

# **ACE**

## **Engineering College**

An Autonomous Institution

(Approved by AICTE & Affiliated to JNTUH)  
Sponsored by Yadala Satyanarayana Memorial Educational Society

Ankushapur(V), Ghatkesar(M), MedchalDist – 501 301



## **Human Resources Policy Handbook 2025**

# Table of Contents

Vision,  
Mission,  
Quality Policy  
Institute

1	<b>PLANNING</b>	Page No's
	Human Resource Planning	5
	Recruitment	6
	Orientation	7
	Job Responsibility	8
2	<b>SALARIES &amp; INCENTIVES</b>	
	Positions and Pay Scales	9
	Dearness Allowance	10
	Incentives and Rewards	11
3	<b>LEAVE</b>	
	Casual Leave	12
	Medical Leave	13
	Maternity Leave	14
	On Duty Assignments	15
4	<b>PROMOTIONS</b>	
	Promotion Policy	17
5	<b>RETIREMENT</b>	
	Retirement from Service	18
	Retirement Benefits	19
6	<b>DISCIPLINE AND GRIEVANCES</b>	
	Code of Conduct	20
	Disciplinary Procedure	21

	Grievance Procedure	22
	Resignation, Termination & Relief	23
7	<b>CONSULTING, R&amp;D AND TEACHING ASSIGNMENTS</b>	
	Monetary Incentive Scheme for R&D Publications	24
	Incentive for Research Papers	25
	Incentives for Books and Book Chapters	26
	Incentives for Conference Paper Presentations	27
8	<b>MONETARY INCENTIVE SCHEME FOR PATENTS, R&amp;D FUNDING PROJECTS &amp; CONSULTANCY</b>	
	Projects	28
	Incentives for Externally Funded Research Projects	29
	Incentives for Consultancy Projects	30
9	<b>INCENTIVES &amp; FACULTY DEVELOPMENT</b>	
	Incentive for Participation in Training / Seminar / Workshop	31
	Incentive for Membership in Professional Bodies	32
	Monetary Incentive for Obtaining Ph.D.	33
	<b>ANNEXURES</b>	
1.	Form of Appointment Letter	34
2.	Personal Data Form	35
3.	Form of Show Cause Notice	36
4.	Form of Retirement Letter	37
5.	Ethical Standards for faculty	38

## VISION

- To be leading Technical Institute to prepare high quality Engineers to cater the needs of the stakeholders in the field of Engineering and Technology with global competence fundamental comprehensive analytical skills, critical reasoning, research aptitude, entrepreneur skills, ethical values and social concern.

## MISSION

- Imparting Quality Technical Education to Young Engineers by providing the state- of -threat laboratories, quality instructions by qualified and experienced faculty and research facilities.
- To meet the requirements of stakeholders in real time usage and in training them to excel in competitive examinations for higher education and employment.
- To interface globally emerging techno-informative challenges in the growth corridor of techno-excellence.

## QUALITY POLICY

ACE Engineering College is dedicated to achieving excellence by delivering education and training of international standards in an environment that fosters effective teaching and learning. The institution aspires to establish itself as a benchmark in academia and a Centre of excellence, prioritizing knowledge, vision and ethical conduct.

It aims to identify and address the evolving needs of society and the global market, while confidence, courage, competence and integrity striving for universal recognition and acceptance.

# INSTITUTE

ACE Engineering College is an autonomous institution committed to providing quality technical education and empowering students from diverse backgrounds. The institute is located at Ghatkesar, Medchal District, Hyderabad, Telangana State, and is recognized for its academic excellence and disciplined learning environment.

All programs offered by the institution are approved by the All India Council Technical Education (AICTE), New Delhi. The college is permanently affiliated with Jawaharlal Nehru Technological University, Hyderabad (JNTUH). The institution achieved prestigious accreditations, including NBA accreditation for eligible programs and NAAC accreditation with 'A' Grade, reflecting its commitment to quality assurance and continuous improvement.

ACE Engineering College focuses on academic excellence through Outcome-Based Education (OBE), experiential learning, research initiatives, industry collaboration, innovation-driven practices. The Vision, Mission, and Quality Policy of the institute guide all academic and administrative processes and are closely aligned with objectives of the Internal Quality Assurance Cell (IQAC) to ensure sustained quality enhancement.

## a. SOCIETY

The College is sponsored by Yadala Satyanarayana Memorial Educational Society (YSMES). The members meet twice in a Year.

S. No.	Name of the Member	Profession	Designation
1	Dr. Y. Venkata Rao	Professor in Private Medical College	Chairman
2	Mr. Y. Venkateswarlu	Retired as DGM Finance MTNL	Vice Chairman
3	Dr. P. AyubKhan	Professor of Civil Engg. Department	Vice Chairman
4	Prof. Y. V. Gopala Krishna Murthy	Professor of Civil Engg. Department	General Secretary
5	Mrs. M. Padmavathi	Educationist	Joint Secretary
6	Mrs. B. Vijaya Laxmi	Educationist	Treasurer
7	Ms. Y. Sravani	Business	Executive Member
8	Mr. Y. V. Raghu Vamsi	Business	Executive Member

**Primary Functions of Yadala Satyanarayana Memorial Educational Society (YSMES):** Giving approval for decisions taken by sub committees regarding matters such as construction, major equipment

purchase, applications for new courses/additional intake, affiliation of courses, staff matters, faculty recruitment, major student welfare measures etc.

**Sub-committees of the Yadala Satyanarayana Memorial Educational Society (YSMES):**

The major decision making activities of the Executive Council (EC) are assigned to six different sub-committees listed below. The members of these committees are nominated by the General Secretary. The decisions taken by the sub committees are to be ratified in the next EC meeting of the Society.

