



**Godavari Institute of
Engineering & Technology**

Approved by AICTE, Permanently Affiliated to JNTUK, Kakinada
Chaitanya Knowledge City, NH-16, Rajamahendravaram
Andhra Pradesh, INDIA, PIN: 533296 | www.giet.ac.in

STATUTES

**Godavari Institute of Engineering & Technology
(Autonomous)**

**NH - 16, Chaitanya Knowledge City, Rajahmundry - 533296
Andhra Pradesh, India**



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INTRODUCTION

Godavari Institute of Engineering and Technology (GIET) is destined to serve as a Center for Academic Excellence in imparting Technical Education at global standards. The Institute is approved by All India Council for Technical Education (AICTE). It was established by Sri Koundinya Educational Society, Rajahmundry, a non-profit Society. The Governing Body is the supreme authority under which the Institution functions. The Governing Body is responsible for the development and /or approval of the Institute's programmes and for the Institute policies. The statutes provide regulating framework for various categories/levels of employees in Institution. These conditions of service are well formulated, taking into consideration the various aspects and aspirations of the teaching and non-teaching staff. The principal objective is to attract persons with missionary zeal and to retain the well-qualified and talented staff in all faculties, with the ultimate object of imparting high standard and quality education in the field of engineering and technology.

Having set the aforesaid goals, the Institute stipulates the conditions of employment, which are clearly just and fair to the interest of both the employees and the institute. The service conditions are aimed to encourage the employees to take sincere interest and pride in the Institute and its progress and to put their best talents in the discharge of their responsibilities.

The Institute encourages its employees to improve their professional qualifications on par with changing needs of the engineering education and to grow in their abilities to serve the institution. Likewise, it wishes to appropriately evaluate, recognize and reward superior performance. The following service conditions are framed with this in mind. However, these conditions and practices will be reviewed periodically and changes will be made as experience indicates.

These service conditions concern with only regular employees who are employed on the rolls of the Institute. Some persons may be employed on temporary/adhoc/part-time basis for specific purpose and/or for specific period of time. Such employees are not covered under the provisions of these rules/policies outlined herein, beyond the extent set forth in their respective letters of appointment/agreement. This also does not apply to daily-rated/contract labour/workers.


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The Governing Body of GIET. In exercise of powers conferred by the Articles of the Society, had made the following rules and regulations, for administration of the Institutions.

1. SHORT TITLE

These regulations are called as the GIET Statutes or Service Rules.

2. APPLICABILITY

The Service Rules shall come into force (deemed to have come into force) with effect from 01-02- 2001 and shall apply to all the regular employees of the Institute. Unless otherwise stated specifically, these rules and regulations shall not apply to persons employed on temporary or on adhoc basis or on contractual / on the roll of subcontractors or daily-wage basis.

3 DEFINITIONS

In these rules and regulations, unless the context otherwise requires.

- a) 'Society' means Sri Koundinya Educational Society registered under the Andhra Pradesh Societies Registration Act.
- b) 'Management' means the Governing Body of the Society, duly constituted under the specific byelaws of the Society under which all institutions are established which a supreme authority. However, that the overall Management and the day-to-day administration of the Society and its affiliated Committees formed under the directions for the Governing Body of the Society and constituted as per the relevant provisions of the AICTE as per Statutes of the Institute.
- c) 'Society and Affiliated institution / Institute' means and include
 - i) Sri Koundinya Educational Society
 - ii) GIET
 - iii) Among other Institutions / Centres of Excellence that may be established at a later date.
- d) 'Employee' means a regular employee by GIET to discharge the duties assigned by the society or its affiliated organizations for teaching and non-teaching purpose on remuneration basis.
- e) 'Salary' means Basic Pay, Dearness Allowance and other allowances, if any wherever applicable or consolidated pay without any allowances payable to an employee.
- f) 'Service' include the period during which an employee is on duty as well as on leave authorized by the Management, but does not include any period during which an employee is absent without salary.


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- g) **Disciplinary Authority:** The Secretary is the disciplinary authority for all the employees in the Institution under the control of the Society. The Secretary may nominate a disciplinary committee a person/employee to be the disciplinary authority for a certain class/category of employees. The committee so nominated shall exercise the powers of the disciplinary authority in discharge of the duty.
- h) **Appellate Authority:** Where the disciplinary authority is being exercised by the Secretary, the Management Committee along with the Secretary will constitute as Appellate Authority. In all other cases, the Secretary will be the Appellate Authority.
- i) **Enquiry Officer:** Enquiry Officer is the person/committee appointed by the disciplinary authority to enquire into the charges leveled against an employee of an institution.

4 POWER TO IMPLEMENT AND TO AMEND THE RULES

The power to implement or 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. The Management shall have absolute right, liberty and powers to withdraw, modify, amend, alter and to repeal or to supersede at its sole discretion any or all the rules contained herein or any rules and regulations framed and enforced by it from time to time.

5 DELEGATION OF MANAGEMENT POWERS

The Management may delegate to the Secretary or to any officer of the Society or institutions under their control, any or all its functions, wholly or partly, permanently or temporarily, and such officer or officers shall be the Management for the purpose of interpretation of these rules to the extent and for the durations of the period as may be authorized by the Management.


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6 APPOINTMENT OF EMPLOYEES

Classification of Employees

The employees are classified as follows:

- i) Faculty or Teaching Staff
- ii) Non-Teaching staff including administrative, supporting technical staff and Non-Technical Employees.

Further classifications:

- a) Regular Employee: A qualified person employed in a regular post and has successfully completed the probation for a period of one year and whose regular service has been confirmed in writing.
- b) Probationary Employee: A person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the Institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended at the discretion of the management. Further, before absorption of the concerned, it is essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the Head of the Department or Principal, who recommends his/her service to confirm. His/her probation may be extended or his/her service be terminated, if found not suitable.
- c) Staff on Contract: All the subordinate and secretarial staff members, laboratory assistants, supporting technical staff etc may be appointed on contract. All in this category, whose service conditions will be as per mutually agreed terms of contract, which they have entered with the Institute and whose contract may or may not be renewed.
- d) Temporary/Adhoc Appointee: An employee who is employed for work which is essentially of temporary nature or who is employed in connection with the temporary increase in permanent work or is employed in a vacant post or probationer who is temporarily absent due to any reason, including one permitted by the Institute to go on advanced studies.
- e) Apprentice/Trainee: A person engaged for training and who will be paid stipend during the training period. However, regularization of his/her service is purely at the discretion of the Institute.
- f) Casual employee: A person employed for work of a casual or occasional nature.

Number Posts and Pay

The Management shall fix the number of posts in the Institution in all categories and also prescribe qualifications, mode of recruitment, and the scales of pay etc., to each


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category of posts, which may be reviewed and revised by Management from time to time, depending upon the exigencies. The pay scales of the faculty are covered under AICTE pay scales. Hence, the employee payments will be fixed in the appropriate grades and scales depending upon qualifications, experience, exposure, merit etc., as applicable and as amended from time to time, except for the staff recruited temporarily or on adhoc basis or on consolidated pay.

