



SERVICE RULES

AND

CODE

OF

CONDUCT



ENGINEERING COLLEGE

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SERVICE RULE BOOK

1) A) APPLICATION: These rules shall apply to all Teaching and Non Teaching staff (technical and administrative) of the Society and shall come into force w.e.f: 2008

B) SOCIETY: AHMED MEMORIALE EDUCATIONAL SOCIETY registered under A.P Telangana Area Public Societies Registration Act: 1 of 1350F.

C) MANAGEMENT: Means Governing Body of the society duly constituted. However, day today Administration is vested with Executive Committee.

D) MANAGEMENT'S POWER TO DELEGATE: The Management of AHMED MEMORIAL SOCIETY may delegate any or all of the functions wholly or partly, permanently or temporarily to its CHAIRMAN OR may be authorized by the Management.

D) POWER TO INTERPRET, IMPLEMENT AND AMEND RULES: The power to interpret, implement and to amend the rules and regulations vests with the Management, which is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations.

E) DISCIPLINARY AUTHORITY: The CHAIRMAN is the disciplinary authority for all the staff members. The CHAIRMAN may nominate any other person / staff to be the disciplinary authority for a certain category of staff members.

F) APPELLATE AUTHORITY: The Executive Committee of AHMED MEMORIAL SOCIETY is the Appellate Authority.

2) APPOINTMENT:

A person is deemed to have been appointed when he/she is issued the appointment order, by the person authorized by the Management to issue such appointment order.

In accepting an appointment, an employee agrees to place his/her professional duties within the scope of the activities of the Institute.

The relationship thus created is based on the Employee's readiness to serve the Institute to the best of the ability and to carry out the Institute's objectives and obligations.

3) EMPLOYEE: A person employed by the Institute to discharge his/her duties to the Society and its affiliate organizations for Teaching and Non-Teaching purposes on remuneration basis.

4) CATEGORIZATION OF STAFF: The staff members of the Institute shall be categorized as:

- i. Teaching
- ii. Non-teaching (Technical and Administrative)

5) CLASSIFICATION OF STAFF:

Staff of the Institute shall be classified as:

- i. Regular / Full Time



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- ii. Under Probation
- iii. Temporary
- iv. Contract
- v. Adjunct / Visiting / Part Time

6) RECRUITMENT POLICY:

Faculty recruitment is done by the Staff Selection Committee as per the guidelines of Affiliating University /AICTE / UGC. The constitution of Staff Selection Committee for Faculty shall be as per guidelines laid down by OSMANIA UNIVERSITY from time to time. Recruitment for any position at the Institute is strictly based on merit, qualifications and experience.

7) PROCEDURE FOR FACULTY RECRUITMENT

- i. Advertisement for new faculty positions in various departments duly approved by the Chairman shall be published in two reputed Newspapers of which at least one should be a National Daily. A copy of the same will be placed in the college's website.
- ii. After scrutiny of eligibility, depending on the number of eligible applications, screening test will be conducted (if necessary) and the shortlisted candidates will be called for interview in the form of a call letter either by post or by email.
- iii. Ratification of all assistant professor level recruitment is done by the affiliating university (OU) with prior date of appointment. A ratification committee is constituted by the university comprising of subject expert, BOS, Dean FoE OUPrincipal of affiliating college (ISLEC), Chairman ISLEC, which conducts the interview (of the previously screened candidate at the college level) in the university campus. Selected candidates list with preferences will be issued by the university.
- iv. In case of candidates who apply for the post of Associate Professor / Professor / Principal, the college shall send copies of relevant documents and API Score calculations to the University for confirmation or eligibility for promotion under CAS (Career advancement scheme) / Direct Recruitment as per norms.
- iv. Candidate selection shall be as per norms of Affiliating University OU.
- v. Recommendation of the Staff Selection Committee will be listed in the prescribed format and duly signed by all members of the Staff Selection Committee.
- vi. Appointment Letter clearly stating the pay fixation and scale of pay will be issued to the selected candidates along with a copy of the service rules of college with due acknowledgment.