Frequency of Meetings: Meetings of these committees take place usually once in a semester, but can be scheduled as per the decision of the Chairman of the Committee. Each Committee is constituted for a period of one academic year unless otherwise extended.

**Governing Body:**

After obtaining the consent of the following professionals of excellence from different sectors/area and identification of Educational Society members, a full-fledged College Governing Body is constituted for the period of three (3) years starting from A.Y. 2023-24 to 2025-26 is as follows.

**b. GOVERNING BODY (G.B.) MEMBERS**

S. No.	Name of the Member	Designation	Position in Governing Body
1	Prof. Y. V. Gopala Krishna Murthy	General Secretary, YSM Educational Society	Chairman
2	Dr. Y. Venkata Rao	Chairman, YSM Educational Society	Member
3	Dr. P. Ayub Khan	Vice-Chairman, YSM Educational Society	Member
4	Mrs. M. Padmavathi	Joint Secretary, YSM Educational Society	Member
5	Ms. B. Vijaya Laxmi	Treasurer, YSM Educational Society	Member
6	Prof. A. Govardhan	Vice Chancellor RGKUT Basara	Telangana State Govt. Nominee
7	Dr. M. Madhavalatha	Sr. Professor, ECE, JNTUH UCETH	JNTUH University Nominee
8	Ms. M. Divya Vani	Senior Consultant, “Capgemini”	Member
9	Dr. Y. Chakrapani	Dean & Professor, ECE ACE Engineering College	Senior Faculty - Member
10	Dr. M. Srinivas Rao	Controller of Examinations, Professor, MECH, ACE Engineering College	Senior Faculty - Member
11	Mr. Y. V. S. Durga Prasad	TPO, Assoc. Professor, ECE ACE Engineering College	Senior Faculty - Member
12	Dr. N. Sudhakar Reddy	Principal & Professor ACE Engineering College	Member Secretary

This policy making body of the college meets periodically at least once in three months or as frequently as necessary, discusses

the agenda prepared by the principal. It reviews the Academic performance every semester and formulates policy decisions for betterment of Academics. The annual budget of the next financial year is discussed and decisions are recorded, after reviewing the income and expenditure of the college particularly less or excess spending in each department in the previous year.

**Functions and Responsibilities of College Governing Body:**

- To formulate long range planning for the growth and development of the institute.
- To take decisions for the introduction of new programs of study at UG Level.
- Approve civil works for the infrastructure development of the college.
- To work out measures for the creation and operation of R & D cell, Consultancies.
- To enter into MOUs with Industry, training, placement, organizations.
- To formulate the rules and regulations regarding leaves, resignations, reliefs, probations, vacation, incentives for both staff and students, library, transport, computer center, canteen, scholarships, endowments, annual prizes, annual events, sponsorships etc.
- To finalize and approve proposals for research projects applied by the faculty concerned to AICTE, UGC, DOS and other funding agencies.
- It frames rules as to the functioning of account section, formats for maintenance of accounts, arrange for their audit and review the audit report given by a qualified Chartered Accountant.
- It takes steps for internal audit of the expenditures.
- It formulates the rules and regulations relating to donations by others for the development of the institute.
- It finalizes the service conditions (Selection, Appointment, Probation declaration, annual increment, scale of pay, promotion, training, regularization, ratification, deputation, lien, disciplinary matters etc.) of the staff working inconsonance with State Government, AICTE, JNTUH stipulations.
- It monitors the functioning and progress of the institute fulfilling the objectives of the sponsoring society.
- It decides whether to share the infra-structure of the institute with other institutes/purposes having similar goals or not.
- It evolves fund raising programmes for the growth of the institute.

All transactions of the Governing Body are recorded with regular maintenance of minutes.

**c. COURSES OFFERED**

The College offers the following courses, extending over a period of four years, leading to Bachelor Degree in Technology.

**UG Courses : B.Tech**

Computer Science and Engineering	480
Information Technology	60
Electronics and Communication Engineering	120
Electrical and Electronics Engineering	30
Mechanical Engineering	30
Civil Engineering	60
CSE(DS)	180
CSE ( AI&ML)	180
CSE (IOT)	60

## HUMAN RESOURCE PLANNING

- 1.1.1 The Principal shall assess the staff requirement for the subsequent academic year from time to time.
- 1.1.2 He will obtain the staff requirement details from the heads of department and decide on the number of faculty members and administrative staff required with the following guidelines in mind:
- 1.1.3 The faculty student ratio shall be 1:20 and for this purpose the Professor of respective department shall also be included in finalizing the Faculty strength.
- 1.1.4 The minimum contact hours during the week for each category shall be maintained as follows:
- |                      |    |
|----------------------|----|
| Professors           | 14 |
| Associate Professors | 14 |
| Assistant Professors | 16 |
- 1.1.5 The selection committee for recruitment & selection in each discipline, comprises of all the HODs and subject experts.

## 1.2 RECRUITMENT

The process of recruitment will be in accordance with the JNTUH / State Government guidelines. The Committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:

- Advertisement in the News papers
- Applications received through website notification
- Invitation / Referrals
- Faculty Database at the College
- Promotions from the existing staff

The committee deems it fit, may also conduct walk in Interviews for augmenting the required candidates.

1.2.1 The committee shall short list the candidates in the following processes:

- 1.2.1.1 Personal Interviews
- 1.2.1.2 Aptitude tests, including demonstrations

1.2.2 The committee shall finalize the short-listed candidates and submit their recommendation along with the personal data sheets/Bio data to the Principal and the General Secretary of ACE for final approval.

1.2.3 An Offer of appointment shall be released by the Principal/ General Secretary in the **Form 1** (Annexure 1).

1.2.4 Qualifications and experience are as per AICTE norms

Programme	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech.	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.