Contract Employment

Notwithstanding anything contained in these rules and regulations, the Management may employ persons on a temporary/adhoc or on contract basis to different posts in the organization under their control on consolidated pay or on daily wages, wherever the necessity and circumstances so warrant.

7 EMPLOYMENT OF NEAR RELATIVES

As a general rule, it is the policy of Sri Koundinya Educational Society to avoid employment of two or more members of the same family or close relations in the same organization. Any exception to this policy must be approved by the Governing body and would normally be allowed only if another person equally well-qualified cannot be recruited.

8 AGE AT THE TIME OF JOINING

The age of a person at the time of his/her first appointment in the Organization shall be at the discretion of the Management. In case of Teaching Staff, other than the staff covered under the AICTE scales of pay, the Management may take decision based on the qualification, experience etc., about the age of the person employed to the post. In other cases, the maximum age is 30 years. The Management in deviation of the above, may also employ persons with more that the age of 30 years, depending upon the qualification, experience etc., possessed by them in the exigencies of service.

9 JOINING FORMALITIES

At the time of joining, the new recruit would have to furnish the following to the personnel Department

- a) Joining Report
- b) Medical Check-up Form
- c) Proof of Date of Birth
- d) Original Certificates supporting Qualification/Experience for verification with copies to be furnished.
- e) Two passport size photographs.
- f) Names and addresses of two persons for contacting in case of any emergency.
- g) Declaration/Nomination as to existing membership of Provident Fund.

h) Keeping in view of the occasional happenings of some teaching staff on Probation/Temporary period leaving the institution without notice, it has become necessary to insist for an amount equivalent to his/her one/month gross salary to be built by deduction from salary in the first four months. This deposit will be refunded to the staff member at the time of leaving the services properly.

10 COMMENCEMENT OF SERVICES

Except as otherwise provided by or under these regulations, service of an employee shall be deemed to commence from the working day on which the employee reports to duty in an appointment covered by these regulations at the place and time intimated to him/her by the Management, provided he/she reports in the forenoon. Otherwise, his/her service shall commence from the following day. In the case of a batch of persons appointed as per the recommendation of a duly constituted selection committee, the seniority of persons will be as per the merit order in the proceedings of the selection committee.

11 PROBATION

Employees who are appointed to the posts in the organization under the control of the Management directly in a regular basis shall be required to be on probation for a period of one year. In case an employee is promoted to a higher post the probation, while working in the higher post, shall be for a period of one year.

The probationary period shall stand automatically extended until confirmation orders or otherwise are issued in writing by the Management. The services of an employee on probation may be terminated either by giving one month notice to the other party or one month salary in lieu thereof.

12 RESIGNATION AND TERMINATION

iii) If an employee at any time after confirmation intends to resign, he/she shall give three month notice in writing or pay three month salary in lieu thereof. Similarly, the Management shall be competent at their discretion to terminate the services of any employee by giving three month notice or three month salary in lieu of notice

i) The Management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three months notice in writing or by paying three months salary in lieu thereof.


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- ii) The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/her official duties or for misconduct in discharge of his/her official duties by giving one month notice or paying salary in lieu of notice.

13 RETIREMENT

Every employee shall retire from service on attaining the age of superannuation, which is 70 years in case of teaching staff and 58 years of age in case of others. AICTE guidelines on the retirement of faculty are considered.

The Management, in the interest of the organization, may extend the period of service of an employee by an extended period based on the mental and physical condition of that employee.

The employees in all categories of posts shall retire from service after attaining the age of superannuation w.e.f. the afternoon of the last day of the month in which their date of superannuation falls.

The following guidelines may be laid down for seeking reemployment in the Institution after attaining the age of superannuation.

- a) Whenever a regular employee is going to superannuate, the date of superannuation may be informed to the employee three months in advance, after obtaining orders of the Secretary.
- b) If such an employee desires to serve the institution after superannuation, he/she may apply, in writing, to the Principal to continue him/her in the service
- c) On receipt of such an application, the concerned Head of the Department may be asked to offer his/her remarks on the mental and physical condition of the employee and whether there is a need to continue him/her in service, duly indicating the work load to be assigned to such an employee.
- d) The Principal may offer his remarks and make his specific recommendation on the necessity and desirability or otherwise of continuing such an employee and indicating the terms and conditions of his/her re-appointment such as:
- i) Tenure of re-appointment,
 - ii) Consolidated salary to be paid per month. To arrive at the consolidated salary to be paid, the last pay drawn by the employee may be taken into account, which may be rounded off to the next hundred.
 - iii) Such employee is not entitled for any other leave except casual leave, unless, specially permitted by the Management.


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14 WORKING HOURS/HOLIDAYS/VACATION

The Working hours of the employees are determined and notified by the Institute from time to time, based on the work/service requirements, fulfillment of Institute obligation to students and such other expediencies.

The Institute observes National/Festival holidays as may be notified from time to time. Employees may be notified to be available for work on said holidays.

The Institute observes vacation, which will be notified from time to time.

15 ATTENDANCES AND PUNCTUALITY

Each employee in the Institute has an important role in ensuring smooth and efficient handling of classes and maintenance of discipline as required for the smooth functioning of the Institute. They are, therefore, expected to be in their respective allotted places on time on each working day and any movement must be with the knowledge of Head of the Department. Employees are expected to be present for duty on all working days, except on the days of authorized leave.

16 PERSONAL RECORDS

The employee records are kept within the Administration Department. These are used within the Institute only for bonafide reasons. As a policy matter, Administration Section ensures that the relevant employee-related information is maintained in strict confidence. Employee-related information is given to outsiders only if the Institute is satisfied with the validity of the request, or if it is required by law, or if the employee himself has requested that information to be supplied for reference purpose.

17 APPRAISALS

The annual performance appraisal of an employee is being maintained on a regular basis. The main objective of this scheme is to evaluate the performance of an capabilities without being required to oral enquires in different quarters. Obviously, the performance appraisal report will have an important bearing on the:

- a) Promotion as well as sanction of increments.
- b) Confirmation of service.
- c) In respect of Adhoc appointees, for taking them to regular rolls,
- d) In respect of employees on contract, to renew their contract for further periods, if required.
- e) Self-appraisal to appraise ones own on their goals/targets gives an opportunity to explain what one has done and factors that helped and/or hindered ones performance.


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Regarding the probationers, this report is a must to confirm his/her services; hence periodical appraisal will be done and deficiencies will be brought to notice of the employee.

18 DISCIPLINE

Every employee is expected to maintain a certain standard of discipline as envisaged by the Institute policies in force from time to time, failing which, he/she renders himself liable for such an action as may be taken against him/her.

