



St. Johns College of Engineering and Technology,

Yerrakota, Yemmiganur, Kurnool (Dist.)-518360

VISION STATEMENT

To be a preferred technical institution from rural background and to elevate the students into technically strong and ethically sound individuals, to contribute towards the advancement of community, region and nation as a whole.

MISSION STATEMENT

- Engage all the stake holders and utilize the infrastructure to develop technically sound employable human resources to translate our vision into a reality.
- Providing quality education in this region.
- Creating curiosity and innovative thinking among students.

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Board of Governors:

S.No.	Members	Position
1	Sri. A. V. Ramana Reddy	Chairman
2	Sri. K. Parvath Reddy	Secretary
3	Sri. K. Rampulla Reddy	Director
4	Smt. K. Anasuya	Director
5	Prof.A. Suresh Babu	Member (JNTUA Nominee)
6	Mr. Machani Ravi	Member, Industrialist
7	Prof. R. V. Reddy, Rtd. Professor, I.I.G, Navi Mumbai	Member, R&D
8	Dr.V. Veeranna	Principal
9	Dr.K. Sudhakar, Professor	Member
10	Dr.P Veeresh, Professor	Member

FUNCTIONS & RESPONSIBILITIES:

Governing Body:

- Frame directive principles, policies and set goals for achievement, review, amend and approve policies from time to time.
- Review and approve budget proposals.
- Consider and approve improvements and expansion plans.

Principal:

- To determine the quality policy, educational character and mission of the institute and for oversight of its activities.
- To prepare Infrastructure development plans.
- To prepare and get approved the Budget proposals.
- To improve the quality of publications, quality of website and research activities of the institute.
- To maintain and enforce strict discipline in the campus.
- To collaborate with the industry and undertake developmental activities those are mutually beneficial.
- To conduct internal and external examinations as per the guidelines and academic calendar of the affiliating university.
- To ensure that adequate opportunities are available for students in co- curricular and extra-curricular activities.
- To achieve maximum number of placements for the students.
- To arrange Faculty development programs.
- Encourage faculty to acquire additional qualifications

Heads of Department:

- Plan and execute academic activities of the department.
- Maintain the facilities and equipment always in good conditions.
- Maintain discipline throughout the department.
- Arrange workshops, symposiums, seminars, guest lecture etc., for the benefit of faculty and students.
- Encourage the students to undertake Research, development and project activities for their career growth.

- Ensure that the students actively participate in the curricular, co- curricular and extra-curricular activities.
- Timely completion of academic activities of the department Prepare Department Budget and procure the approved items. Maintain records of departmental activities and achievements.

The published service rules, policies and procedures with year of publication (3)

- I. The qualification required for filling a post shall be such as may be determined by the CAC from time to time taking into consideration the norms prescribed by Government of Andhra Pradesh/University/AICTE.
- II. The Governing Body shall have the power to decide whether a particular post will be filled by open advertisement or by an invitation from amongst the members of the existing staff in conformity with University Rules and Regulations.
- III. All teaching staff posts from Assistant Professor and above and any other post classified as teaching staff shall be filled up by open competition. The selection will be based on the recommendations of the Staff Selection Committee duly constituted as per the norms of the Affiliating University.
- IV. All other teaching staff posts and non-teaching posts shall be based on the recommendations of the Staff Selection Committee duly constituted from time to time.
- V. The Selection Committee interview the candidates invited for interview and make its recommendations to the Governing Body, the names of the selected candidates being arranged on order of merit. The Selection Committees may recommend more names than the number of posts for which applications are invited or may reject all the applicants. However, the appointment orders are issued in the order of merit.
- VI. No act or proceedings of any Selection Committee shall be questioned on the ground, merely, of any member of the Selection Committee.
- VII. The procedure adopted by the Selection Committee in selecting the candidates shall not be questioned as improper or irrelevant or unfair.
- VIII. The Governing Body may in special circumstances appoint persons (Ex. Retired persons) on contract basis, year after year up to the age of 65 years, in case of teaching posts.