	Professor	Qualifications as above that is for the post of Associate Professor, applicable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or
		Post PhD publications and guiding PhD students is highly desirable.	Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee.
			If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.

- 1.2.5 MSc/MA with additional MPhil Qualification / NET Qualified, 1<sup>st</sup> Class Graduates are eligible for appointment as Assistant Professor in Sciences/Humanities Dept.

## 1.3 ORIENTATION

- 1.3.1 Every faculty appointed in the College shall be given a brief introduction about the College by the Principal/Head of the Department on the day of his/her joining.
- 1.3.2 The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- 1.3.3 He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- 1.3.4 The HOD will also ensure that all the registration formalities, including submission of joining report etc, with the help of the Office team.

## 1.4 JOB RESPONSIBILITY

1.4.1 The workload is allotted to the faculty members as per the AICTE norms.

1.4.2 Faculty have to perform a variety of tasks which include

### a. Academic

- Teaching & Lab. Instruction
- Development of Laboratory, Curriculum and Resource Material
- Evaluation of students in the college and University Exams.
- Participation in the curricular and co-curricular activities
- Self development through upgrading qualification, knowledge and skills.

### b. R & D and Consultancy

- R & D Activities including Guidance
- Providing consultancy and Testing services • Promotion of Institute Industry Interaction

### c. Administration

- Academic and Administrative Management.
- Design and Development of new programmes & Promotional activities.
- Mobilizing resources for the Institution.

### d. Extension

- a. Guiding the students in overall character development.
- b. Extension services by interacting with Society & Community.
- c. Providing technical support in areas of social relevance.

## POSITIONS AND PAY SCALES

- 2.1.1 The College will have the following positions of hierarchy in the teaching departments:
- a. Principal
  - b. Special positions, including Deans and Directors
  - c. Heads of the Departments
  - d. Professors
  - e. Associate Professors and
  - f. Assistant Professors
- 2.1.2 In addition, each department shall have support staff like Lab Assistants, Department Clerk and Department Attendant.
- 2.1.3 The College Office will have the following positions of hierarchy in the administrative department.
- ✓ Librarian
  - ✓ Library Assistant
  - ✓ Physical Director
  - ✓ Administrative Officer
  - ✓ Stenographer
  - ✓ Office Assistant / Clerk
  - ✓ Attender
  - ✓ Driver
- 2.1.4 The Scales of pay for various teaching positions will be as per the latest pay scales approved by AICTE / UGC after due approval by Management/ GB.

## 2.2 DEARNESS ALLOWANCE/ INCREMENTS

- 2.2.1 In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculty with the exception of those in consolidated pay category.
- 2.2.2 Management can also decide other allowances for Professor, Principal and Special posts.
- 2.2.3 Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution. The Increments will come into effect at the beginning of every academic year, i.e., in the month of June.
- 2.2.4 Additional Increments shall be given to staff members based on their contributions and results achieved in the Examinations, at the discretion of the Management.

## 2.3 INCENTIVES AND REWARDS

### 2.3.1 Employees Provident Fund (EPF)

The members of the staff on permanent establishment are enrolled under EPF scheme and the contribution as fixed by the Government is deducted from their salary. The management makes an equal contribution.

### 2.3.2 Incentives & Awards

Awards are instituted for the faculty as well as supporting staff members. These awards are in the form of Promotions, increments, cash, Laptops etc.

Staff members are selected for these awards based on their performance, conduct and commitment in their academic activities as well as their involvement in the developmental activities of the department and the college.

### 2.3.3 Faculty Development

Since the development of good students depends on the quality of faculty, members of faculty are given necessary encouragement to improve their competence in various areas.

The plan for such faculty development envisages

- Deputing staff regularly for quality improvement programmes, Seminars, Conferences, Workshops, Summer and Winter continuing education courses.
- opportunity to involve in research or developmental activities of their choice in the department and at Providing the Institutional level.

- Identifying faculty with special talents and competence and encouraging them by honouring them with awards, monetary benefits etc.
- Encouraging faculty to conduct training courses for personnel in Industries / Educational Institutions.
- Motivating faculty to organize Seminars, Conferences, Summer and Winter Schools etc.
- Special leave for faculty on higher studies in reputed institutes

**OTHER BENEFITS:**

- Concessional fee in schools run by the Society upto 50% to the children of the employees of the college.
- Subsidized transport charge for the employees of the college.
- Interest free advances to the employees based on emergency needs.
- Residential accommodation with in the campus with all amenities
- Group Insurance & Medclaim will be offered for all the staff members.

## **3.1 Leave Rules of employees for compliance W.E.F 3<sup>rd</sup> January 2025**

The Teaching staff members are entitled to avail the following leave benefits:

### **3.1.1 CASUAL LEAVE(CL):**

Casual leave is given to the members of the teaching staff to allow them to be absent from duty under special circumstances. However, this leave cannot be claimed as a matter of right. The total number of days of CL permitted in a calendar year is 12 and the number of casual leaves admissible to them will be on prorating basis. The staff member will be eligible for 1 Casual Leave (CL) per month, effective after completing one month of service from the date of joining.