In particular, all employees should bear in mind the following:

- a) Every employee shall always work, utilizing the working hours wholly to the best of his/her ability and in the best interest of the Institute for building a strong, unique and dynamic institute.
- b) Every employee shall take all possible steps as may be required of him/her to ensure and to protect the interest of the Institute and perform his/her duties with utmost integrity, honesty, devotion and diligence.
- c) Every employee shall show courtesy in his/her interactions with other employees, students, parents of the students, suppliers and others having dealings with the Institute.
- d) Every employee should, in all respects, faithfully and diligently observe and obey all circulars, rules, orders directions and instructions issued by the Institute from time to time and also ensure that his/her students also shall observe the same.
- e) Every employee shall strive to develop and impart such an education to the students to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the organization wherever they are going to be employed.

19 CODE OF CONDUCT

General conduct: The employees, in the discharge of their duties and in their interactions and dealings with public, Government Officials, students and their parents and fellow employees of the Institute shall conduct themselves in a manner that enhances the prestige and image of the Institute and shall and shall not do anything which impairs or tarnishes the image.

Ethical conduct: Employees shall deal on behalf of the Institute with professional honesty, integrity and the moral. Their ethical standards shall be fair, transparent and be perceived as such by others.

Conflict of interest: Employees shall not engage themselves in any business activity or service relationship, which may conflict with the interest of the Institute. Such a conflict


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of interest may arise directly or indirectly when so associated being in a position to derive a personal benefit for himself/herself or for his/her relatives by taking some decisions or influencing decisions relating to any transaction. The main areas of actual or potential conflicts of interest would include.

- a) Financial interest of an employee or his/her relative in any firm or institute which may be competitor, supplier, distributor or partner etc. and
- b) Acceptance of gifts, donations, hospitality/entertainment beyond the customary level from existing or potential supplier or third parties which have business dealings with the Institute.
- c) Where employees do have such conflicts of interests, they are required to promptly make full disclosure of the same in writing to the Institute.
- d) In addition to the above, all the employees should abstain from the conditions of 'Misconduct'. The following acts shall be treated as misconduct.

20 MISCONDUCT

- a) Theft, fraud or dishonesty in connection with the business or property of the Institute or of property of another person within the premises of the Institute.
- b) Taking or giving bribes or any illegal gratification.
- c) Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his/her behalf by another person, which the employee cannot satisfactorily account for.
- d) Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- e) Acting in a manner prejudicial to the interests of the Institute.
- f) Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his/her superior.
- g) Absence without sanction of leave or over-staying the sanctioned leave for more than ten consecutive days without sufficient grounds or proper/satisfactory explanation.
- h) Habitual late or irregular attendance.
- i) Neglect of work or negligence in the performance of duty including malingering or slowing down of work, including willful failure to cover the stipulated portion/syllabus within the time schedule.
- j) Drunkenness or riotous or disorderly indecent behavior in the premises of the Institute or outside such premises where behavior if related to or connected with the employment.
- k) Sleeping while on duty.



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- l) Instigating the students and/or employees to create unrest or provoking them for creating any disturbances, whether directly or indirectly or commission of any act subversive of discipline.
- m) Commissions of any act subversive of discipline or of good behavior.
- n) Abetment or attempt to abetment of any act, which amounts to misconduct.
- o) NOTE: The above instances of misconduct are illustrative in nature and are not exhaustive.

21 LIABILITY TO ABIDE BY THE RULES AND REGULATIONS

Every employee shall conform to and abide by such rules and shall observe, employ with and obey all orders and directions issued by the Management from time to time, with utmost endeavor to promote the interest of the organization, showing courtesy and attention in all transactions.

22 EMPLOYEE'S APPLICATION FOR OTHER EMPLOYMENT

1. No employee shall apply for other employment or signify his/her willingness to accept such employment or office, whether stipendiary or honorary or otherwise, without the prior written permission of the Management.
However, the Management may, at their discretion, permit an employee to apply for an outside post not more than twice a year.
2. No employee, whether on leave or in active service of the Institution, shall undertake a part time job, which is likely to embarrass or influence him/her in discharge of his/her official duties, for any consideration of cash or kind. However, an employee, with the written permission of the Management, any undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that such work does not interfere with his/her official duties.

23 OBLIGATION TO MAINTAIN SECRECY

Every employee shall maintain secrecy in regard to the affairs of the institution and its constituents and shall not divulge directly any information of a confidential nature, either to a member of the public or to the institution staff, unless compelled to do so by judicial or other legal authority or unless instructed to do so by the Management.

24 ABSENCE FROM DUTY WITHOUT PRIOR PERMISSION

An employee shall not absent himself/herself from his/her duties without first obtaining the permission of the competent authority. In case of unavoidable circumstances, a message or a letter should be sent on the next working day, giving the reasons of his/her absence for the previous days. If the employee absents himself continuously for



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a period of 10 working days or more without any leave letter or communication, the employee shall be deemed to have deserted the post held by him/her from the date on which he/she abstained from duty.

25 PENALTIES

a) Minor Penalties

- i) Censure
- ii) Fine (may be imposed on the employees who are below the cadre)
- iii) Recovery from the salary, whole or any part of any loss caused to the institution by negligence or breach of orders.
- iv) Withholding of increments.
- v) Suspension.

b) Major Penalties:

- i) Reduction in rank.
- ii) Removal from service.

Explanation:

The following shall not amount to a penalty within the meaning of this rule.

- a) Retirement of the employee in accordance with the provisions relating to superannuation/ retirement.
- b) Replacement of an employee, who is not qualified on the date of his/her appointment, by a qualified one.
- c) Discharge of any employee appointed on a short term officiating vacancy caused by grant of leave, suspension or the like of another employee.

26 PROCEDURE FOR IMPOSING PENALTY

In case of minor penalties as mentioned clause 25(a) of Rule 25, a show cause notice will be issued calling from his/her explanation. After submission of explanation, a decision may be taken for imposing the punishment mentioned therein.

Any order imposing a penalty specified at clause 25(b) i.e. Major penalties of Rule 25 shall be passed only after an enquiry is held as far as possible in the manner specified below.

- i) The disciplinary authority shall itself hold an enquiry either *suo moto* or on a direction from a higher authority and frame definite charges on the basis of


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allegations of which the enquiry is proposed to be held and a copy of the charge together with the statement of the allegations on which they are based shall be furnished to the employee.

- ii) The employee, after receipt of the above memo, shall submit his/her written explanation in defense within the time limit as a specified in the charge memo.
- iii) On receipt of the written explanation or where no written statement is received within the specified time, the disciplinary authority may appoint an enquiry officer to enquire into the charges.
- iv) The enquiry officer shall give all reasonable opportunity in conformity with Natural justice to the delinquent employee to defend his/her case and after conclusion on the enquiry, shall prepare a report on the findings on each of the charges, together with the reasons and submit the report to the disciplinary authority.
- v) The disciplinary authority after examining the report received from the enquiry officer, shall give notice to the concerned delinquent employee and calling upon to submit his/her representation, if any, in this regard within the specified time thereon against the proposed action.
- vi) The Disciplinary authority, after examining the representation received from the delinquent employee or otherwise, shall decide the penalty to be imposed and issue orders accordingly.
- vii) If the employee is aggrieved with the penalty imposed upon, he/she may prefer an appeal with the appellant authority within 30 days of the receipt of the orders of punishment.
- viii) The appellant authority causing such enquiry as it deems fit and necessary, may pass orders either dismissing the appeal or allowing in full or part or modifying the punishment awarded.
- ix) The orders so passed by the appellant authority shall be final and binding on the delinquent employee as well as on the disciplinary authority.