IX. Any other instruction given, or rule prescribed, from time to time by Govt. of Andhra Pradesh / Affiliating University / AICTE regarding selection procedure will automatically form part of the rules/procedure of selection.

APPOINTMENTS: The Chairman shall be the authority in approving all appointments based on the selection committee. All orders will be issued by Principal.

Pay, Allowance & Increments:

- I. The scales of pay as approved by the Governing Body shall be adopted for all posts.
- II. Unless otherwise stated in the appointment order, an employee on appointment shall be eligible to draw pay at the minimum of time scale of pay for the post. However, in case of appointment by promotion from a lower post, his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.
- III. All service in a post on time scale of pay shall count for eligibility for increment.
- IV. Leave granted shall be counted as service for the purpose of eligibility for increment. But leave granted on loss of pay, if it is for more than seven days, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than seven days, the date of subsequent increment is postponed by as many days as he was on leave on loss of pay.
- V. The Governing Body shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend. However, such withholding of an increment will not have cumulative effect. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave on loss of pay, if it is for more than seven days.

Conduct Rules:

- I. Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- II. Every employee, at all times, maintains integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit/utmost loyalty and shall always, act in the interests of the college.
- III. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform to the Principal, in writing, through the respective HOD or the Principal directly if he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.
- IV. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the college or detrimental to the interests of the college. An employee against whom an Insolvency Proceedings commenced in the court of Law shall forthwith report full facts thereof to the college.
- V. An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
- VI. No employee shall, except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attack of defamatory character.
- VII. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected the claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time

- VIII. An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college is subjected to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Governing Body, thereon, is final and binding on the employee.
- IX. No employee shall engage in strike or incitements there to or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attracts deterrent punishment.

CODE OF CONDUCT AND DISCIPLINE:

- a) Students and staff should maintain harmony with each other.
- b) Students & Staff must wear I.D card in the campus.
- c) Students and staff should attend their duties and responsibilities in time.
- d) Students and staff are required to follow the institution code of conduct and discipline
Walking on the lawns and playground is strictly prohibited.
- e) Any grievance can be redressed by the discipline and grievance committee.
- f) Unnecessary usage of mobile phones during class and lab hours is not permitted inside the campus.
- g) Students indulging in ragging, smoking/consumption of alcohol/usage of narcotic drugs and physical assault within the campus and college bus is prohibited. Any such case can be dealt by the concerned committees.
- h) Unsafe usage of Vehicles inside campus is not permitted (parents are cautioned, in the interest of the safety of their wards).
- i) Students found to have caused any damage to the assets of the college will be punished severely besides being penalized for the cost of damages.
- j) Possession of lethal weapons is strictly banned and punishable.

LEAVE RULES:

The Leave Rules shall apply to

- a) All Regular employees of the Institution
- b) Probationers

The following kinds of leave may be granted to an employee:

- a) Casual leave
- b) Maternity leave
- c) Compensatory casual leave
- d) On duty

Promotional Policies:

All promotions shall be considered on the basis of merit-cum-seniority basis from among the staff subject to the following conditions.

- i) There shall be a vacancy existing at the higher cadre as per the AICTE prescribed staff pattern and cadre ratio.
- ii) The staff member should have obtained the qualification prescribed by AICTE for consideration for the post.
- iii) The staff member should have completed the years of service as prescribed as for consideration for the vacant post.

LEAVE RULES:

1. General

- a) Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
- b) A leave account shall be maintained for each employee in an appropriate form.
- c) An employee shall not take up any service or accept any employment, while on leave.

d) Either prefixing or suffixing of any kind of leave with vacation is allowed on prior approval.

e) Any kind of leave except Casual Leave may be granted in combination with or in continuation of any other kind of leave with prior approval. In the event of disturbance caused in conducting regular classes due to Bandhs and other events which would cause lot impediments in running the college, the management may decide to be very discrete in granting leave unless it is of dire necessity.