- a. A teaching staff who avails the CL (Casual Leave) must make arrangements for their class work to be covered by substitute teaching staff, with the concurrence of the Head of Department (HOD). Additionally, the teaching staff must ensure that any pending syllabus or tasks from the period of absence are completed by the end of that month. This ensures that the educational needs of the students are met, while also providing the necessary support and resources for the teaching staff during their absence.
- b. The teaching staff must obtain the principal's approval for their leave request through the Head of Department (HOD) at least one to two days before the intended date of leave. This ensures proper administrative procedures are followed and allows the college to make necessary arrangements to cover the teaching staff's absence. The advance notice period is essential for the principal to review and authorize the leave, and for the HOD to make any necessary adjustments to the college's schedule and staffing to accommodate the teaching staff's time off.
- c. In cases of emergency, such as the death of close relative or other extraordinary circumstances, the CL (Casual Leave) can be availed by informing the HOD via telephone. In such situations, the teaching staff member must also make alternative arrangements for their class work and communicate these plans to the Head of the Department (HOD). This ensures that the academic responsibilities are appropriately covered during the faculty member's absence, minimizing any disruption to the students' learning experience.
- d. If a teaching staff member joins during the first fortnight of the month, they are eligible for 1 Casual Leave (CL) in that month. However, staff members who join during the second fortnight of the month will not be eligible to earn or avail of 1CL for that month.
- e. Casual leave (CL) may be combined with medical leave (ML), compensative casual leave (CCL), Sundays, or any other officially notified holidays.
- f. The total duration of any combined leave, including Casual Leave (CL), Compensatory Casual Leave (CCL), holidays, and Sundays, when taken consecutively, should not exceed six (6) days. If the combined leave exceeds six (6) days, the intervening holidays will be considered as Leave Without Pay/Loss of Pay (LWP/LOP).
- g. Exclusive Casual Leave (CL) taken consecutively should not exceed two (2) days per month, subject to the available CL balance in the staff member's leave account.
- h. The calendar year (from January through December or as per norms) shall be observed for the purpose of

taking Casual Leave (CL).

- I. CL's cannot be used upon submission of resignation.
- j. Unused casual leaves (CL) expire/lapse at the end of the calendar year.
- k. Three(3) instances of late arrivals or early departures within a single month will result in either one CL reduction or a one-day of Loss of Pay.

### **3.1.2 COMPENSATIVE CASUAL LEAVE:**

This leave is granted to teaching staff members who have worked beyond their assigned duties by the college. This includes invigilating government exams like the TGPSC and UPSC, which are held during government-declared holidays or extended hours of work assigned by college authority during holidays (the number of productive work hours shall be more than 6 hours at a stretch). However, this leave does not apply to college academic exams such as mid-term and semester exams. The approval of compensatory time off is at the discretion of the college authorities, including the College management and Principal. These officials evaluate the circumstances and determine whether the additional work merits the granting of compensatory leave to the teaching staff member.

- a. CCL may be used in conjunction with CL.
- b. The total number of compensatory leaves shall not exceed 4 days in a calendar year.
- c. The leave must be utilized within three (3) months from the day of the duty performed.
- d. CCL can only be availed as a full day.
- e. The calendar year (January through December) shall be followed for availing CCL.
- f. Unused CCL, if any, lapses at the end of the calendar year.
- g. The clauses from (a) to (f) of CL are applicable for CCL.

### **3.1.3 MEDICAL LEAVES (ML):**

- a. Medical Leaves admissible to an employee whose probation has been satisfactorily completed.
- b. Medical Leaves are limited to three (3) days for each completed year of regular service.
- c. Medical Leave (ML) will be sanctioned only upon submission of valid medical documents from a registered medical practitioner along with a proper leave application.
- d. Medical Leaves can be accumulated up to maximum of 120 days in the entire service.
- e. The Management reserves the right to refer or direct the affected staff member to seek medical advice from the hospital or medical practitioner chosen by the Management.
- f. Intervening holidays, as well as holidays that are prefixed or suffixed, will be considered part of the Medical Leave (ML) period.
- g. A staff member who experiences an accident or faces a severe health condition requiring hospitalization may be granted Special Medical Leave in addition to their regular medical leave. The duration of this leave, the salary during this period (half salary or Loss of Pay), and the approval of the leave will be at the discretion of the management and assessed on a case-by-case basis.
- h. Staff members are required to submit a medical fitness certificate when reporting to work after taking medical leave.
- I. Medical Leave already taken must be promptly notified to the principal, with a written

application submitted within 3 days of availing the leave along with proper medical support documents.

- j. The granting or denial of medical leave is ultimately at the discretion of the Management and/or principal, who has the authority to evaluate and determine the appropriateness and necessity of such leave requests on a case-by-case basis.

### **3.1.4 MATERNITY LEAVE (MAT):**

The leave is admissible to women staff members and applies to expectant or new mothers who require time off for medical care during pregnancy, childbirth and child care.

- a. The minimum service requirement for employees to be eligible for this benefit is 80 days.
- b. The leave is eligible for women employees appointed on a regular basis.
- c. The leave will be sanctioned as per any updated norms, upon submission of valid proof of pregnancy/adoption along with a leave application at least 60 days before the start date of the maternity leave.
  - Twenty-Six (26) calendar weeks for first two children, after that 12 weeks
  - Mothers who have surrogates will get 12 weeks of leave from the date of hand over the child. In the case of adopting mothers who has adopted a child of fewer than 3 months will get 12 weeks leave.
  - In the case of miscarriage 6 weeks will be granted immediately following the miscarriage.

The leave period is inclusive of weekends and public holidays etc.,

- d. Women employees who proceed on leave failing to submit a leave application along with valid proof of pregnancy will forfeit their entitlement to the maternity leave benefit.
- e. Women employees who avail maternity leave and fail to return to work after the completion of the 26-week period, or extend their leave without proper approval beyond this duration, will be considered to have abandoned their positions, effective from the date they were expected to return. As a result, they will be subject to loss of pay for the time they have been absent without authorization.
- f. Leave for illness arising out of pregnancy—You will be eligible for an extended maternity leave in case of an illness due to any of the following reasons - pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation.
  - i. In such cases you would be eligible for a maximum of one month (30 calendar days) unpaid leave in addition to maternity, miscarriage leave and it is available solely for the purposes of catering to the condition of illness. This leave would be granted subject to production of prescribed documents.
  - ii. A prescription with a recommendation for leave, based on the evaluation of the health condition by a registered medical practitioner, is required to support any request for an extension of leave beyond maternity leave on medical grounds. This extension is subject to validation by the doctor(s) designated by the college if required.