27 EMPLOYEE PROVIDENT FUND SCHEME

The regular employees of the Institute are entitled for Employee Provident Fund Scheme under the Provisions Act, 1952, and related pension scheme of 1995. At this point, it is clarified that the staff/employee appointed on contract basis is not a regular employee since there is no master and servant relationship between them. However, the Institute, on request from the contract staff to consider the EPF coverage of such persons in view of social security benefits in the Act, as a gesture considered and covered them in the EPF Scheme by clarifying that this gesture shall not be used to claim for their permanency in the employment.


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28 MISCELLANEOUS AND GENERAL


- a) Every employee of the institute shall, at all times:
 - i) Maintain absolute integrity.
 - ii) Maintain devotion to duty, and
 - iii) Do nothing, which is unbecoming of public servant.
 - iv) Caution Deposit: In order to discourage a staff member who may leave the service in an abrupt manner, without rendering the academic work and which will also cause manpower gap in the department, a caution deposit will be collected from the new recruits to the extent of one month salary to be built by deduction from salary in the first four months. It will be returned at the time of leaving the service properly.
- b) All employees are automatically governed by the code of conduct or other rules that may be framed from time to time. Any violation thereof shall attract disciplinary action.
- c) All employees of the Institute shall be governed by the leave rules and T.A. rules that are framed separately.
- d) The decision of the Management Committee of the institute regarding the interpretation of these and on any order point, which is not covered under these rules, shall be final and binding on the employees.

29 PROCEDURE FOR GRIEVANCES HANDLING

Employees may have grievances real or imaginary, which if not heard and resolved expeditiously, may lead to frustration and discontentment, affecting moral and interest of the Institute. Hence, in order to maintain harmonious relations between the employees/staff and the management of the institution and a bring to notice of the Management of the institution the grievances of an employee (individual as well as collective) with a view to secure their expeditions redressed, it has been decided to formulate the following "Grievance Handling Procedure" in the Institution.

Scope: This production deals with:

- a) The complaints that can be covered under 'Grievance'
- b) The constitution of Grievance Committee
- c) The two tier system for Grievance handling, and
- d) The method of dealing with Grievances


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Definitions of 'Grievance':

Grievance; would mean complaint affecting individual employee in respect of his/her wage, facilities, injustice, leave, transfer, extension, promotion, seniority and working conditions being meted out to him/her.

If the grievance is of general ability or of collective nature, it would fall outside the scope of this procedure. However, collective grievances of routine nature may be admitted at the discretion of Administrative officer.

When the employee has taken up his/her grievance for redress under the procedure, a formal 'Conciliation and Legal Machinery' shall not be resorted until all the steps enumerated in the procedure are exhausted.

Procedure of handling Grievance-Stage I

- a) The aggrieved employee may present his/her grievance verbally in person to his/her immediate supervisor, Head of the Department or Section.
- b) If the employee is not satisfied with the verbal reply of his/her immediate supervisor, he/she may submit Grievance Form I to the Assistant Administrative Officer, who will pass it over to the Officer in Charge. The Officer in Charge may offer his/her comment, if any
- c) The Assistant Administrative Officer will convene a meeting which consists of
 - (1) Concerned Head of the Department,
 - (2) Assistant Administrative Officer/ Convener,
 - (3) Officer in Charge, and
 - (4) Concerned employee.
- d) This Committee will meet within a week and decide the case.
- e) The decision taken to be entered in the Register as well as in the two copies of the Grievance Form/and the duplicate copy will be sent to the employee through the Officer in Charge immediately.

Procedure of Handling Grievance – Stage II

- a) If the employee is not satisfied with the Stage I decision or if he/she fails to receive an answer within ten days, the employee may submit Grievance Form II to the Administrative Officer.
- b) The Grievance Form will state the grievance as well as decision of the Stage I, giving reasons why he/she is not satisfied with the decision.
- c) The Grievance form received in Administrative Department will be entered in a Register and the acknowledgment will be returned to the employee.
- d) The Administrative Officer will apprise the Head of the Institution regarding the course of action followed and the decision taken in Stage I so far.


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- e) The Head of the institution will then take an appropriate decision and communicate the decision to the employee concerned through his/her Head of the Department. The Head of the institution, if he/she deems it necessary, may constitute an Enquiry Committee or seek information from relevant quarters.
- f) The decision of the Head of the Institution will be final.

30 SPONSORSHIP REGULATIONS FOR HIGHER STUDIES

The Management of GIET is very much pleased to announce the regulations for sponsoring the GIET faculty to pursue higher studies viz., Ph.D., M.Tech(SSS/Part Time) Batch (CCC). The resolution is made with an intention to encourage a good number of faculty members to improve their qualifications.

1. Employees interested to pursue Ph.D under external scheme and those interested to carryout M.Tech (SSS/Part-Time), Batch (CCC) should apply through concerned Head of the Department (or) the Principal.
2. The applications will be scrutinized by the Executive Council for further proceedings.
3. All the candidates approved by the Institute Executive Council will be sponsored as per the following conditions.
 - a) The sponsorship for Ph.D. will be provided for a period of three years. The period may be extended as per the satisfactory recommendations of the concerned research supervisor.
 - b) The candidate sponsored for Ph.D. will have to submit an undertaking that he/she shall work for a minimum of three years reckoned from the date of receipt of Ph.D. degree.
 - c) The sponsorship for M.Tech (SSS/Part Time); M.Phil and Batch (CCC); will be provided only for duration of the course period. The candidate should submit an undertaking stating that he/she shall work for a minimum of three years after the completion of course.
 - d) The candidate is permitted to avail semester/summer holidays with salary for his/her research purpose without any disturbance to the regular works.
 - e) The candidate is required to submit an attendance statement collected from the concerned external supervisor authority periodically.
 - f) 50% of the salary will be paid per each part of the sponsored period availed for the research work. The balance 50% of the amount will be paid in three consecutive years. Alternatively the candidate can get this amount at one time with suitable bank guarantee.
 - g) Publications in National/International Journals will be given special importance and suitably praised by the Institute Executive Council.



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h) In case of presentation of papers in any National/International conference, the candidate may apply for Registration Fee. T.A. and D.A. by providing relevant copies of bills and can avail special casual leave.

i) Prior permission is required for all the above.