2. Further, the management also may impose restrictions on holding of organized events on working days and ask the staff to conduct the events such as Technical Festivals etc., only on holidays and Sundays, and declare these days as official working days.

3. Apart from the above there are certain specific provisions applicable to specific type of leave. APPROVING AUTHORITY In respect of the staff of the college, the Approving authority of leave applications of any type will be Principal of the college on the recommendation of the HOD / Manager, as the case may be; and in his absence any other staff member / Person duly authorized to perform the duties of principal of SJCET. The leave applications of the Principal will be approved by The Chairman, SJCET and in his absence it will be any person officiating in the position.

TYPES OF LEAVE:

There are different Leaves which an employee may avail subject to fulfilling the specific conditions laid down for each type of leave. All the staff members except those belonging to contingent status and those on contract and on daily wages basis will be eligible for grant of the below mentioned categories of leave of course subject of fulfillment of the laid down conditions for grant of a particular type of leave.

a) Casual leave (15 days in a year)

b) Summer vacations.

c) Maternity leaves

d) CCL

e) On Duty leaves

f) Long Leave.

CASUAL LEAVES

- a) All employees of the College shall be entitled to Twelve Days of Casual Leave and Five Optional Holidays to be decided before the beginning of Calendar Year or proportional to the service put in by an employee during the year of his/her initial employment in a calendar year i.e. January to December.
- b) To be eligible for grant or credit of a day's Casual Leave, a staff member should have been physically present in the college before the day of applying CL.
- c) If the number of days of Casual leave applied for and approved is more than the number of days of CL to his / her credit, then the excess leave period will be converted and considered as Leave without Pay or Loss of Pay and the amount will be debited in the respective month's salary statement.
- d) Casual leave standing to the credit of the staff member at the end of the Calendar year i.e. as on 01st January to 31st December and it should be availed by him / her by, failing which the unutilized leave will lapse.
- e) Prefixing and Suffixing Holidays to the casual leave is permitted but in one stretch only.
- f) Casual leave for A Maximum of 10 (TEN) days at a stretch including Holidays is permitted. In case the absence is for more than 10 days, Holidays combined as Prefix and Suffix as well as the holidays in the middle of the leave period will all be converted in to Casual Leave and debited against the Leave account of the Staff member and the spillover period of leave over and above the leave to his/ her credit will be converted in to Leave without Pay and Loss of Pay debited to the month's salary account.
- g) LOP entries will not be carried forward to the next month.
- h) Casual Leave in one stretch shall not exceed seven days in a total period of ten days prefixing, suffixing or sandwiching with public holidays.
- i) Casual Leaves for half day can be granted to an employee for the Forenoon or Afternoon Session.

Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

Clarifications on grant of Casual Leave:

- a) It is clarified that all the staff members should seek advance approval from the Principal to avail any type of leave else absence from duties will be converted to Loss Of pay (LOP) for those many days of absence irrespective of the fact as to whether they have leave to their credit or not.
- b) LOP means not only loss of salary but also break in continuity of service which may ultimately result in termination from service and to continue further in service, one needs to obtain clearance from the management.
- c) Application for grant of leave, under normal circumstances should reach the office of the Principal (Admin. Office) before 11 AM of a day prior to the day of leave.
- d) Application for leave in the afternoon session should reach the office by 3 PM of a day prior to the day of leave. Applying for 1/2 day leave in the afternoon session is valid only for period After Lunch session and those availing leave for the morning session should arrive at the college for duty before the start of the afternoon session of the college i.e. before the lunch session as applicable to the category of staff as per the college timings.
- e) Once the leave application is submitted, the staff member shall seek confirmation of final approval from the office. Applying for leave and presuming that the same will be granted and consequent non-attending to duties may lead to conversion of duration of absence from campus as Absent without leave (AWOL) and resultant LOP.
- f) A staff member who has been detailed for duty with another institute and seeking marking of "ON DUTY" against his / her name shall be responsible to bring the relieving letter / orders from the competent authority of the institute where the staff member had been performing duties, covering the entire period of absence from the parent establishment.
- g) Applicant bears the sole responsibility to make Alternative Arrangements for the work they have been allocated with so that the services to the end users are not affected. In case, the applicant does not comply in advance, the HOD/ In-charge shall not bear personal responsibility. Further, if the staff member named as substitute does not supplement the class work / theory & laboratory work, the applicant's leave stands Cancelled and he / she may also be subjected to disciplinary action.