### **3.1.5 PATERNITY LEAVE (PL):**

- a. A male employee of the institution, who has successfully completed his probation period, is eligible

for paternity leave (PL) of up to 3days, to be taken from the date of his spouse's delivery, subject to prior approval on submission leave application and birth certificate.

- b. Casual leave (CL) for a maximum of 2 days may be combined with PL.
- c. Paternity leave (PL) sanctioned must be taken continuously and cannot be split into installments
- d. An employee can avail paternity leave (PL) only twice during their entire service period.

### **3.1.6 OFFICIAL DUTY (OD)/ACADEMIC LEAVE (AL):**

This is permitted for staff members who have been assigned official duties by the college. The specific nature of these official duties is outlined below.

- For the conduct of practical sessions, theoretical lectures, and valuations of written assignments and final papers, qualified faculty members will be permitted to lead and oversee these academic activities.
- An OD/AL Leave will be granted to faculty member for the following academic activities:
- Deputed by the college for representing the college for participation in and/or presentation of research papers at National or International Seminars, Conferences, Symposiums, or Workshops, AICTE, JNTUH, Technical Education, UGC or any other work related to administration.
- Attendance at the Ph.D. Viva-voce examination and submission of the Synopsis (research proposal) are required for the doctoral degree program.
  - Paid Leave is not provided for pursuing Ph.D. coursework
  - Paid Leave is provided for
    - ❖ Final Viva
    - ❖ Colloquium
    - ❖ Convocation, subject to the following note.

**Note:** If a faculty member does not remain with the college for at least one year after obtaining their Ph.D., any paid leave of absence taken for the purposes mentioned above will be converted to Leave Without Pay (LWP)/ Loss of Pay (LOP). The faculty member will be responsible for paying any associated fees or costs at the time of their departure from the college, or the amount will be adjusted from their final account settlement.

- If engaged in a variety of academic activities that benefit the college, such as serving on the Board of Studies, Academic Council, Staff Selection Committee, Accreditation committee, providing expertise as a Resource person for other institutes, and participating in other Committees or Councils related to the work of AICTE or other prescribed bodies.
- An OD/AL cannot be combined with CL, any other leave, holidays, or vacation.
- OD/AL leave is granted only after obtaining prior written permission from the Head of Department and subsequent approval by the Principal. This approval is contingent upon the submission of a participation or attendance certificate issued by the organization or hosts of the event.

### **3.1.7 EARNED LEAVES(EL):**

- a. Each staff member accrues 3 days of Earned Leave (EL) per year of service.
- b. The entitlement of earned leaves is determined based on the date of joining, prorated after successful completion of the probation

- period.
- c. Earned leaves will be credited to their account in the month of January upon completion of each year of service.
  - d. Teaching staff is not entitled for encashment of EL's during service period.
  - e. Staff members who tender resignation or whose services are terminated will not be eligible for availment or encashment of the balance of earned leave to their credit.
  - f. Earned leaves can be encashed at the time of superannuation not exceeding 150 days.
  - g. Any staff member can utilize earned leaves (EL) only after obtaining prior approval from the Principal and College Management.

### **3.1.8 SUMMER VACATION:**

- a. The entitlement of this category is determined based on the date of joining, following the successful completion of the probation period.
- b. This leave cannot be considered as a mandatory or automatic entitlement at the end of each year. It will be granted for a maximum duration of 2 weeks, subject to the approval of the Principal and College Management.

#### **Note:**

1. The Head of Department shall carefully review the leave applications and provide specific recommendations to the principal. When forwarding the applications to the Principal, the HOD shall include their full name, initials, and the date, after thoroughly considering the following factors.
  - Ensuring that the academic work in the department is not seriously disrupted due to the leave applications of their colleagues.
  - Verifying appropriate substitute arrangements to ensure full syllabus coverage during the leave period.
  - Adhering to any monthly leave limitations or quotas established by the institution.
  - Coordinating leave schedules to prevent multiple faculty members from taking leave on the same day within the same department.
  - All leave applications or permission requests must be submitted to the HR Department through the office of the principal, following a clear recommendation from the principal.
2. It is important to note that none of the leaves mentioned above can be claimed as an automatic entitlement. The decision on all leave requests rests with the Management and/or the principal, and their decision shall be considered final.
3. Faculty members must make every effort to ensure that their leave does not disrupt their academic responsibilities or the overall functioning of the college, as well as the well-being and future prospects of the students.
4. During critical periods such as the FFC, the ratification/affiliation process by JNTUH and AICTE, and other similar events, no leaves will be granted to faculty members. This is because their physical presence at the college is essential to ensure the smooth and successful completion of these crucial administrative and regulatory processes.
5. The above leave rules may be subject to modification at the discretion of the affiliating and regulatory authorities. The institution will revise them accordingly, based on institutional needs and evolving best practices.

## PROMOTION POLICY

- 4.1.1. All promotions shall be considered on the basis of merit- cum – seniority basis.
- 4.1.2. The Principal shall appoint a committee for promotion, in which he will be the Chairman, with two Professors and invited experts from Industries/Other Institutions.
- 4.1.3. The Committee shall consider promotion of faculty to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- 4.1.4. Under normal circumstances the senior most member of the faculty shall be considered for promotion to the next higher-level position, subject however, he/she had completed the requisite number of years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:
  - a. Associate Professor: 5 years for ME.
  - b. Professor: 5 years of service at Associate Professor Level
- 4.1.5. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- 4.1.6. All decisions on promotions shall be taken up from the month of June every year.