The college may have a waiting list of selected Candidates to address any contingency requirements.

vii. If a faculty moves from one college to another he / she should submit the relieving letter from previous college to join the college. If a Faculty fails to get a relieving letter from previous college in spite of complying with rules and submitting resignation letter as per rules, the Faculty can join the college with supporting documents of intimation and can submit the relieving letter at the mutually agreed date.

viii. The College also updates the data and records in case of mobility of Faculty. The Management fixes the number of posts in the Institute in all categories from time to time and also prescribe qualifications, mode of recruitment and the scales of pay etc., to each category of post, which may be reviewed and revised by the Management from time to time depending upon exigencies.



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Pay scales of the Teaching Staff are covered under U.G.C. / A.I.C.T.E. scales. Hence, their pay will be fixed in the appropriate grades and scales depending upon qualifications, experience and merit.

- ix. Notwithstanding anything contained in these rules and regulations, the Management may employ Faculty / Staff on a temporary basis to different posts in the organizations under its control on a consolidated pay, on daily remuneration or On contract basis whenever and wherever the necessity and circumstances arise.
- x. The application of any VISITING FACULTY / ADJUNCT FACULTY / TRAINER shall be first discussed at Department Level which shall forward the application with comments specifying the suitability of such candidate(s).

8) APPOINTING AUTHORITY:

The Management of ISLEC will frame rules for all appointments and delegate the powers to recruit, transfer and depute staff for all positions. The Management will form a Staff Selection Committee for all Teaching positions headed by the Chairman with Principal being member secretary of the committee. The Chairman signs the Appointment Letters and is the Appointing Authority.

For recruitment of Non Teaching and Administrative staff, the Management may authorize and delegate the authority to any person. Selection Committee for Non-Teaching and Administrative positions consists any Three of the following:

- i. Principal
- ii. HOD of the concern department
- iii. Dean (Admin & Academics)

9) OFFER LETTER FOR APPOINTMENT:

On Finalization of the candidate by the Staff Selection Committee / or by Officer (s) authorized to select the candidate, Offer Letter for appointment will be signed by the Chairman or any officer authorized by the Chairman and sent to the selected candidate.

Detailed Appointment Order will be issued to the selected candidate on the day of Joining.

The above procedure will be followed for all Regular / Full time appointments.

For any Ad-Hoc / Contract / Part Time appointment, the Chairman has the powers for appointment and he may, if required delegate this power in writing to any other person.

A consolidated sum (subject to TDS) or mutually agreed amount on per visit basis will be paid to the person appointed on Ad-Hoc / Contract / Part Time basis.

10) JOINING SERVICE:

A person is deemed to have joined the service from the date of reporting to the office on any working day. He / She shall join on or before the last date of reporting as specified in his / her appointment letter. If the person reports



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before noon of the working day he shall be considered as joining on the same day. If he / she reports in the second half of the day he / she shall be considered to have joined on the next working day.

He / She will meet the HR Department and complete the formalities such as submitting the joining report, filling up form for opening the bank account, after which he/she will be taken to his / her work place and introduced to his / her Reporting Officer / HOD.

The Teaching staff should mandatorily submit all Original Educational Certificates to the HR Dept on the day of joining and the certificates will be in the safe custody of the HR Dept as long as the employee is on rolls. An acknowledgement of the originals received will be given by the HR. The certificates will be returned on the day of his/her relieving.

11) INDUCTION AND TRAINING:

The Employee on joining the institute will go through an induction and training program as per the requirements based on his / her experience and as instructed by the HOD / Principal.

During this he / she will be given a brief about the Institute, its affiliates, explain his / her roles, responsibilities and will be introduced to all HODs / Principal / other employees of his / her department.

HR Dept will explain the process of attendance, Leave procedure etc. He / She will also be given the Service Rule Book which contains all information. The induction and training may be conducted individually or in batches for newly joined staff.

12) PROBATION:

All newly recruited staff will be placed on probation for a period of six months. However, the Management reserves the right to waive probation period at its discretion.

The Management may extend probation period if the performance of any staff during probation period is not satisfactory. This extension shall be given only once for a period of three months.

However, the Management can terminate the services of the staff if he / she is found unsuitable by reasons of misconduct, irresponsible behavior or unsatisfactory work by giving one month notice or one month salary in lieu of the notice period at the end of initial probation period.

