



MALINENI PERUMALLU EDUCATIONAL SOCIETY'S GROUP OF INSTITUTIONS

Pulladigunta (Vil), Vatticherukuru (Md), Prathipadu Road, Guntur – 522 017 A.P.

HR MANUAL

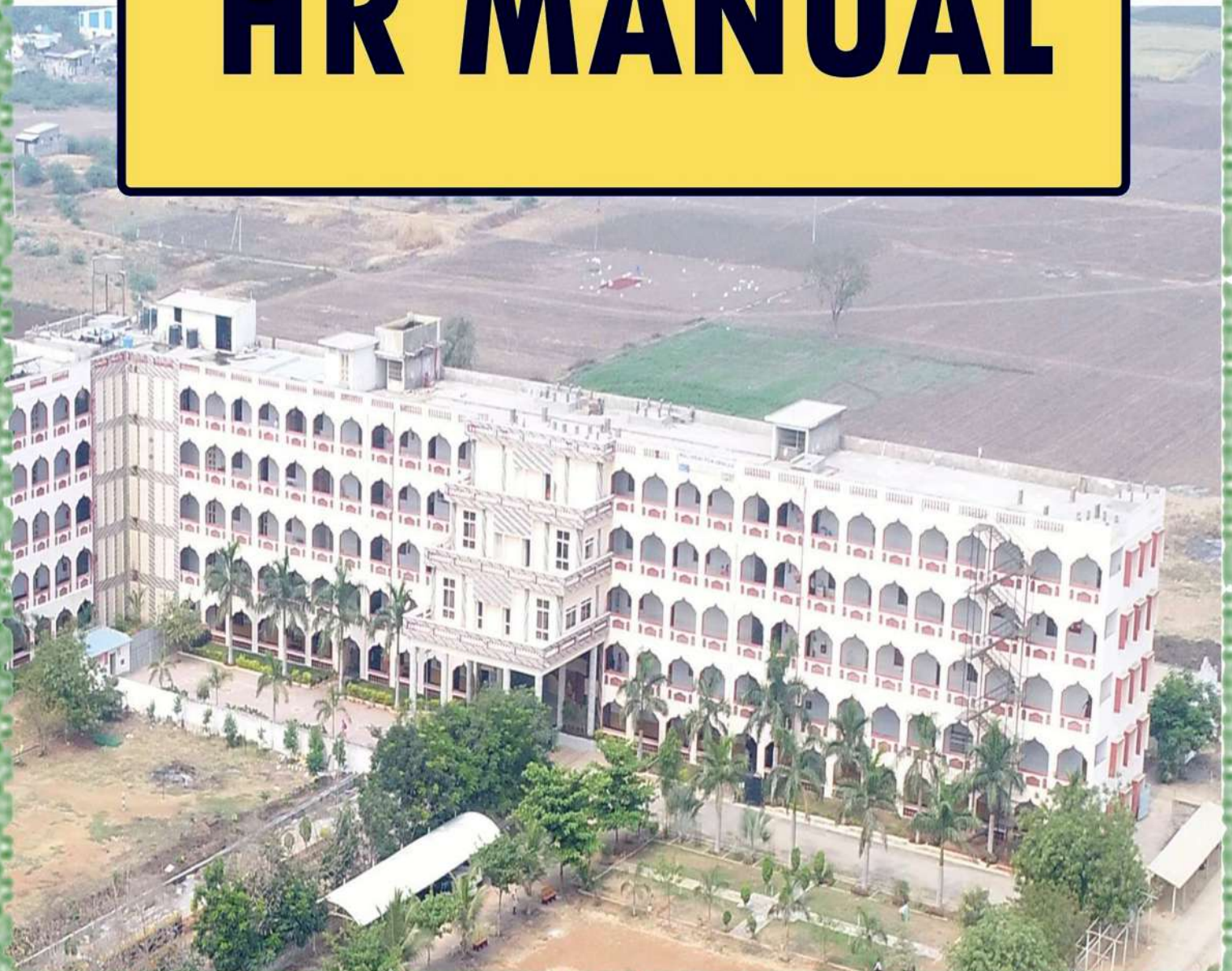


Table of Contents

| | |
|--------------------------------------|----|
| Vision | 1 |
| Mission | 1 |
| Goals..... | 1 |
| MPES Quality Policy | 2 |
| 4. Service Rules..... | 3 |
| 4.1. General..... | 3 |
| 4.2. Code of Conduct..... | 3 |
| 4.3. Discipline..... | 7 |
| 4.4. Recruitment Procedure..... | 9 |
| 4.5. Induction and Orientation | 11 |
| 4.6. Retirement | 11 |
| 4.7. Position and Pay scales..... | 12 |
| 4.8. Performance Incentives | 14 |
| 4.9. Promotion policy..... | 15 |
| 5. Leave policy | 15 |
| 5.1. Annual Leave | 15 |
| 5.2. Casual Leave..... | 16 |
| 5.3. Study Leave | 16 |
| 5.4. On duty..... | 17 |

Malineni Perumallu Educational Society's Group of Institutions is established in the year 2009. The institution is ideally located in a vast expanse of 11.41 acres of land on the outskirts of GUNTUR city at a distance of about 6 km. from the city centre. MPES aims in bringing top notch technical education to door step of rural student community.

VISION

- To Emerge as Premier Institute of Quality Education, Employability, Social and Ethical Values.

MISSION

- Provide student centric Teaching Learning Methodologies with Modern Infrastructure.
- Promote Technical courses to equip the stakeholders with career skills
- Cultivate idealistic minds
- Provide academic facilities catering industry and society needs.

GOALS OF MPES

Goals -Short term:

- Achieving academic excellence by ensuring 100% Pass in the JNT University Examination.
- Enabling scholarly vibrant environment for learning, teaching, research and development for students and staff for their personal and professional growth.
- Helping students to excel in communication, inter-personal and entrepreneur skills.
- Inculcating the qualities of integrity, honesty, loyalty and patriotism among students.
- Stimulating a desire among students and faculty to make full use of infrastructural facilities and expertise within themselves to serve the society and the nation.
- Achieving 100% Placements for Students.
- Maintaining ISO 9001:2015 Quality Certification towards quality procedures and systems.

Goals -Long term:

- To develop laboratories like Robotics, IoT etc., to promote research activity in the inter disciplinary areas.
- To convert the premises into a smart campus
- To transfer the benefits of technology to the society, through incubation/skill development centre's.