31 RESPONSIBILITIES OF THE EMPLOYEES

Responsibilities of the Principal

The Principal shall be the Head of the Institution. He is responsible to:

1. Plan the establishment of various departments and the various administrative units of the college.
2. Coordinate various activities connected with admissions, teaching, conduct of examinations, collection of fees, publishing course files and manuals.
3. Identify and recruit suitable persons to man the departments and administrative units.
4. Develop laboratories, computer center, library and all organs required for an educational institution.
5. Maintain cordial relationship with the university authorities. Directorate of technical education, AICTE and such other policy making bodies.
6. Maintain healthy relationship with the management and conduct meetings of the Governing Council and Management Committee as and when necessary.
 - a. prepare the minutes of meetings.
 - b. Prepare the budget for approval of management.
 - c. Regularly apprise the management about various activities.
7. Plan functions like Convocation, Annul Day Freshers' Day, Merit Awards
8. Give leadership for organizing seminars, symposia, short-term schools and plan Faculty Improvement programmes.
9. Be responsible to project a powerful image of the college in the eyes of the authorities of universities, AICTE, Government, Parents, Industries, R&D Establishments and the general public.
10. Organize special lectures by experts, technical staff, seminars & conferences and refresher courses.
11. Encourage the faculty and staff to improve their academic qualifications without effecting normal curriculum.
12. Maintain cordial relations with local industries and also develop contacts in general with industry and R&D organizations in the industry.
13. Extend all possible help to the students of the department for training/project work/professional employment.
14. Make efforts to enhance the computing skills of the students and organize bridge courses to make up deficiencies.


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Responsibilities of the Vice – Principal

The Vice Principal responsible to:

1. Supervise the Institute activities and to assist the Principal, render advice in the establishment of various administrative units like Academics, Examinations, organize seminars and conferences, provide feedback on quality assessment and so on.
2. Assist the principal in implementing service rules, evaluate annual confidential reports, performance appraisal reports etc.,
3. Co-ordinate and conduct the internal and University Examinations as per the regulations.
4. Prepare Academic and Examination Schedules.
5. Take effective steps in prevention of ragging, maintenance of discipline.
6. Take necessary actions for the submission of Academic, Examination and other necessary information to the University.

Responsibilities of Heads of Departments

Head of Department is responsible to:

1. Regularity, punctuality, distribution of teaching work and laboratory work among the staff and ensure completion of syllabus as per the almanac in time
2. Maintain duty statement and leave account for the department staff.
3. Maintain relevant topic-wise files and ensure "Place for everything and everything in its place".
4. The Head of the Department should remain well informed of the activities and programmes of other professional colleges and institutions. Head of the Department should keep good contacts with the faculty of IITs. Universities and other colleges in the country and if possible, universities abroad.
5. Preparation of class-wise timetables. Ensure compilation of students; attendance and sessional marks as and when required during Semester/Academic Year and maintain the relevant files and records for future reference.
6. Coordinate the work in connection with the preparation of course files laboratory manuals and such other documents and updating them from time to time.
7. Develop various laboratories and arrange for regular maintenance, update the laboratories by procuring the equipment required to perform experiments listed in the syllabus book.
8. Maintain laboratory-wise stock register one for capital equipments and the other for components & spares.
9. Coordinate the activities of Technical Associations, like ISTE, IETE. IEEE, etc.

Faculty (Professors/Associate Professors/Assistant Professors)

Besides teaching, all faculties are required to make effort for various activities and contribute to the fair image of the college. They have to necessarily cooperate in student counseling, give support to the administration and involve themselves in R&D/Consultancy and extension services.


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1. The Teaching Faculty are expected to deal with the students in a kind manner as far as possible within the frame work of rules and without any deviation of the institutional discipline.
2. The Teaching Faculty members are expected to be punctual at all their academic works.
3. The Teaching Faculty should make in advance necessary substitutions and arrangements for their classes during their absence.
4. The Faculty Members are expected to maintain attendance records up to date and should submit the records as per the stipulated schedules.
5. Any actions on the part of any employee, whether teachers or Supporting staff members or members of the ministerial staff or Class IV employees, which result in obstruction, embarrassing situation or tarnishing the image of the institute in the eyes of the University or general public, shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
6. Instigating students to resort to any kind of agitation or to revolt against the administration/management of the college shall be viewed as subversive activity and the employees indulging in such activities shall attract disciplinary proceedings against them.
7. Demonstration of "Loyalty to the College" by putting in sincere, diligent, ungrudging work, assisting the administration/management to tide over any difficult situation that may arise from time to time, by putting in extra hours of work when needed by extending sincere cooperation to the administration of the College, attracts commendation from the college authorities.
8. Employees of the College, if invited, shall attend all the College Functions, Seminars and Meetings.
9. It shall be the duty of every one of the employees to honor the confidence reposed in him by the College and not to divulge any information obtained by him/her in the course of official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is specially required to be very cautious in the observance of this rule and should not under any circumstances divulge any information that passes through his hands in the discharge of his/her duties, to unauthorized persons.

Faculty Motivation

Excellent Teachers shall be recognized and honored based on objective norms and demonstrated skills. The Faculty members who are keen, exhibit initiative and drive in establishing and improving research and development in the institution will be especially encouraged. The grants obtained for R&D work from external sources in view of strengthening of infra structures ion the Institute will receive special commendations.

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Working Hours for Faculty

AICTE norm stipulates that every teacher of a college has to contribute 40 clock hours of work per week. A tentative distribution of the working time in a week is given below. It may be considered as a guideline, but not a rigid frame work. The heads of Departments, Deans, Directors and other officers in charge of Administrative and Academic Units of the college are required to spend more time in planning, streamlining and structuring various activities at every level in their concerned department/unit.

Tentative distribution of time to be spared by a faculty member for different activities in a week.

Category	Teaching		Preparation Paper Setting & Valuation	Student Counseling	Administration	Project Guidance/ Consultancy & Extension Services	Total Clock Hours
	Clock hours	Periods					
Professors	8	10	8	3	16	5	40
Associate Professors	12	14-15	15	3	5	5	40
Assistant Professors	16	19-20	20	2	1	1	40

Working Hours for Non-Teaching Faculty

Forty (40) hours per week as assigned by the Principal/Head of the Department Officer/Teacher –in-charge of the concerned section /cell /unit.

33 LEAVE RULES

Different kinds of leaves are available to an employee with pay 'pay' means for purposes of these rules, will be the amount drawn monthly by an employee, which has been sanctioned for the post held by the employee. It includes basic salary, DA, HRA, special pay, personal pay or such other emoluments classified under the rules as pay.

Kinds of Leave

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

1. Casual Leave (CL)
2. Medical Leave (ML)
3. Half Pay Maternity Leave (HPML)
4. Extraordinary Leave (EOL)
5. Holiday Compensatory Leave (HCL)
6. Special Casual Leave (SCL)



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The authorities competent to sanction different kinds of leaves are separate and specified accordingly.