Staff on Probation are not entitled for any Leave except one Casual Leave per month during the first year and will be entitled for CL as per rules on completion of six months probation.

13) WORKING HOURS / ATTENDANCE / LATE REPORTING:

i: The Institute will function between 9.30 AM to 4.30 PM on all working Days.

ii: Second Saturday of every month is a Holiday. Other national holidays are as per the OU calendar.

iii: Attendance is recorded through the Bio Metric system. An employee should record his / her attendance in the morning while reporting and while leaving in the evening.

A grace period of 15 Minutes is permissible while reporting in the morning which shall not be claimed as a right by an employee. It is allowed for two days in a month.



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iv: An employee reporting late for more than three days will be marked as absent and Casual Leave will be deducted from his / her account if it is available in his/her account. If no leave is available in his / her account, it will be considered as Loss of Pay. The Head of the institute is the authorized person to condone any late reporting if the reason for reporting late is found genuine on case to case basis. The employee should obtain the approval of his / her HOD and later from the Head of the Institution and the same shall be handed over to the HR Department.

v: In case he / she leaves early on official duty and does not report back for the day he/ she should get the On-Duty Form signed by HOD and submit it to the HR Department for recording the same. Permission slip(in the prescribed format) from HOD is mandatory to leave the institute Area.

vi: In case the employee reports late due to any official work assigned, he / she should get the On-Duty Form signed by HOD and give it to the HR Department for recording the same.

14) PERMISSION DURING WORKING HOURS:

i: An employee is not authorized to leave the Campus without written approval or permission slip from his / her HOD

ii: Permission slip must be handed over to the officer in the office by the employee.

ii: The officer will send the permission slips to the HR dept for recording the same.

iv: An employee is entitled for permission for personal work only two times in a month.

v: Permission can be availed only for a maximum of 2 hours in a day (Twice a month).

iv: Permission cannot be claimed as right and the HOD can refuse to give permission in case the presence of employee at campus is essential.

15) SCALE OF PAY:

Pay Scales, as per UGC / AICTE rules shall be applicable for Teaching Staff, Librarian and Physical Director of the Institute.

For Non-Teaching staff, the pay scales applicable will be as approved by the Management from time to time.

16) ENTITLEMENT OF PAY:

An employee is entitled for pay from the date of joining.

He / she is not entitled to draw salary (other allowances, if any) from the day he / she is relieved from services.

Salary shall be paid to the employee on the day as fixed by the management every month by crediting to his/her bank account.

17) APPRAISALS :

i) Appraisals shall be conducted for all employees every year by their HOD's/Principal to assess their suitability and make the following recommendations:



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- a. To continue in the present position.
- b. To consider for promotion to a higher position.
- c. To consider annual increment or hike in remuneration based on the performance during the past 12 months.
- d. To extend training period.
- e. To terminate services.

ii) Appraisal shall not be applicable for employees who are appointed as Adjunct Faculty.

iii) The Faculty will conduct self appraisal initially and subsequently with his / her reporting HOD. The recommendation of the HOD will then be forwarded to Principal. The final recommendation will be sent to CHAIRMAN for approval through Principal. For Non-Teaching staff, Principal and HOD will forward the same to the Chairman with his / her comments and recommendation for approval.

iv) An Employee who has received two show cause notices from Management / Superior authorities will not be eligible for any increment and their appraisal shall be on hold for a period of one year and he or she will be called by the Management for reviewing his / her continuation of services with the Institution. The Management may take appropriate decision subsequently with respect to his / her continuation of service or otherwise be terminated from service by giving notice as per rules.

v) Appraisal / Increment shall be withheld for employees who are irregular in their attendance or if he / she is a habitual late comer. An employee who reports late for more than 5 days in a month on an average in a year (including two late comings allowed as per rules) will be considered as habitual late comer.

18) PROMOTION:

The Management approves a proposal, based on considerations of the activity profiles of Teaching Positions, to implement a process of Annual self assessment for all Teaching Positions.

Internal candidates could apply for higher posts only when the Institute calls for applications, which happens as required.