- To establish centres of excellence in specific areas in collaboration with Industry/R&D organization through MOUs.

MPES Quality Policy

Malineni Perumallu Educational Society's Group of Institutions has carved a niche for itself in adopting innovative methods to make technical education meet industry and social needs of the nation we at Malineni also strive to mould youth into citizens capable of assuming leadership of the society for the progress of the nation

The institute shall strive for quality in its infrastructure, intellectual resources and its output. To ensure the quality of the graduates going out of this college, intellectual re-sources and its output.

1. Providing state of the art laboratory & library facilities.
2. Encouraging the faculty to improve qualifications and updating their knowledge through participation in FDPs, Seminars & Conferences etc.,
3. Persuading the faculty to take up R&D and consultancy activities.
4. Inviting guest speakers from industry and other higher level institutions to bridge the gap between industry and institution
5. Encouraging healthy competition among students by rewarding to the top ranking students in class.
6. Encouraging students to participate in co-curricular and extra-curricular activities to bring out their hidden talents and managerial skills.
7. Providing training in soft skills, aptitude and personality development right from 1st year onwards.
8. Arranging special training sessions by external agencies for developing industry related skills in software and hardware areas.

SERVICE RULES

4.1 General

The MPES means “MALINENI PERUMALLU EDUCATIONAL SOCIETY” registered under the Andhra Pradesh Registration of Societies Act. XXI of 1860 with its head quarters located at Mulaguntapadu, Singarayakonda and bearing Society No. 388/1991 dated 9th of October, 1991, which is responsible for the establishment and management of MPES, Mulaguntapadu, Singarayakonda.. The Institute means “MPES” and its sections, wings, departments and centers at Mulaguntapadu or at any other location in India, established or managed by **MPES (Regd.)**.

These Rules shall be known as ‘MPES Service Rules’ and shall herein after be referred to as “SERVICE RULES’. These rules apply to all employees, in the service of MPES, Guntur. These Service Rules are to regulate the conduct, discipline and allied matters of the employees of the MPES, Guntur.

The “GB” means the Governing Body of “MPES” which has been constituted in accordance with the provisions laid down in this respect by All India Council of Technical Education. The Chairman of the “GB” shall be a member of MPES.