h) All leave applications should clearly mention the Reasons for seeking leave. Stating “Personal” as one of the reasons from may result in one's leave application being kept pending, to be granted only after having a personal discussion with the concerned staff by the leave approving authority.

Not more than TWO such permissions shall be allowed which need to be officially approved by the Principal in advance that too only after adjusting the class work with the Dept. / Section. All such permissions have to be written in the Moment Register kept in the Principal's office. Unless and otherwise specified separately, the normal work timings for Teaching/ Nonteaching staff will be - 9:10 A.M to 4:10 P.M. and Admin/ Office and Library - 9:00 A.M. to 5:00 P.M. (8 Man Hours).

Lunch span is for 50 minutes. However the entire duration is not meant for eating food, relaxation and recuperation but also for discussions with and clearing student's doubts, submission of application etc. in the office and various other miscellaneous issues / errands.

ON DUTY LEAVES:

On Duty leave may be granted for:

- (i) Attending conferences, symposia and seminars on behalf of the college or with the permission of the college.
- (ii) Delivering lectures in institutions and universities at the invitation of such institutions.
- (iii) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university.
- (iv) Participating in a delegation or working on a committee appointed by the Government of India.
- (v) For performing any other duty for the university.
- (vi) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (vii) The leave may be granted on full pay; provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave at reduced pay and allowances.

The authorization/ granting of maternity leave or long leave to the staff is governed by the following rules:-

Maternity leave up to a maximum of two months with pay is authorized to the women staff who completed one year of service in the present institution.

1. Maternity leave is treated as break in service if availed by the staff that has not completed one year service in the present institution. Such staff is required to put in one year physical service after rejoining from leave for the purpose of granting annual increment.
2. Staff member who have completed one year physical service without break in the present institution, avails Maternity Leave for more than three months, then the period of leave will be considered as break in service. Such staff members are required to put in physical service equal to the period of leave to become eligible for annual increment.
3. Staff members on Maternity Leave are not permitted to rejoin at the end of academic year. However, they may rejoin at the start of the next academic year.
4. Maternity leave cannot be clubbed with Casual Leave or Summer Vacation.

LONG LEAVE:

- a) Staff is authorized to avail Long Leave without pay for the purpose of higher studies, research and proceeding abroad.
- b) For availing long leave, staff members should have put in a minimum of two years of service in the institution.
- c) The period of long leave will not be considered for grant of annual increments.
- d) Long leave cannot be clubbed with Casual leave and summer vacation.

SUMMER VACATION: Summer Vacation at the end of the Academic Session of any Academic Year will be granted to all the vacation staff keeping in view the University Academic Calendar.

GRANT OF COMPENSATORY CASUAL LEAVE (CCL):

CCL will be sanctioned in respect of every member of the staff on regular rolls of the college, who perform official duties of the college within or outside the college; on Sundays and officially declared Holidays. The performance of these duties should either be a pre-planned one or one which comes up suddenly but with the Knowledge of the Head of the respective Department. Immediately after performing the duties the staff member should make a request to the Principal through the HOD for grant of CCL. The Admin office will carry out a check of the records such as the Attendance registers put up the proposal to the Principal for approval. After this stage the leave register will be updated with number of days of CCL granted which will get added to the total leave standing to the credit of the staff member and adjusted against any leave availed.