General Conditions Governing the Grant of Leave


The following regulations shall govern the grant of leave to an employee

1. Leave of any kind cannot be claimed as a matter of right and may or may not be sanctioned as per discretion of the Management. When the exigencies of service so required, the competent authority may, at its discretion, refuse leave or revoke the leave of any description already granted or recall an employee from leave, except when the leave is applied for or availed on medical grounds and a certificate to that effect is produced to express inability to join back for duty.
2. Ordinarily, leave should be applied in advance with alternate arrangements made for the class work and other duties.
3. Leave applied for shall not be availed unless it has been specifically sanctioned, except where it is applied on the strength of medical checkup or under unforeseen circumstances to be specified in the leave application; However, intimation has to be given in advance to Principal or Head concerned (even on Medical grounds) for necessary arrangement.
4. Absence without leave, whether it is in continuation of sanctioned leave or otherwise, entails forfeiture of his right to the service, unless otherwise ordered by the competent authority.
5. Leave can be prefixed or suffixed to a holiday.
6. Leave ordinarily commences on the day succeeding the day on which employee is relieved and ends on the proceeding day on which he returns to his/her duty.
7. Every employee shall furnish leave address while proceeding on leave and shall keep the institution informed of any subsequent change in the address.
8. An employee on leave cannot attend the duty before the expiry of the period of leave granted to him, unless so permitted or required by the competent authority.
9. During the leave period, an employee shall not engage himself/herself in any other employment either paid or unpaid or any private business.
10. Intervening holidays /rest days during the period of leave shall be treated as leave, except casual leave.

34 ENTITLEMENT OF LAVES

Casual Leave: (CL)

1. Employee shall be eligible for casual leave for a period of 12 days in a calendar year and casual leave will be available on pro-rata basis for the number of months served by an employee in a calendar year. Casual leave shall not be granted ordinarily for more that two days a time.


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2. Casual leave can be availed for a half day either in the forenoon session or in the afternoon session.
3. The unavailed CL in a year is entitled for encashment at the end of the year.

Medical Leave (ML)

1. An employee who has completed one year of service is eligible for 10 days of full pay leave per annum from the subsequent years on Medical ground.
2. The employee who avails medical leave has to submit sickness and fitness certificates from a registered medical practitioner.
3. Medical leave can be clubbed with any other leave.
4. Medical leave can be accumulated till it is used or encashed at the time of proper release from service.

Holiday Compensatory Leave (HCL)

Whenever an employee is detained for duty during Institute holidays like those during Sankranti, Dusshara, Summer and Sundays, he/she may be granted compensatory leave for the holidays and Sundays on which they have been specially put on duty. The employees who are detained for such duty will be informed in writing. A maximum of 8 days in an year can be accumulated till it is utilized or encashed at the time of proper release from service.

Half Pay Maternity Leave (For Female Employee) (HPML)

1. Maternity leave may be granted to a married female employee, who has completed one year service, for a period of not exceeding 3 months at a time during her confinement (both pre-natal and post-natal periods put together) and only for one occasion in the entire period of her service in the Institute. The payment for the maternity leave during the absence of the employee will be restricted to half-pay.
2. The maternity leave, however, can be clubbed with any other leave. The competent authority requires sufficient proof before granting such leave.

Extraordinary Leave (For Teaching Staff): (EOL)

1. Extraordinary leave may be granted to an employee of the institution where no other leave is admissible to employee at the discretion of the Management Committee for a period not exceeding one year at a time. Extension of such leave may be granted from time to time subject to the maximum one year at a stretch.
2. Such extraordinary leave may be granted to an employee who has put in minimum service of at least 2 years.
3. No pay and allowances will be paid during the period of extraordinary leave, and the period spent on such leave shall not be counted for increment and also the service will not qualify for the purpose of any other benefits.


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4. The Management may consider giving increments to the candidate if he/she is availing extraordinary leave without pay for further studies and if he/she earns the relevant degree for which he/she was granted extraordinary leave.

Special Casual Leave (For Teaching Staff) (SCL)

1. Special Casual Leave may be considered on selective basis for acquiring latest techniques in teaching as well s in their subject and also going for invigilation, paper correction of JNTU, etc.
2. In the event a faculty member invited to give special lectures by other institutions, the special casual leave is permissible. The limit on the special leave of 10 days in a calendar year, however, longer leave may be given that the discretion of the Management.
3. The maternity leave, however, can be clubbed with earned leave or leave on medical grounds. The competent authority requires sufficient proof before granting such leave.

Leave for Non-teaching Staff who are on contractual service

1. The employees who are on contractual service are not entitled for any other benefits other than what has been stipulated in their contract.
2. However, s a gesture, they may be sanctioned 12 days of casual leave per annum on pro rata basis.
3. During holiday period, an interim break in service is to be shown between the renewals of contract. The payment of agreed sum will be purely on consideration of the Management.

35 Travelling Allowance Rules

An employee, when called upon to travel on work related to the institution or when otherwise permitted will be entitled to draw traveling expenses in accordance with the schedule of allowance in force from time to time.



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Category		A	B	C	D
		Technical Supporting Staff and Non-Teaching Staff	Teaching Staff: Associate / Assistant Professors	Principal/Professor	Governing Body Members (Excluding Principal)
Class of Travel eligible for Train Travel		II Sleeper Class (Express Train	I Class	II. A.C. / Air Travel	I Class A.C. / Air Travel
Place of duty	D A	(Rs.)	(Rs.)	(Rs.)	(Rs.)
Bombay, Madras, Calcutta, New Delhi, Hyderabad	Ordinary DA	250/-	300/-	600/-	Actual Expenses will be reimbursed
	Hotel DA	300/-	300/-	800/-	
Vijayawada, Visakhapatnam, Guntur and all other State capitals	Ordinary DA	150/-	200/-	350/-	
	Hotel DA	200/-	300/-	400/-	
All other places	Ordinary DA	150/-	200/-	350/-	
	Hotel DA	150/-	200/-	200/-	

Hotel DA is the limit on additional DA towards lodging charges excluding boarding charges if the employee stays in a commercial establishment or guest house subject of production of money receipt. Actual lodging charge up to the limit is payable

Ordinary DA includes local travel, boarding and incidental; Employees in Category A&B are suggested to avail local conveyance by Bus/Auto Employees in Category C&D will travel by car.

1. An Employee can undertake a tour for college work only on specific written permission from the Secretary & Correspondent.
2. Journey should always be undertaken by the cheapest and the shortest route, unless otherwise sanctioned.
3. Return or Concession tickets should be purchased whenever available.


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4. Employees are eligible for reimbursement of travel expenditure subject to the limitations. If the employee travels by a class other than the minimum available in train, they have to invariably mention the ticket No. and date in the T.A. bill from
5. The following is the schedule of rail and bus fares permissible and also daily allowance payable per day where an employee is on tour. The employees are divided into various categories as per details given below. Daily allowance shall cover boarding, lodging and other expenses except local conveyance, incidents like telephone, telegram, postage etc.
6. The following should be taken into consideration while claiming D.A.
7. Daily allowance should be calculated from the time the employee leaves the place of duty, Rajahmundry, till he/she returns.
8. Out station stay including travel of every 24 hours reckoned from 6am to next 6am shall be treated as one full day. Stay above 12 hours but below 24 hours shall be treated as one day. Stay above 4 hours but below 12 hours shall be treated as 1/2 day. For stay less than 4 hours no D.A. shall be paid.
9. Exceptions may be given for the mode of travel/D.A. by the Secretary & Correspondent.
10. Where journey is undertaken by road, actual of Super Express/Deluxe (Non A.C) bus fares would be reimbursed.
11. All T.A. bills must be submitted on the prescribed form as early as possible at the latest within 7 days after completion of the tour, but before undertaking another journey, otherwise advance, if any granted, against T.A. will be adjusted from the next payable salary.