Changes to the promotion process should be approved by the management. Internal candidates who apply for the next higher post against the open positions may be considered, if they satisfy the requirements specified in the advertisement or as per AICTE Norms and if they are ready to move to the next level based on their performance in the present post.

Such applications will be reviewed first at the Departmental level. The shortlisted applicants go through a peer review process prior to being placed before a duly constituted Selection Committee. Promotion of an employee means his / her movement from a post in a lower scale of pay to a post in the next higher scale of pay.

i. Promotions are made as and when vacancies occur in the next higher cadre of post

ii. Promotion cannot be claimed as a matter of right. The Management holds all the discretion to decide on the need to fill up a particular vacancy or not.

iii. Promotions will be made on grounds of merit, ability and seniority.



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19) TERMINATION OF SERVICE:

- i. Temporary / Ad-Hoc / Part time / Contract Employees can be terminated any time without assigning any reason.
- ii. On Resignation: An employee can resign from service by giving notice in writing as per the appointment order to competent authority. In case he / she intend to discontinue services without any notice period he / she shall pay salary in lieu of notice period as per his / her appointment order. The Teaching Staff will not be relieved in the middle of the semester except in exigencies acceptable to the Principal.
- iii. Communication with the press (this includes all forms of interaction with print and electronic media) on any matter should be avoided and left to the competent authority. In case an employee indulges in spreading negative and false information about the institute through Press / Media, appropriate action shall be taken by the Management which may lead to termination from services.
- iv. Private consultancy is a serious breach of the code of conduct. Similarly, they should not take up remunerative assignments outside the Institute without explicit permission from the Institute. They shall not accept assignments in a tutorial organization either as a consultant or for direct teaching. Any breach of this shall lead to termination of services.
- v. Consistent complaints on a Teaching Staff about his / her poor teaching capability followed by poor student feedback and poor results shall result in termination of services.
- vi. The service of an employee may also be terminated if he / she is unable to attend his / her work, due to medical disorder / disability, by giving notice as per rules.
- vii. No Employee shall abstain from his / her duties without written permission from competent authority. If an employee abstains from duty continuously for a period of 10 Days without prior permission he / she will be deemed to have deserted his / her post from the date of his / her absence and his / her services shall be terminated with effect from the day of his / her unauthorized absence without any benefits.
- viii. The employee shall submit no dues certificate on his / her resignation / termination or on being relieved from service for full and final settlement.
- ix. The General Secretary is the competent authority to waive off in part or in full any condition at his / her discretion in exceptional cases. General Secretary can also waive off notice period and adjust unused leave in the account of the employee towards notice period.

20) HANDING OVER CHARGE:

The employee who is being relieved upon retiring / resignation / termination from services, shall hand over the responsibilities / charge to HOD or any person authorized by the Management.

- i. He / she shall handover all official apparatus issued to him / her to discharge his / her duties including (and not limited to) Records, Books / Periodicals/ Mobile Phone / SIM Card/ Data Card/ Lap Top/ Desk-Top System/ Pen Drive / CDs / Stationery etc., and all other items that have officially been given to him / her either to the HOD or any person authorized in this regard.



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- ii. He / She shall clear all types of dues / advances taken during service.
- iii. He / She should vacate the official place provided to him / her within two days of being relieved / terminated from service.
- iv. He / she should handover the official vehicle (If) provided to him / her and obtain no damage certificate from Transport In-charge a day before being relieved from service.
- v. He / she shall make a list of items / apparatus handed over to the person authorized by management and obtain signature and also sign the document and submit the same along with no dues certificate to his / her reporting authority.
- vi. Exit Interview shall be conducted for every employee who resigns from the organization. The exit interview shall be conducted by HOD or any other authorized person.
- vii. Exit Interview form is mandatory and the HR Dept shall not give the No Dues certificate unless they receive the Exit Interview form signed by the official who has conducted the Exit Interview and counter signed by Head of the Institution.