## RETIREMENT

### 5.1. Retirement from Service

- 5.1.1. All Teaching and Non-Teaching staff shall retire on completing the age of superannuation. For Teaching staff, the retirement age is 60 and for Non-Teaching, it is 58.
- 5.1.2. When a Staff member completes the age of superannuation on a day falling during the academic year, faculty shall be retired on the 1<sup>st</sup> of May of the succeeding year.
- 5.1.3. The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- 5.1.4. If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
- 5.1.5. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

### 5.2. Retirement benefits

- 5.2.1. All employees who are coming under the purview of the Employees' Provident Fund legislation, shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.
- 5.2.2. The College shall contribute 12% of the pay subject to the ceiling of Rs **1800** per month, towards the Employer's contribution to the EPF Scheme.

- 5.2.3. The College shall deduct 12% of the salary (if it is less than Rs.15000/- per month) or Rs. 1800/- per month (if the salary is above Rs. 15000 per month) as per the EPF Scheme
- 5.2.4. The College shall remit both the contributions as stated above to the EPF Scheme authorities.
- 5.2.5. The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.
- 5.2.6. The College shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.
- 5.2.7. The College shall also pay to the employee the following benefits at the time of his/retirement:
  - a. Gratuity, wherever applicable, payable under Payment of Gratuity legislation
  - b. Encashment of Salary towards accumulated leave on his/her Annual leave account balance
  - c. Arrears of Salary, if any, payable.

## DISCIPLINE AND GRIEVANCE PROCEDURE

### 6.1 Code of Conduct for Faculty

- 6.1.1 Faculty shall be at the designated classroom at the stipulated time without any exception.
- 6.1.2 Every faculty shall take attendance at the beginning of the teaching session.
- 6.1.3 Every faculty shall end the session punctually.
- 6.1.4 A faculty finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be
- taking correctional action if it is within his/her power, or
  - reporting the matter to the Principal (through proper channel)
- 6.1.5 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- 6.1.6 Faculty and staff members shall not engage in other activities/ businesses, which affects their effective contribution in to the Department and the College.
- 6.1.7 Faculty and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- 6.1.8 Faculty shall maintain a respectable work conduct in terms of:
- Preparation for the particular day's Classes, with updated course content.
  - Keeping all Teaching aids required for conducting the class in an orderly manner.
  - Following the session plan for the day and completing the syllabus with strict timelines.
  - Following up assignments and tests given to students, evaluating in time and giving feedback to the students.

- Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- Obtaining prior sanction for leave of absence and intimating the students of such absence as a measure of courtesy.

6.1.9 Faculty shall observe good personal conduct in terms of:

- Not using any abusive language and maintaining the proper decorum towards students, colleagues, parents and other members of public.
- Not entering into quarrels, fights or any act of disresponsible nature.
- Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization which might cause conflict of interest with the duties of a faculty and the reputation of the Institution.
- Not involving in any kind of gossips or grapevine.
- Delivering the lecture in the prescribed medium of Instruction

6.1.10 Faculty shall conform to the Ethical Standards of the Institution as described in Annexure 5.

## DISCIPLINARY PROCEDURE

- 6.2.1 Any faculty or staff member who violates the prescribed code of conduct will be subjected to appropriate disciplinary action.
- 6.2.2 If any faculty/staff member observes another faculty/staff committing an act of misconduct or misdemeanor by violating the code of conduct, he / she can report in writing to the Principal.
- 6.2.3 The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- 6.2.4 If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- 6.2.5 He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused faculty for giving his/her explanation.
- 6.2.6 On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

- 6.2.7 The course of action for disciplining a teacher shall be under the following categories:
- a. Memo and Censure.
  - b. Warning in writing, with recovery of money if financial loss is involved in the act.
  - c. Suspension from job without remuneration.
  - d. Any staff member receiving more than two memos or warnings will be liable for punishments mentioned in c.
- 6.2.8 Where the punishment proposed is in the category c under Section 6.2.7, the Principal shall constitute a one-man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- 6.2.9 The Principal shall report the proceedings periodically to the Chairman.

### 6.3 GRIEVANCES

- 6.3.1 The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- 6.3.2 The Grievance Committee shall be composed of three senior faculty and the Principal.
- 6.3.3 The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- 6.3.4 The grievance committee shall:
- have a convener, to monitor the proceedings
  - meet once every month on a stipulated day and time
- 6.3.5 Any teaching or non-teaching staff having a grievance, he or she can make a representation to the Committee.
- 6.3.6 The convener of the Grievance Committee shall include such grievance as an item of the agenda in the next monthly meeting, unless the seriousness of the grievance warrants a meeting to be convened immediately.
- 6.3.7 The grievances shall be redressed immediately by the committee and by the Chairman.
- 6.3.8 The Convener shall record and maintain the minutes of the meetings.

## **6.4 RESIGNATION, TERMINATION & RELIEF**

- 6.4.1 The services of faculty, who have ~~satisfactorily~~ completed their period of probation are liable to be terminated by the College by giving three months' notice or three months' salary in lieu of such notice.
- 6.4.2 The service of faculty on temporary / ad-hoc appointments are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.
- 6.4.3 The services of all non-teaching staff who are on regular basis are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.
- 6.4.4 Faculty who have completed their period of probation or who are on probation can resign from service by giving either three months' notice or by paying three months' salary in lieu of such notice to the college. Usually, the staff member will be relieved at the end of the academic year / semester.
- 6.4.5 Faculty who are on temporary/adhoc appointments can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer or till completion of academic work whichever is later.
- 6.4.6 All the Non-Teaching Staff who are on regular basis can resign from service by giving one month notice or by paying one month salary in lieu of such notice to the employer.
- 6.4.7 However, the Management has discretion to relax the rules of relief in appropriate case basing on the merits and demerits of the case.
- 6.4.8 If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying for the remaining part of the notice period.
- 6.4.9 If the College issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying the salary for remaining part of the notice period.
- 6.4.10 In all the above sub clauses of this article, notice period does not include vacation or earned leave or leave on loss of pay granted to the employee.