JURISDICTIONS

All the agreements shall be governed and construed in accordance with the laws of India. Violations are subject to the jurisdictions of courts at Rajahmundry, East Godavari District, Andhra Pradesh.

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Annexure

**FIRST AMENDMENT TO THE STATUTES OF
GODAVARI INSTITUTE OF ENGINEERING & TECHNOLOGY**

1. SHORT TITLE

These rules are called First Amendment to the GIET Statues/Service Rules, 2001.

2. APPLICABILITY

These rules shall come into force with effect from 15 February 2011 and shall apply to all the regular employees of the Institute. Unless otherwise stated specifically, these rules shall not apply to persons employed on temporary or on ad-hoc basis or on contractual/ on the rolls of sub-contractors or daily-wage basis.

3. AMENDMENTS BROUGHT TO THE GIET STATUES

- a) Modify Item 30 on sponsorship provisions for higher studies as suggested below:

36. SPONSORSHIP REGULATIONS FOR HIGHER STUDIES

- 1) In view of discontinuation of M. Tech. (SSS) and B. Tech. (CCC) schemes by the affiliating University and other Universities across the nation, all references to these two degree programmes in the GIET Statutes stand deleted.
- 2) Reference to other degree programmes such as M. Tech. (Part time), M. Phil. and Ph.D. shall continue.
- 3) Sub-sub-item "Publications in National/ International Journals will be given special importance and suitably praised by the Institute Executive Council" shall be moved to Item 36 (new item in the Statute as given below).
- 4) Sub-sub-item "In case of presentation of papers in any National/ International Conference, the candidate may apply for Registration Fee, TA and DA by providing relevant copies of bills and can avail special casual leave" shall be moved to Item 36 (new item in the Statute as given below).

- b) Insert Item 36 on research activities into the Statutes as below:

36. RESEARCH & DEVELOPMENT RULES

- a) **Research Activities:** While research and development refers to all activities leading to discovery/invention/generation of new knowledge involving innovation/creativity that the society can use, the research activities shall embrace, which can suitably be considered by the Research & Development Committee (RDC) from time to time:


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- 1) Working on projects/activities that bring out outcomes previously not known
- 2) Development of new methods/algorithms that are more efficient than all existing known ways
- 3) Carrying out experimentation involving (new) methods/algorithms on (new) datasets
- 4) Organizing conferences/seminars/symposia/workshops
- 5) Bringing out research publications such as technical reports/monographs
- 6) Bringing out research papers in journals and conferences at national and international levels
- 7) Publication of books and/or chapters highlighting the new outcomes of work done
- 8) Development of data/knowledge bases in new areas of study and of relevance to the society
- 9) Organizing guest/invited lectures of eminent academicians/researchers or industry experts
- 10) Providing guidance to research scholars of the affiliating University or other Universities/Institutes
- 11) Providing guidance to post graduate students on projects/dissertation leading to discovery/generation of new knowledge
- 12) Generation of intellectual property as well as its protection
- 13) Any other activity leading to dissemination of knowledge on latest areas of scientific, literary and other forms of work

b) Undertaking Research Activities

[1] **Funding of Laboratories/Centers of Excellence:** The laboratories and Centers of Excellence established by the Institute or its various constituent units are the most basic units of any R&D facility. For the purpose of establishing new laboratories and/or Centers, funding may be sought primarily from external agencies, with certain limited funding from internal sources in the form of seed money. Priority must be given for establishing laboratories/Centers in interdisciplinary areas of study. For already established Laboratories/Centers, certain amount of internal funding can be sought for up gradation of the facilities to make them top class.

[2] **Building up R&D activities around the infrastructure that has been setup:**
Once the facility is available, the following steps would be taken up:

- i) Faculty members who shall be working with these laboratories/Centers shall be identified as a research group.


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Thereafter, it shall be the responsibility of the research group to keep the facility up to date, and taking up of all measures related to that area of study.

- ii) Research group shall independently take up generation of revenue through sponsored research projects.
 - iii) Departments are expected to encourage the final year students of UG and PG degrees to take up projects in the identified research areas. Departments are expected to accord priority to the work in the identified research areas.
 - iv) Request for recruitments of new faculty members/research associates/research assistants may be made on the basis of research theme of established laboratories/Centres.
 - v) Conferences, seminars, workshops and other knowledge dissemination activities are to be built around these research themes.
 - vi) Registration of research scholars for higher degree programmes such as M. Phil. and Ph. D. should be done on the basis of these research themes as far as possible.
 - vii) New PG programmes may be planned in accordance with the research themes.
 - viii) The research themes/priority of the Institute may be changed after review by the RDC.
- c) **Encouraging Research Activities:** In order to encourage teaching fraternity and student community to take up knowledge generation through research activities, following shall be the policy of Institute, a copy of which shall be hosted on the institutional website:


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**POLICY FOR R&D EXPENDITURE/INCENTIVES
FOR THE FACULTY MEMBERS**

Sl. No.	Description	Incentive/ Re-imburement
1	Re-imburement for paper publication in journals, registration charges of national and international conferences (SCOPUS, WoS or SCI Indexed)	Rs. 5,000/- each
2 a)	Filing of IPR (patents)	Reimbursement of entire amount (registration charges of Rs. 9,000/-) and Rs. 5,000/- each
2 b)	Filing of IPR (copyrights)	Reimbursement of entire amount (Rs. 2,500/- each)
3	Cash incentive for publishing a book with ISBN either by authoring textbook, workbook, etc. or editing conference proceedings	Rs. 5,000/- each
4	Cash incentives for publishing papers in leading indexed international journals	Rs. 1,000/- each
5	Cash incentives for publishing papers in international journals	Rs. 500/- each
6	Cash incentive for obtaining funds for projects (grant-in-aid) above Rs. 5 lakh	Rs. 10,000/- each
7	Cash incentive for obtaining funds for projects (research project) above Rs. 10 lakh	Rs. 20,000/- each
8	Consultancy works and projects	As per defined rates given in Institute rules
9	Cash incentives for developing an equipment or experimental set up in-house	Reimbursement of entire amount and Rs. 2,500/- each
10	Cash incentive for obtaining PhD degree while working/employed in the Institute	Rs. 10,000/-
11	Travel charges for attending conferences, seminars, workshops, symposiums, trainings, FDPs, etc.	Rs. 2,500/- each
12	Seed money for new/young researchers to motivate them to undertake minor projects on their own	Case to case basis, with a minimum of Rs. 25,000/-

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Notwithstanding the grant/award policy, it should be noted that

