follows:

During 1 st Year of Service	-	12 CLs
From 2 nd Year onwards	-	18 CLS (12+6)

12 CLs which are lapsable at the end of the calendar year.

6 additional leaves, which if not used shall get forwarded as earned leave to the credit of the employee.

Earned leave can get accumulated up to 120 days.

HALF PAY LEAVE:

Employees are eligible to avail leave with half pay upto 10 days in a year. On Medical grounds it can be commuted to 5 days with full pay.

MATERNITY LEAVE:

All the regular lady employees are entitled to maternity leave of 90 days with half pay.

STUDY LEAVE:

The teaching faculty of the college can be granted leave for advancement of their qualification in India or abroad.

The teacher who is going on leave as aforesaid will have lien on employment. The leave may be without pay/with 50% pay/with 100% pay.



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The teacher will sign an agreement with the college specifying the terms and conditions of leave as aforesaid, as determined by the Principal/Secretary & Correspondent on case-to-case basis.

The management, at its discretion, may extend assistance towards higher education fees, as interest free loan or as 100% assistance.

Faculty pursuing P.G. under SSS programme may be sanctioned summer vacation of 4 weeks and the remaining period may be treated as study leave with full pay.

In the case of non-teaching staff pursuing higher education through schemes like CCC etc., study leave may be granted for attending contact classes and examinations.

For Faculty pursuing Ph.D program through external registrations, special leave may be granted for attending review meetings and examinations etc.,

VACATION:

All the teaching staff are eligible to avail 4 weeks of vacation in an academic year. If a faculty member is prevented from availing vacation due to official work at the institute, he/she will be entitled to get earned leave at the rate of 1:3 of the unused vacation.

Non-teaching staff are eligible for 2 weeks vacation in an academic year.

For availing vacation an employee should have served for one academic year.

SPECIAL PROVISIONS:

When a bachelor employee gets married, he/she can avail special leave up to 7 days sanctioned by the management.

For any calamity in his/her family, special leave up to 10 days may be granted by the management on case-to-case basis.

ON DUTY ASSIGNMENTS

The college can permit faculty members to take specific assignments with other colleges or industrial units, for specific period of time or to attend seminars and training programs.

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

Where the assignments are under arrangement between the college and the outside organization, the staff will continue to receive the pay and perquisites from the college.



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Where the assignments are taken up by the individual faulty member with terms and conditions defined by him/her with the other organization in which the assignments is to be carried on, he/she shall not be eligible for the pay and perquisite from the college.

Where the employee proceeds on a training program duly sponsored by the college, the entire period will be treated as on duty and he/she will be eligible for the pay and perquisites as if he is working in the college during the period.

V. PROMOTIONS

- All promotions shall be considered on the basis of merit cum seniority.
- The Principal shall appoint a committee for promotion, in which he/she shall be the chairman, with two professors and invited experts from the industries/other institutions.
- Under normal circumstances a faculty member shall be considered for promotion to the next higher level position, subject to satisfying the following conditions.
 - a. For promotion to Assoc. Prof: Minimum 5 years Experience as Assistant Professor with Ph.D., and significant contribution to the institute.
 - b. For promotion to Professor: Minimum 5years of services as Associate Professor with Ph.D., and significant contribution to the institute.
- All decisions on promotions shall be usually taken up in the month of July every year.

VI. RETIREMENTS

Retirement from Service:

- All teaching and non teaching staff retire on completing the age of superannuation, which is 60 for teaching and 58 for non-teaching.
- When a faculty member completes the age of superannuation on a day falling during the academic year, he/she shall retire on 30th April, of that academic year. The management can re-appoint a retired person below 65 years of age.
- The college will communicate it in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- If the retiring employee has accumulation of earned leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal for appropriate sanction.



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- The age of superannuation as mentioned above shall not be applicable to the Professor of Emeritus and Special Category appointments.

RETIREMENT BENEFITS

The College shall Endeavour 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.

VII. CONDUCT RULES

Code of conduct for Teachers

- a. Teachers shall engage classes as per the schedules without any exception.
- b. A teacher finding a student committing any act of misconduct in the class or in the premises shall immediately take appropriate action, if it is within his/her power, or report the matter to the HOD/Principal.
- c. Every staff member shall attend all the departmental and Institutional functions and carry out responsibilities assigned by employing the best of their skills and attention.
- d. Faculty and staff members shall not engage themselves in other activities/business, which affects their effective contribution in the department and the college.
- e. Faculty and staff members shall not receive gifts of any kind from the students or the parents for any favoritism.