21) SERVICE RECORD:

- i. Service record for all Employees of the Institute will be maintained by the HR Dept.
- ii. It shall contain all the information pertaining to the employee from the date of joining to the date of relieving.
- iii. It shall contain all records such as appointment letter, joining letter, copies of educational certificates (updated from time to time), salary details, increments, confirmation of service letter after probation, rewards, promotions, punishments, show cause notices and any other documents pertaining to his / her service matter
- iv. It will be maintained up to the age of superannuation or till the employee is relieved from service.
- v. It shall continue with same record if the employee rejoins within three years from the date of resignation / retirement. However, the rejoining will be treated as a fresh appointment.

22) LEAVE RULES

PROCEDURE:

- i. Application for the leave should be submitted through the respective Head of the Department.
- ii. All leave applications should be submitted in advance for making alternative arrangements to ensure that regular assignments are not affected.
- iii. Leave shall be availed only on approval from the respective sanctioning authority.
- iv. An employee shall leave Hyderabad only with prior approval from his / her Head of the Department and should be available on mobile in case of any exigency.
- v. The Principal is the competent authority to sanction all types of leave as the Head of the Institution.
- vi. Leave cannot be claimed as a right. If the Head of Department or authority sanctioning such leave feels that the presence of employee is essential and important he may refuse to grant / approve leave.
- vii. Not more than three days leave can be applied at time from the previously accumulated or unclaimed leaves.
- viii. An employee on leave may be recalled to duty before the expiry of leave in case of urgency and necessity. The un-availed period of leave will be credited to the account of the employee or can be claimed later at an appropriate time.



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23) Kinds of leave:

a. Casual Leave b. Compensatory Leave (CL) c. Half Pay Leave(HPL) d. Maternity Leave(ML) e. Special Leave (SL) f. Study Leave(St.L)

i. 12 CLs days in a calendar year for Teaching and Non-Teaching Staff, one CL per month.

ii. The period of leave shall not exceed continuous 3 days at a time. Half day CL can be availed.

iii. It can be prefixed / suffixed to a holiday / weekly off but the total period of working days should not exceed 3 days.

iv. Unavailed CLs lapse at the end of year and cannot be carried over.

v.CCL: Teaching and Non-Teaching staff (regular or on probation) are eligible for CCL in lieu of each day work done during holiday/weekly off subjected to prior approval.

vi. Should be utilized during the same year, cannot be accumulated.

vii. Cannot be combined with any other leave.

viii.HPL: A regular Employee who has completed 2 years of service (including probation period / on consolidated salary) is entitled for 20 days Half Pay Leave or 10 days full pay leaves in a year. Medical certificate is compulsory to avail this leave. The management has the discretion to sanction or reject but in case of deserving cases and on case to case basis.

ix.ML: Regular Female employees who have completed two years service are eligible for 60 days of Maternity Leave on full pay. Maternity Leave can be availed only once during the entire service of the employee. Salary will be paid only after the employee re-joins duty.

x. SL: Teaching Faculty who have completed One Year of service will be entitled for Leave with Pay for 3 days every year for attending seminars, paper presentations, attending convocation (if it is outside Hyderabad), attending Interview for commencing Ph.D. course and for attending Viva Voce for completion of Ph.D., Guest Lectures, Workshops, Conferences, Paper Correction in University, on approval from Principal. This cannot be carried forward.

xi. St.L.: Employees who have completed 4 years of service shall apply for study leave in advance, through the HOD, to Principal. The Management which shall consider the application based on its merit and may or may not approve the leave. This leave cannot be claimed as a right by any employee. Employee is not entitled for pay and allowances when he is on Study Leave. Study leave can be claimed only once for a period of 2 Years in the entire service.

24) UNAUTHORIZED LEAVE / ABSENCE:

Absence of the employee from duty without sanctioned leave shall be considered as unauthorized absence and the employee shall be liable for disciplinary action. If an employee overstays or is absent after the expiry of approved leave he / she shall not be entitled for pay and the extended days on which he / she has abstained will be treated as Loss of pay. Principal is the competent authority to condone such cases if he / she feel the absence is justified.

25) VACATION:

I. The Teaching staff who have completed one year of service are eligible for 30 Days of Vacation every Year. For faculty with less than six months of service are not eligible for any vacation. However for more than six months and less than one year, management sanctions the vacation proportionally.