The Governing Body of “MPES”, Guntur hereinafter called “GB” reserves the exclusive right, at any time hereafter and without notice, to amend, alter, modify, add or delete any provision(s) to all or any of these service rules, from time to time and, to bring such amendments, alterations, modifications, additions, deletions into effect from a date to be notified by the “GB”. Such amendments, alterations, modifications, additions, deletions if any shall be bound by the employees covered by these service rules from the date of their notification by the “GB”. The Chairman “GB” shall have the exclusive power to clarify any issue or to remove any doubt relating to these “Service Rules” and/or its implementation.

4.2 Code of Conduct:

4.2.1 Application

The provisions contained in this schedule shall apply, without exception, to all employees of the Institute. Every employee of the Institute shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct. The Director shall initiate disciplinary proceedings for non-compliance of any employee related to the code of conduct/service rules/leave rules or any other rules of the

Institute that may be in force from time to time and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

4.2.2 General Guidelines

1. Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
2. An employee should at all times be courteous in his / her dealings with other members of the staff, students and members of the public.
3. Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.
4. All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, religion or community. Any act or speech against this rule will be considered as a serious breach of discipline.
5. Every employee shall strive to instill in the students under his/her care a high sense of values, social conscientiousness, and pride for their Institute and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all the students.
6. Consumption or distribution of alcohol, drugs or any other intoxicant including smoking by whatsoever name called, by an employee within the Institute's premises, is strictly prohibited. Attending the college in the inebriated condition will be considered as serious breach of discipline.
7. All correspondence addressed to an employee or by him/her or by the Institute including press and other such copies of correspondence, all vouchers, books including all notebooks containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the Institute, circulars and all other papers and document of any nature whatsoever, relating to the Institute's affairs which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the Institute and he/she shall, at anytime, during service or termination thereof or upon his/her leaving the services of the Institute for any reason whatsoever deliver up the same to the Institute on demand and without claiming any lieu thereon.
8. An employee shall receive all correspondence sent to him/her by MPES and not refuse to receive it. Any such correspondence shall be deemed to have been served to him/her in

the event of refusal or non-availability. It is the responsibility of the employee to ensure that the home address/telephone number, etc. are kept up to date in the office of the college.

9. Employees shall only be relieved from their duties upon resignation, etc. at the end of the semester or upon fulfilment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc. have been evaluated and submitted to the appropriate office.

4.2.3 Guidelines for Faculty Members

No Faculty Member is supposed to:

- a. Knowingly or wilfully neglect his/her duties.
- b. Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
- c. Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background, etc.
- d. Indulge in or encourage any form of malpractice connected with the examination or any other activity of the Institute.
- e. Show negligence in valuation of assessments or exam work of the students.
- f. Accept or give private tuition to any student of the Institute or any other person without the written permission of the Institute Governing Body.
- g. Hesitate to provide individual attentions to a student(s), if required. Besides academic problems, teachers are encouraged to solve personal and behavioral problems of student(s) as well.

4.2.4 Every Employee Shall:

- a. Be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Director/ Head of the Department.
- b. Abide by the rules and regulations of the Institute and also show due respect to his/her higher authority.
- c. On every working day sign the staff attendance register, and be ready at least, five minutes before the commencement of classes.
- d. Be responsible for the discipline of the students even outside the classrooms. Since supervision during the break or off time is vital for the protection of the property of the

Institute, employees may, from time to time, be allotted with such duties to maintain discipline and orderliness at the Institute.

- e. Be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment, etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs / replacements that may be required.
- f. Train the students to make extensive use of the library facilities and to take care of the property of the Institute including books, journals, equipment and machinery, furniture, fixtures and fittings.
- g. Ensure that no student(s) indulge in ragging, canvassing and/or cause harassment of any kind to other student(s) by whatsoever name called as it is strictly prohibited under law.
- h. Not through any act of omission or any form of speech etc. disturb or deviate, in any manner whatsoever, the peace, dignity and harmony of the Institute.

4.2.5 Taking Part in Politics and Elections:

- a. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he / she subscribe and aid or assist in any manner any political movement or activity.
- b. No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority.