Teachers shall maintain a respectable work conduct in terms of:

- a. Completing the total syllabus as per the schedule at a uniform pace.
- b. Following up of assignments and tests given to students, evaluating them in time and giving feedback to the students.
- c. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the house-keeping staff, wherever necessary.
- d. Obtaining sanction for leave of absence in advance after making the substitute arrangements for class work and informing the students of such absence as a measure of courtesy.

Teachers shall observe good personal conduct in terms etc.,



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- a. Not using any abusive language towards students, fellow teachers, parents and other members of public.
- b. Not entering into quarrels, fights or any act of disrespectful nature.
- c. Not to affiliate with any political organization that might conflict with the duties of a teacher and the reputation of the institution.

Faculties shall conform to the ethical standards of a teacher as described below

A teacher

- a. Shall have a sense of belonging to the institution.
- b. Shall assume total dedication to the teaching profession.
- c. Shall always have an urge to excel in professional expertise.
- d. Shall wear respectable attire, befitting the society's expectations.
- e. Shall always listen to students with concern, whether it be in respect of contents in lessons or it be relating to any personal problem.
- f. Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- g. Shall attend to parents as a true representative of the institution, clarify their doubts with concern and help them understand the system in a better manner.
- h. Shall always give the parents authentic and correct information.
- i. Shall always accept the entity of fellow teachers, honor their sentiments and respect their value system, shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

VIII. DISCIPLINE AND GRIEVANCES

Any teacher who is violating the code of conduct defined in this manual will be subjected to appropriate disciplinary action by the Principal/Correspondent after preliminary enquiry and calling for explanation.

The course of action for disciplining a teacher shall be under the following categories.



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- a. Memo and Censure
- b. Warning in writing, with recovery of money, where financial loss is involved in the act.
- c. Any staff member receiving more than two memos or warning, will be given punishments mentioned in 'd' or 'e'.
- d. Suspension from work without remuneration.
- e. Dismissal or discharge from service.

GRIEVANCES

- The Principal shall constitute a Grievances Committee to redress the grievances of the teaching and non-teaching staff.
- The Grievances Redressal Committee shall be composed of the Principal as Chairman and a faculty member from each department and Secretary & Correspondent as members.
- The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- The Grievance Redressal Committee shall meet on a stipulated day and time whenever a grievance is reported, discuss the issue and take measures for redressal.

IX. CONSULTANCY, R&D AND OTHER ASSIGNMENTS

The college encourages its teachers to take consultancy and R&D assignments within the institution, with other institutions or industries appropriate to the teacher's competence

Research & Development Policy

This policy on implementation of a Research and Development Activity applies to all full time, regular faculty (and staff if applicable) to motivate faculty members to concentrate on research & development related activities in addition to the teaching-learning.

Approvals and Procedures

Application for incentive/ grant must be made & signed by the faculty member, the Department HOD, Dean (R&D) and forwarded to the Principal for final approval.

Benefits and incentives to faculty

The policy is administered according to the guidelines listed below.



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1. Generation of Research Grants from any External Agency:

Faculty members are expected to submit proposals for research grants to the external funding agencies. Any research project grant sanctioned by any external agency,

the faculty member is eligible to receive **10%** of the sanctioned research grant as incentive. If the project involves more than one faculty from SEICOM, the total incentive amount will be shared among the participating faculty members. The year in which the research project commenced is the criteria for consideration and sanction of incentive. A project cannot be included more than once in the project duration. Any publication or patent arising out of this research will also be eligible for incentive as per the policy.

2. Patents and Copyrights

a. International Patent Granted –	Rs. 50000/-
b. National Patent Granted –	Rs. 25000/-
c. Monographs/ Articles/ Copyright International –	Rs. 20000/-
d. Monographs/ Articles/ Copyright National –	Rs. 10000/-

Expenditure incurred by a faculty member in filing a patent application may be reimbursed immediately when the patent application gets accepted for publication in their journal for comments/examination. Since the incentive will be given after the patent is granted which may take about 2-3 years or even more.

3. Consultancy Projects:

If there is a substantial contribution by the faculty members and the staff in the consultancy project, the incentive may be awarded as given below from the total value of consultancy amount received.

Description	Share
College	40%
Principal	5%
HOD	5%



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Faculty	40%
Lab Assistant/ Technician and others	10%

Any exceptions to this policy must be approved in writing by the principal through proper channel.