- a) The re-imbursements/incentives will be subject to thorough scrutiny by the R&D Section and approval by the Principal.
- b) Every submission need not be deemed to have become eligible for acceptance.
- c) Items 1, 2, 4 and 11 of the above table will be extendable to students also.
- d) Wherever an activity is performed by a group (consisting of faculty member(s) and/or student(s)), the incentives shall be shared equally.
- e) The re-imbursements/incentives are one time grants/awards.
 - 1) Publications in National/ International Journals will be given special importance and suitably praised by the Institute Executive Council.
 - 2) In case of presentation of papers in any National/ International Conference, the candidate may apply for Registration Fee, TA and DA by providing relevant copies of bills and can avail special casual leave.

c) Insert Item 37 on Industrial Consultancy into the Statutes as below:

37. INDUSTRIAL CONSULTANCY RULES

- a) **Basis:** The members of teaching faculty are permitted to undertake consultancy work as per Regulations laid down by the Institute from time to time. All consultancy work carried out by an individual or a group of faculty members will be considered as Institute consultancy.
- b) **Acceptance and allocation:** Consultancy work may be accepted when addressed in the name of the Principal, concerned Dept/Centre or an individual faculty member, not below the rank of Associate Professor.

In case of consultancy work received in the name of the Institute or Dept./Centre, the Principal or his nominee will assign the work to a faculty member or a group depending up on the specialization expected/available.
- c) **Consultancy as right:** Consultancy work will not be allowed to be claimed as a right.
- d) **Approval:** The Principal Investigator (PI) will submit the "Request for Approval of Consultancy Job" in the prescribed proforma giving details pertaining to fees to be charged, estimated expenses under various categories, academic staff to be associated, duration of project, etc. All payments shall be received in advance in the name of "Godavari Institute of Engineering & Technology" by way of cash, electronic transfer or crossed demand draft payable at Rajahmundry.


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Approval for consultancy jobs will be granted by Dean/Director looking after research and consultancy function or any other senior member of the teaching faculty nominated by the Principal.

Notwithstanding the above, jobs necessitating urgent/time bound testing of materials in the laboratory may be accepted and work may be started in anticipation of the approval applied for.

- e) **Categories:** The consultancy work will be classified into four categories:
- Design, analysis or developmental work that does not involve any facility from the Institute by way of laboratory, workshop, equipment, etc.
 - Jobs that require the use of Institute facilities and equipment in the laboratories, workshops and test sites, including routine testing.
 - Consultation work involving only personal discussion/advice, fees for which will be charged @ Rs. 500/- per hour and a maximum of Rs. 5,000/- per visit per day to the site.
 - Consultation on the basis of regular retainer ship, in which case fees will be payable on monthly basis as per mutual agreement.

Fees may be revised from time to time.

- f) **Distribution:** The consultancy fees charged, after due deductions for the expenditure incurred (not more than 25 percent of the total fee unless specifically permitted by the Principal) will be distributed as under:

Total consultation fees	=	I
Total expenditure	=	E
Balance	=	I – E = F
Share of the Institute	=	0.3 F (for jobs under categories 2.5 a, c and d)
Share of the Institute	=	0.5 F (for jobs under category 2.5b)

- g) **Teaching load:** No relief in teaching load will be allowed to the staff engaged in consultancy work. However, the staff member will be suitably enabled to offer consultancy work.
- h) **Design works:** All design works will be carried out by the consultants outside Institute working hours.
- i) **Purchase procedure:** For purchasing any major equipment in connection with the consultancy work, Institute purchase rules will be followed.
- j) **Fee receipt:** No consultancy work will be undertaken unless the fees are received in advance. However, for assignments involving long term projects likely to continue, the jobs may be accepted in phases with fees being charged in advance for each phase.

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PRINCIPAL

Godavari Institute of Engineering & Technology (Autonomous)
 NH-16, Chaitanya Knowledge City,
 RAJAMAHENDRAVARAM-533 296

GODAVARI INSTITUTE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

NH-16, CHAITANYA KNOWLEDGE CITY, RAJAHMUNDRY-533 296

File No: GIET/Estt./2022/13:18/32

17-11-2022

CIRCULAR

Sub: Travelling Allowance Rules – reg.

Any faculty, when called upon to travel on work related to the institution or when otherwise permitted will be entitled to draw travelling expenses in accordance with the schedule of allowance in force from time to time. These are applicable when the faculty attends Academic events with prior written permission from the HOD and Principal. The activities conducted by the reputed organizations like IITs, NITs, NITTTRs, AICTE etc., only will be considered.

The faculty are permitted to attend not more than one programme in a semester or two per year. Please note that this facility is the privilege given by the Management for academic improvement. No one can claim it as right. Once the application is submitted whether to send them or not for the programme is completely at the sole discretion of the Principal/Management.

Category →		Assistant Professors	Associate Professor/Professor
Class of Travel eligible for Train Travel		III A.C.	II. A.C.
Place of duty	DA	(Rs.)	(Rs.)
Mumbai, Chennai, Kolkata, New Delhi, Hyderabad, Bengaluru	Ordinary DA	600/-	1200/-
	Hotel DA	3000/-	5000/-
Vijayawada, Visakhapatnam, Guntur and all other State capitals	Ordinary DA	500/-	800/-
	Hotel DA	1500/-	3000/-
All other places	Ordinary DA	500/-	800/-
	Hotel DA	1000/-	2000/-



Hotel DA is the limit on additional DA towards lodging charges excluding boarding charges if the employee stays in a commercial establishment or guest house subject to production of original receipt. Ordinary DA includes local travel, boarding and incidental expenses. On production of original tickets/receipts, either actual charges incurred or the charges shown above, whichever is less, only will be reimbursed.

1. Any faculty can undertake a tour for college work only on specific written permission obtained from the HOD and Principal at least one week in advance.
2. Journey should always be undertaken by the cheapest mode and the shortest route, unless otherwise sanctioned.
3. Return or Concession tickets should be purchased whenever available.
4. Faculty is eligible for reimbursement of travel expenditure subject to the limitations.
5. Where journey is undertaken by road, actual bus fares would be reimbursed

The following should be taken into consideration while claiming D.A.

1. Daily allowance should be calculated from the time the employee leaves the place of duty, Rajahmundry, till he/she returns.
2. Out station stay including travel of every 24 hours reckoned from 6 a.m. to next 6 a.m. shall be treated as one full day. Stay above 12 hours but below 24 hours shall be treated as one day. Stay above 4 hours but below 12 hours shall be treated as 1/2 day. For stay less than 4 hours no D.A. shall be paid.
3. Exceptions may be given for the mode of travel/D.A. by the Management.

All T.A. bills along with the event report must be submitted as early as possible at the earliest and in any case not later than 7 days after completion of the tour, otherwise advance, if any granted, against T.A./D.A. will be adjusted from the next payable salary. While submitting the application for reimbursement, they need to furnish their salary account details for crediting the amount.

To

All HODs

Copy to: Vice Principals/Directors/Deans/Controller of Examinations

Vice Chairman/Executive Director/General Manager

File




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