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- ii. The Management has the right to allot duties to any Teaching Staff during Vacation period in case of exigency.
- iii. Non Technical staff with less than 12 Months of service before the commencement of Vacation are not eligible for Vacation. For non teaching staff, the vacation days are decided based on their necessity of work by the management.

26) TA / DA RULES:

- i. These guidelines will be applicable to all the employees of the Institute, when they are officially deputed outside Hyderabad on official duty.
- ii. Daily Allowance (DA) shall be paid as per the cadre if the absence from headquarters is 24hours or more, inclusive of journey time.
- iii. In case the boarding and lodging is provided by the Institute an employee will be eligible for only 25% of DA.
- iv. If the Boarding and lodging is provided by organizers of an event, seminar, workshop, conference etc., no DA / TA will be provided. If only part of expenses are reimbursed by the organizers, an employee is eligible for reimbursement after deducting the expenses reimbursed by the organizers, as per his / her entitlement , it shall be decided on case to case basis.
- v. All official Journeys shall be authorized by competent authority with justification for the same.
- vi. Tour Advance shall be paid to the employee who shall fill the Tour advance format and on approval by the Head of the institution.
- vii. The employee shall submit his / her tour report and tour bills in an approved format.
- viii. Tour bills should be submitted and settled within 6 Days of completing the official tour and reporting back to work. Enclosing Original bills with claims is mandatory. If original bills are not enclosed for the accommodation only 50% of amount as per entitlement will be considered
- ix. Late submission of tour bills will be considered as misconduct.

27) LIABILITY TO ABIDE BY THE RULES AND REGULATIONS:

- 1. Every Employee shall conform to and abide by such rules in force, shall observe, comply with and obey all orders and directions issued by the Management from time to time.
- 2. Every employee shall promote the interests of the institute in which he / she is working by showing attention in all transactions.
- 3. Every employee shall obey orders / instructions from his / her superiors in the departments, shall work with integrity and his / her conduct should be sober and in tune with the position he / she is holding. Any insubordination or defying orders of superiors will be considered as an act of serious misconduct.
- 4. Employees are prohibited against showing any discrimination towards students & other employees based on Caste/Religion/Region/Tribe/Gender/etc.,
- 5. Any act involving theft, willful fraud, dishonesty will be considered as misconduct and action will be taken as deemed appropriate by the management.
- 6. All the employees shall follow the dress code of the institution as may be applicable and carry ID Cards at a clearly visible place on them when they are in the Institute premises or on official duty outside.
- 7. Use of mobile phones during class room sessions / lectures / meetings / during exam work / while on Invigilation is strictly prohibited.
- 8. Furnishing false information pertaining to age, qualification, experience and getting appointed by giving such false information will result in immediate termination of concerned employee from service without



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notice. He/she will not be entitled for his / her accrued benefits. Criminal action may also be taken if required.

9. canvassing for any political party within the Institution area, refusal to work when required by management, instigating quarrels, ragging, getting involved in criminal activity, criticizing the management or institution, collecting, running chit funds or money schemes etc., are strictly prohibited action with immediately be initiated which may result into termination of service.
10. Misleading and giving false information to students and staff will be considered as misconduct. Personal matters / problems involving police, criminal proceedings leading to FIR against an employee shall result in immediate suspension (from the day it comes to the notice of management) pending final outcome of the same.
11. Every employee shall maintain secrecy with regard to the matters of the Institute and shall not divulge directly or indirectly any information of confidential nature either to any member of the public or the Institution staff.

28) LOSS OR THEFT OF HIGH VALUE ASSETS / ITEMS:

- a. The high Value Assets / Items like LCD projectors / Lap Tops / Cameras etc. which will be issued to an Employee for official purposes. It is the responsibility of the Employee to whom it is issued to return it back in good condition and have the same recorded in the office.
- b. In case of Loss of valuable equipment, the Employee should immediately bring it to the notice of his / her Superior, Admin Officer. The Admin Officer will conduct the inquiry deem appropriate , after enquiry, a report shall be submitted to the Management, identifying the cause, fixing responsibility and suggesting means and methods to prevent repeat of such incidents in future. Action will be taken as deemed appropriate by the Management against such a person.
- c. If the Stolen Item / valuable cannot be recovered, the loss will be reported to the police and accordingly investigations can be carried out.
- d. The Management shall not be responsible for loss of any personal Items / Cash /Purse/valuables of any employee or student. It is the employee's / student's responsibility to safeguard his / her personal property against thefts.