## CONSULTING, R&D AND TEACHING ASSIGNMENTS

### MONETARY INCENTIVE SCHEME FOR R&D

#### PUBLICATIONS

### 7.1. INCENTIVE FOR RESEARCH PAPERS

#### a. Publication of a Research Paper in Engineering Discipline/ Pharmaceutical Sciences

- Rs. 40,000/- for impact factor  $\geq 10$
- Rs. 30,000/- for impact factor  $\geq 5$  and  $< 10$
- Rs. 20,000/- for impact factor  $\geq 2.5$  and  $< 5$
- Rs. 15,000/- for impact factor  $\geq 1$  and  $< 2.5$
- Rs. 12,000/- for impact factor  $\geq 0.5$  and  $< 1.0$
- Rs. 8,000/- for impact factor  $< 0.5$

#### b. Publication of a Research Paper in Science Discipline/ Management Discipline

- Rs. 30,000/- for impact factor  $\geq 10$
- Rs. 20,000/- for impact factor  $\geq 5$  and  $< 10$
- Rs. 15,000/- for impact factor  $\geq 2.5$  and  $< 5$
- Rs. 10,000/- for impact factor  $\geq 1$  and  $< 2.5$
- Rs. 8,000/- for impact factor  $\geq 0.5$  and  $< 1.0$
- Rs. 6,000/- for impact factor  $< 0.5$

- If a research paper is published in engineering discipline in SCI/SCOPUS/UGC listed journals and it has no impact factor, a monetary incentive of Rs, 6000/- is recommended.
- If a research paper is published in science discipline in SCI/SCOPUS/UGC listed journals and it has no impact factor, a monetary incentive of Rs.4,000/- is recommended.

#### **Guidelines:**

- Papers and authors with affiliation to educational institutes of ACE are only considered for claiming the incentive.
- Papers published in SCI (WOS)/SCOPUS/UGC listed journals are only eligible for the incentive.
- No compensation will be given towards any paid charges by the authors for publication of a research paper.
- The faculty member should produce evidence of having published paper in the refereed journal and the impact factor of the journal. He has to produce a printed copy of the paper.

- If the paper is of single author of ACE college, it is eligible for full incentive. If the paper is of two authors of ACE college, the incentive can be shared equally.
- If the paper is of three authors or more of ACE college, the first and the corresponding authors can have a share of 70% with equal distribution and the remaining authors can have a share of 30% with equal distribution.
- If the paper is of two authors and one author is only from ACE college, he will be entitled to receive 70% of the cash incentive.
- If the paper is of three or more authors and one author is only from ACE college, he will be entitled to receive 60% of the cash incentive and two or more authors are from ACE, the authors are entitled to receive 80% of cash incentive with equal distribution.
- However, recommendation to approval is subject to review by a committee whose decision is considered as final.

#### Reference Links for Journals:

The incentive is offered to the research papers of journals indexed in WOS/SCI, SCOPUS and UGC websites.

INDEX	WEBSITE
SCI/SJR/WOS (Science citation index/ SCI journal rank indicator/Web of science)	<a href="http://www.scijournal.org/">www.scijournal.org/</a> (Go to beginning and search)
	<a href="http://www.scimagojr.com/">www.scimagojr.com/</a> (Go to Source and search)
	<a href="http://www.scimagojr.com/journalrank.php">http://www.scimagojr.com/journalrank.php</a> (SCI Journal Rank Indicator)
Scopus	<a href="http://www.scopus.com">www.scopus.com</a> (First enter in Google search: Scopus List of Journals. Then search in source)
UGC	<a href="http://www.ugc.ac.in/journallist">www.ugc.ac.in/journallist</a>

## 7.2 INCENTIVE FOR BOOKS AND BOOK CHAPTERS

### a. Publication of a Book in Relevant Engineering Discipline/ Pharmaceutical Sciences

- Rs. 40,000/- for a book published by International publishers like McGraw Hill, Prentice Hall, Oxford University Press or other internationally reputed publishers.
- Rs. 30,000/- for a book published by National publishers like McGraw Hill, Prentice Hall India, MacMillan India, Sage etc.
- Rs. 20,000/ for a book published by local, regional publisher.

### b. Publication of a Book in Relevant Science Discipline/Management Discipline

- Rs. 35,000/- for a book published by International publishers like McGraw Hill, Prentice Hall, Oxford University Press or other internationally reputed publishers.

Rs. 25,000/- for a book published by National publishers like McGraw Hill, Prentice Hall India, MacMillan India, Sage etc.

Rs. 15,000/- for a book published by local, regional publisher.

**c. Publication of a Book Chapter in Relevant Engineering Discipline/  
Pharmaceutical Sciences/ Science Discipline/ Management  
Discipline**

Rs. 8,000/- for a book chapter published in international books published by McGraw Hill, Prentice Hall, Oxford University Press or other internationally reputed publishers.

Rs. 5,000/- for a book chapter published in national books published by McGraw Hill India, Prentice Hall India, MacMillan India, Sage etc.

Rs. 3,000/- for a book Chapter published in regional books published by local, regional publisher.