4. Journal Publications:

The publications will be considered only if they are indexed in **SCI (Web of Science) or Scopus or UGC listed** and the incentive may be given as indicated below.

A. Publication incentives for Faculty:

a. Scopus Free Journal	1st Author	Rs. 8000/-
	2nd Author	Rs. 4000/-
	3rd Author	Rs. 2000/-
b. SCI Free Journal	1st Author	Rs. 15000/-
	2nd Author	Rs. 7000/-
	3rd Author	Rs. 4000/-
c. UGC Listed Free Journal	1st Author	Rs. 4000/-
	2nd Author	Rs. 2000/-
	3rd Author	Rs. 1000/-

5. Attending Conferences/ Seminars:

A regular faculty member will be entitled for: College level research committee will forward the recommendations to the Principal for necessary approval.

a) International conference/ seminar held outside India (Abroad)

100% of registration fee and OD may be given for a faculty member once in two years to present the accepted paper. 100% of actual travel expenditure or Rs. 50000/- towards



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travel whichever is less may be given. Also faculty members are advised to apply for travel grant scheme to various funding agencies (UGC/ AICTE/ DST etc.) to attend abroad conferences.

b) International conference/ seminar held in India

Registration Fee, TA & DA as per college norms and OD for presenting accepted paper may be given for a faculty member once in a year.

c) National conference/ seminar

Registration Fee, TA & DA as per college norms and OD for presenting accepted paper may be given for a faculty member once in a year.

6. Book/ Chapter Publication:

a. Book published by International Publishers – (John Wiley, Mc-Graw Hill etc.)	Rs. 25000/-
b. Book published by National Publishers - (S. Chand, Dhanpath Rai etc.)	Rs. 10000/-
c. Chapter published by International Publishers –	Rs. 5000/-
d. Chapter published by National Publishers –	Rs. 2000/-

7. Attending FDPs/ STTPs/ Workshops/ SDPs/ Industry Training etc.

Registration Fee, TA & DA as per college norms and OD may be given to attend training programs held in India twice per year per faculty member.

OTHER CONDITIONS / GUIDELINES

- I. If an author from other university or college is involved, they will not be considered for incentive. Supervisors from SEICOM may be entitled for 1st author incentive even their name appears as 2nd or 3rd author in case of 1st author is research scholar outside the college.
- II. It is the responsibility of the faculty member to produce evidence of having published



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paper/ book/ granted patent/ monograph or any for the purpose of getting incentive. He has to produce a printed copy and the HOD should attest the same.

- III. The faculty member is expected to submit an application with attaching copies of evidence duly countersigned by the HOD and Dean (R & D) for necessary approval.
- IV. After verifying the claim and approval by the Principal, the office of college will disburse the amount following the usual procedure.
- V. The criteria and modalities will be amended at any time, then and there, by the College. The college reserves the right to change or amend or suspend the policy without any notice.

INHOUSE R&D

The college encourages its faculty to undertake department-wise R&D activities along with students and other staff members.

- Each Department can get a financial assistance up to Rs. 50,000/- in a year from the management for in-house R & D work.
- Staff members can submit their proposals through the Head of the Department and can avail a maximum of Rs. 5,000/- per project, towards developing a prototype or model.

X. TA/ DA Rules

The following rules will apply normally to the employees of the college whenever they perform a journey for official work and deputed by the college.

a) Travelling Allowance:

- Fare limited to 2nd AC / Volvo for Principal & Professors
- Fare limited to 3rd AC / Semi- Sleeper for Associate Professors
- Fare limited to Sleeper Class / Hi-Tech Bus for Assistant Professors & Other Staff
- * Travel by air may be permitted based on the necessity/ case to case

b) Daily Allowance:

Designation	Tier I Cities	Tier II & Other Cities
Principal/ Professors	₹ 1000	₹ 750



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Associate Professors	₹ 750	₹ 500
Assistant Professors/Other Staff	₹ 500	₹ 300

c) Accommodation:

Designation	Tier I Cities	Tier II & Other Cities
Principal/ Professors	₹ 4000	₹ 3000
Associate Professors	₹ 3000	₹ 2000
Assistant Professors/Other Staff	₹ 2500	₹ 1500

d) Local Conveyance:

Principal/ Professors- **Taxi**

Associate Professors/Assistant Professors/Other Staff - **Auto**

* To be regulated according to the distance covered.



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