29) CODE OF ETHICS FOR FACULTY:

Responsibilities of Faculty:

- a) The Faculty should:
 1. Conduct in accordance with the ideals of the Teaching profession. As a faculty he/she is constantly under observation by the students and society. A faculty should set an example by his/her impeccable behavior and work ethics.
 2. Have patience, integrity, temperament to deal with student's society.
 3. Maintain dignity of the profession and perform duties of teaching, mentoring, practical work, seminar work etc., conscientiously and sincerely.
 4. Actively participate in co-curricular and extracurricular activities.
 5. Take up work assigned by Management from time to time and assist Principal in admissions, counseling students, conduct examinations, supervision, invigilation and evaluation etc.
 6. Seek continuous growth through academic excellence.



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7. Actively strive to enhance the student potential and participate in seminars, conferences and meetings.
8. Take membership in related professional organizations and constantly upgrade their knowledge and skills.
9. Undertake additional responsibilities whenever required.
10. Not take any other responsibility / employment with any industry / coaching institute / college / private tuitions.
11. Should discharge the duties diligently and adhere to the existing rules and regulations.
12. Its compulsory for all teaching staff to publish minimum one international journal paper per semester in a peer review journal (not paid journal) and two conferences per semester two FDPs per academic year. The proof of the same has to be submitted.

b) Responsibilities of Faculty towards the Students and Parents / Guardians

The Faculty should:

1. Be just and impartial to students and should not discriminate on grounds of religion, caste , tribe , sex , social or physical characteristics.
2. Strive to see that students excel in academics and deal as per the individual needs and capabilities.
3. Encourage students to improve their skills, knowledge and personality.
4. Not be vindictive. Must respect students' views even if they do not match his /her views.
5. Be available to the students beyond the class hours to guide the students (if required).
6. Not instigate or incite the students against one another or against the
7. Communicate and maintain contact with parents / guardians and update them about the performance of their wards. If required, faculty should meet them whenever required and during parent Teacher meetings are held at campus. Should obtain the suggestions of parents and guardians for improvement and forward the same to the management on its merit.

c) Responsibilities of Faculty towards their Colleagues:

The Faculty should:

1. Treat other staff courteously and with respect.
2. Refrain from instigating or inciting one staff member against another.
3. Not discriminate against religion, caste, tribe, sex, social or physical characteristics.
4. Maintain decorum and decency while interacting with the opposite gender.

30) TRANSPORT:

The Institute has the facility of transport (selectively) for the students and the staff to commute between College and home. This facility is provided by the college, solely for the safety of students and the Staff.

1. Employees can avail the transport facility as per rates for transportation dept.
2. They will be picked up from designated points at scheduled time.
3. The route and pick up points are decided by the Management and there will not be any deviation from this.
4. Employees shall report 5 minutes prior to the scheduled pick up time.
5. Bus / Vehicle shall not wait for any employee if he / she are late.
6. Transport Facility is provided to the students /staff to facilitate him/her in reaching the Campus on time and to ensure he / she does not waste time in finding the alternate mode of travel.

This is strictly a management decision and the Management is no way responsible for any delay or any unfortunate incident while the student / staff uses this facility. All the Staff are expected to follow basic safety rules while travelling in Vehicles and ensure their own safety.

7. The Transport facility can be withdrawn by the management any time without assigning any reason whatsoever and the Management is not liable to provide the facility as a right to either the Staff or the Students.



College Vision

Our vision is to be a top ranking engineering college recognized for excellence in technical education and research. To prepare all students for successful careers imbining core human values to meet the growing technological and social-economics needs of our nation and the world at large.

College Mission

Our mission is to produce creative and technically strong and trained engineers of highest quality.

To develop the potential of human resources and to meet the challenges of the ever expanding global needs.

To enable the students to develop their own abilities and talents and create a work culture based on strong moral and ethical values.



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