4.2.6 Unauthorized Communication of Information

- a. No employee shall, except in accordance with any general or special order of the Director or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
- b. During the term of his/her employment with the Institute , or at anytime thereafter, an employee shall not use or disclose to any other society, firm, organization or person any information concerning the secrets, activities or affairs of the Institute, or countenance any act prejudicial to the interest of the Institute.

4.2.7 Private Trade Employment

- a. No employee shall engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.

- b. Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the Director which may be given subject, to as regards acceptance of remuneration, as may be laid down by the “GB”.

4.2.8 Insolvency, Habitual Indebtness and Criminal Proceedings

- a. An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Institute.
- b. An employee who gets involved in some criminal proceedings shall immediately inform the Director through the Head of Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not
- c. An employee who is detained in police custody whether on criminal or otherwise for a period longer than 8 hours shall not join his/her duties at the Institute unless he/she has obtained written permission to that effect from the GB of the Institute .

4.3 DISCIPLINE

- Any faculty who is violating the code of conduct defined in Section 6.1 of this manual will be subjected to appropriate disciplinary action by the Director/Chairman/Correspondent.
- If a faculty commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Director.
- The Director shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- The course of action for disciplining a faculty shall be under the following categories:
 - Memo and Censure.
 - Warning in writing, with recovery of monies, where financial loss is involved in the act.
 - Suspension from work without remuneration.
 - Dismissal or discharge from service.

- Where the punishment proposed is in the categories c or d under Section 6.2.7, the Director 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.

4.3.1 Probation

Appointment of all employees will ordinarily, be made on probation for a period of one year. In case of unsatisfactory performance, the period of probation of an employee may be extended for such periods of time by the Chairman “GB”, if recommended by the Director. The “GB” shall have the power to extend the period of probation of any employee of the Institute for such periods as may be found necessary, provided that if, after the period of probation, the official is not confirmed, and, his/her probation is also not formally extended, he/she shall be deemed to have continued on a temporary basis and that his/her services may then be terminable on a month’s notice or on payment of a month’s salary thereof.

4.3.2 Termination

The “GB” shall have the power to terminate the services of any member of the staff without any cause assigned during the period of probation. However, due notice shall be given for this.

The notice period for non-probationary staff is as under

- Deans, Faculty members and AO: 2 months
- All other staff: one month

The “GB” shall have the power to terminate the services of any member of the staff by giving appropriate notice or on payment of salary for the notice period in lieu thereof. An employee of the Institute may terminate his/her engagement by giving appropriate notice in writing. In the event of any act prejudicial to the interests of the Institute by an employee, his/her services may be terminated by the Chairman “GB” without any notice or payment in lieu of notice. Service of an ad-hoc, temporary, contractual or part time employee shall come to an end on completion of the specified work for which he/she was employed or on the expiry of the period for which he/she was appointed, whichever is earlier. But, before the expiry of the said period or work, as the case may be, services of the employee could be terminated by the Chairman “GB” by giving one month’s notice or one month’s salary in lieu of notice, without assigning any reason whatsoever.

4.4 Recruitment Procedure:

4.4.1 Manpower Planning:

Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He will put up the requirement for his / her respective department to the Management during the semester. The Management then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected.

Screening of the candidate for advertised post is important. Definite guidelines are to be followed for calling the qualified candidate. Head of the department calculate the human resource requirement: Consolidation of subject wise teaching load Calculation.

Student – Teacher Ratio (as per NBA guideline)

Approval of Faculty by the college: The institute will ensure that, within the best of its capacity and within the rules of the college approves all the faculties. Even in case a faculty fails to obtain the approval of the College, despite possessing the necessary qualifications, experience, and competence, he/she shall be treated at par with other approved faculty in terms of pay, allowances and other benefits.

Advertising: Once the job advertisement is ready, the advertisement is posted on the at least one of the National or local English newspapers. When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the Director/Head of the department and all correspondence refers to the appropriate job position.

4.4.2 Recruitment Procedure:

1. All appointments will be made by the Competent Authority to the teaching and non-teaching (technical and ministerial) posts as per requirement.
2. All appointments shall be made in respect of Teaching and non-teaching posts after seeking applications through open advertisements. Applications submitted personally or through e-mail by interested candidates may also be considered on basis of the merit.
3. The qualifications for the appointment of Director, Teaching Staff, Physical Director and Librarian shall be as prescribed by AICTE, New Delhi and where applicable, as prescribed by the affiliating university.

4. All appointments, excluding administrative staff, shall be made on the basis of the recommendations of a duly constituted selection committee and approved by the Competent Authority.
5. All appointments in the Institution are on permanent basis.
6. Appointment to all posts of office staff and other supporting staff shall be filled on the basis of the vacancies as per requirement, by the competent authority. The qualifications shall be commensurate with the nature of the job for which appointments are made. In respect of office staff the minimum qualification is graduate with computer knowledge but can be relaxed by the Competent Authority depending on the skill and experience of the candidate.
7. After accepting the offer of appointment, the employee is required to deposit their original certificates in the Institution. Such original certificates deposited in the Institution shall be returned to the employee either on termination of his service, or after acceptance of his resignation by the Institution or after retirement

4.5 Induction and Orientation:

Every newly inducted employee has to undergo a formal orientation session as soon as possible. Orientation sessions provide necessary information concerning the history, facilities and major policies of the Institute, staff responsibilities, faculty and staff benefits, and educational opportunities etc. Respective Head of the department is responsible for providing each new faculty / staff member with the necessary on job orientation.

The Director intimates all concerned whenever a new employee joins the Institution. Establishment section makes the newly joined staff aware of all the working procedures and leave rules, etc.

4.6 Retirement

- Retirement from Service
- All teaching and non teaching staff shall retire on completing the age of superannuation, which is 62 for teaching and 60 for non-teaching.
- 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.
- The college will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- 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 Director/Director and appropriate sanction by him.
- The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

4.6.1 Terms of Temporary Employment

The service of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the “GB” or by the “GB” to the employee. The period of such notice shall be one month, unless otherwise agreed to by the Institute and the employee. The other terms and conditions of service of such employee shall be such as may be specified by the “GB” in his/her letter of appointment

4.6.2 Appointments on Contract

Notwithstanding anything contained in these Service Rules, the “GB” may, in special circumstances, appoint an eminent person on contract for an initial period not exceeding five

years, with a provision of renewal for further period, on such terms and conditions it may deem fit.

4.6.3 Salaries and Allowances:

- AICTE guidelines shall be followed for pay fixation in general.
- The management reserves the right to offer special pay to deserving employees.
- The allowances shall be decided by the management on case to case basis.
- DA & HRA will be provided to faculty member only after two years of joining the Institution.
- Fixation DA & HRA is subjected to GB.

In the matters of medical insurance, the employees shall be governed by regulations/procedures as may be decided by the management from time to time.

4.7 POSITIONS AND PAY SCALES:

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

- Director
- Deans and HODs
- Professors
- Associate Professors and
- Assistant Professors
- In addition, each department shall have support staff like lab assistants, programmers, technicians.

The scale of pay for various teaching positions will be as follows:

| Designations | Pay Scale |
|---------------------|--|
| Professor | Rs.37,400- Rs.67,000 starting at Rs.43000+ AGP Rs.10,000/- |
| Associate Professor | Rs.37,000- Rs.67000+ AGP Rs.9000/- |
| Assistant Professor | Rs.15600-Rs.39,100+AGP Rs.6000/- |

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.

Additional Qualifications and Previous Experiences carry the following one time monetary benefits:

a. Ph.D (Engg) Rs 5,000

b. Ph.D (Science/Humanities) Rs 3,000

c. Previous Experience Rs 1500 per year of experience depending upon the institution where she/he worked

6th pay will be given provided Ph.D is awarded in 3 years. Until then 6th pay without AGP will be given

- 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 pay norms
- Additional allowances for Professor, Director and Special posts can be given at the discretion of the management

Increments:

Staff members are eligible for annual increments at the end of every academic year provided faculty members completed one year on or before 30th June of every year.

Delegation of Financial Powers:

The financial powers delegated to Director, Deans and Head of the departments is as follows :

| S No | Designation | Limit to Sanction |
|------|-------------------------|-------------------|
| 1 | Director | Rs.50,000/- |
| 2 | Deans | Rs.10,000/- |
| 3 | Head of the departments | Rs.5,000/- |

4.8 Performance Incentives:

4.8.1 Incentives and rewards:

Staff Members are eligible for the following Incentives and rewards, based on their performance, contribution and years of service at the Institution.

CASH AWARDS FOR JOURNAL PUBLICATIONS & CONFERENCES

- a) Scopus Journal/Proceeding– Rs.5,000/-
- b) Scopus / Web of Science Journal/ Proceeding – Rs.5,000/-
- c) Other Journal/Proceeding – Rs.1,000/-
- d) International Journal Publication –Rs.1,000/-
- e) International Conference – Rs.1,000/-

CASH AWARDS FOR BOOK PUBLICATION

- f) Book Publication-Rs.3,000

CASH AWARDS FOR QUALIFYING NPTEL EXAM

- g) NPTEL certification -Rs.1,000/-

CASH AWARDS FOR BEST PASS PERCENTAGE IN UNIVERSITY EXAMINATIONS

- h) Rs.3,000/- for staff producing 100% results.
- i) Rs.2,000/- for staff producing 90% and above results.
- j) Yearly, BEST FACULTY AWARD: Rs 2000/- cash award at the discretion of management.

4.8.2 Incentives - Students:

The management is pleased to announce the following incentives and rewards for Students:

- Rank holders as announced by JNTUK are eligible to a cash award of Rs.10,000/-.
- Student securing 1st and 2nd Ranks in a year, shall receive Rs.1000/- and Rs 500/- cash awards and additional library tokens (But have to get minimum 75% Marks).
- One selected student shall receive a BEST-OUTGOING STUDENT AWARD with a cash prize of Rs.3000.
- Awards for students, who won prize in University tournaments/cultural events shall receive
 - Rs.2,000/-(for single and double team winners)
 - Rs5,000/-(for team winners)
- Intercollegiate tournaments/cultural events
 - Rs.1,000/-(for single and double team winners)

○ Rs3,000/- (for team winners)

- Best project work award at our college level medals and certificates.
- Awards for getting prizes in paper/project work/presentation. The inter collegiate seminars/conferences a cash of Rs.1,000/- will be given.

4.9. Promotion Policy:

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

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

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

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:

a. Associate Professor: 8 Years after ME/M.Tech with relevant API score (6th pay will be given provided Ph.D is awarded in 3 years. Until then 6th pay without AGP will be given)

b. Professor: 13 years of service with Ph.D and relevant API score and 5 year at the position of Associate Professor.

Those who are promoted shall be fitted in the Scale of Pay applicable to that category at the discretion of the management

All decisions on promotions shall be taken up from the month of June every year.

5. Leave Policy

5.1 Annual Leave:

- A total of 45 days vacation leave is granted to faculty member without affecting examination, administration, academic and admission work. These 45 days could be merged with festival holidays like Sankranti, Durga Puja and Christmas and/or may be divided into 2 or 3 slots depends upon on the availability.
- The special/medical leave can be availed by the permission of Director/Dean with proper justification.

- In addition, the Management gives 90 days paid maternity leave for regular staff and 30 days for temporary staff.

5.2 Casual Leave

- The teaching staff of the college will be eligible for casual leave of 12 days.
- Staffs are provided 3 days restricted holiday.
- All the casual leaves can be utilized during academic year.

5.3 Study Leave (all at the discretion of management)

- The teaching staff of the college can be granted leave for advancement of their education, in India or abroad.
- The faculty who is going on leave as aforesaid will have lien on employment, and is eligible for 50% (Full-time) or 100% (Part-time) pay during such leave of absence.
- The faculty will sign an agreement with the College specifying the terms and conditions of leave as aforesaid, as determined by the Director /Chairman/Correspondent on case to case basis.
- The Management, at its discretion will extend assistance towards higher education fees, as interest free loan or as 100% assistance.
- Staff members availing facilities for full time study need to sign agreements with the Management to serve the Institution for five years, along with sureties. In case of breach of agreement, staff member has to repay the fees and salary availed along with bank interest.
- Staff members availing facilities for part time study need to sign agreements with the management to serve the Institution for three years, along with sureties. In case of breach of agreement, staff member has to repay the fees amount availed along with bank interest.
- Staff members undergoing part time programs can have flexi-timing and on-duties. They can't leave the Institution during the program tenure and have to serve minimum one year after completion of higher education. In case of any pre-mature departure, they have to repay amount equivalent to the number of on-duty days.
- Higher educational programs need to be completed in the stipulated time of two or three years.

5.4 On duty:

The college can permit any staff member to take special assignments with other colleges or industrial units, for specific period of time or to attend seminars or training programs.

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

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

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

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