**Note:** Lecture Notes / Book Chapter are published as part of conference paper. The incentive policy implies similar as per conference publication.

**Guidelines:**

- Books/Book Chapters with affiliation of ACE Engineering College are only considered for claiming the incentive.
- No compensation will be given towards any paid charges by the authors for publication of a book/book chapter/monograph.
- Books with ISBN/ISSN number is only considered for the incentive claim.
- If the Book/Book Chapter is of single author of ACE college, it is eligible for full incentive. If the Book/Book Chapter is of two authors of ACE college, the incentive can be shared equally.
- If the Book/Book Chapter is of two authors and one author is only from ACE college, he will be entitled to receive 80% of the cash incentive.
- If the Book/Book Chapter is of three or more authors and one author is only from ACE college, he will be entitled to receive 70% of the cash incentive, and if two or more authors are from ACE, the authors are entitled to receive 80% of the cash incentive with equal distribution.
- A royalty equivalent to 60% of the amount earned from books can be shared among the authors. The rest 40% will be for the institute/society.
- However, recommendation to approval is subject to review by a committee whose decision is considered as final.
- The faculty member should produce evidence of books, publisher, processing/publication fees, etc.

**7.3 INCENTIVES FOR CONFERENCE PAPER PRESENTATIONS**

- An allowance of 50% including registration fee, TA and DA will be borne by the institute for a research paper presented at International / National conferences held in India.

- An allowance of 40% of total expenditure including registration fee, TA and DA will be borne by the institute for a research paper presented at International conference held outside India.

**Guidelines:**

- Conference Paper with affiliation of A C E is only considered for the incentive claim.
- Only presenting author is eligible for claiming the allowance.
- Conference papers presented in national/international conferences organized by IIT's/NIT's/IIIT's/Central Universities/BITS/National level R&D organizations and other premier institutes will be given preference for award of the incentive.
- The quality of conference and the relevance of the paper is taken in to consideration while recommending the allowance.
- Full time Staff are eligible to avail the allowance after completion of six months service in the institute.
- TA & DA calculation can be as per ACE specified guidelines.
  - For departments having a single section, only two faculty members will be allowed per semester.
  - For departments having multiple sections, the faculty members allowed will be in proportion to the number of sections.
  - In order to avoid repetitive participation and to provide scope for other faculty, one faculty will be allowed once in a semester for conference paper presentation.
- The faculty member needs to produce evidence of acceptance status of the paper along with the details of the conference, place, registration fee, travel and stay. Recommendation to approval is subject to review by an expert committee whose decision is considered as final.
- The faculty attending the conference is treated as on duty by accounting the minimum journey time required if the conference is held out of state or out of country.
- Poster session papers are not eligible to claim monetary incentive.

## MONETARY INCENTIVE SCHEME FOR PATENTS, R&D FUNDING PROJECT & CONSULTANCY PROJECTS

### 8.1 Indian Patent

**8.1.1 Patent filing by individuals of the institute:** 75% of the filing expenditure may be supported by Institution if faculty and/ students belong to the same organization.

**8.1.2. Patent filing by individuals involving other institute members:** Institute provides financial support for 75% of filing expenditure on equal share with other institutes.

**Example:** Suppose three members (n=3) are involved in patent filing where one member is from host institute and the remaining members are from other institutes/industry. Assuming the total expenditure for filing the patent is Rs. 75,000/- (total). Then the share of host institute will be (total/n), i.e., Rs. 25,000/-, in which the institute may contribute 75% of its share, i.e., Rs. 18,750/- to its patent filing team.

**8.1.3. Patent filing by the institute name:** 100% of the filing expenditure may be supported by Institution if faculty and/or students belong to the same organization.

### 8.2 International Patent

The extension of national patent submission to international patent only considered. The rules set for Indian patent are applicable for international patent.

#### **Guidelines:**

- Patents without institute affiliation will not be eligible to claim for incentive.
- The Indian/International patent filed by the individual/institute will be thoroughly evaluated and scrutinized by the institute level R&D committee and approval for filing need to be obtained from the committee.
- The final decision for filing the patent rests on the head of the institution.
- All evidences on filing the patent should be attested by the head of the department/institute.
- If the patented idea of the individual is sold to a client, the institute is entitled to get 40% of the amount if the individual is associated with the institute.
- If the patented idea of the individual is sold to a client after he leaves the institute, the institute is not entitled to claim the amount.

- If the patented idea of the individual is sold to a client and it is converted to a profitable technology/product, the institute is entitled to get 40% of the royalty received from the company as long as the individual is associated with the institute.
- If the patented idea of the institute is sold to a client, the individual(s) of the institute is (are) entitled to get 40% of the amount as long as the individual is associated with the institute.
- If the patented idea of the institute is sold to a client and it is converted to a profitable technology/product, the individual is entitled to get 40% of the royalty received from the company as long as the individual is associated with the institute.

### **8.3 INCENTIVE FOR EXTERNALLY FUNDED RESEARCH PROJECTS**

An incentive equivalent to 2% of the research grants received from external funding agencies can be given to the investigators as an encouragement.

#### **Guidelines:**

- The incentive can be given in two installments: 1% can be given as first installment after receiving the grant and the rest 1% can be given as second installment after submission of the project completion report.
- In case of a team involving more than one investigator, the PI can share the amount to his team members based on their contribution.
- If the PI leaves the organization before receiving the grant, then the Co-PI will take the responsibility of PI and the incentive goes to Co-PI. He can share the incentive to others involved in the project.
- If the PI leaves the organization after receiving the 1<sup>st</sup> installment of the incentive, he should share 40% of the incentive taken by him to the Co-PI.
- In case of involvement of any external institute in the project, the incentive for the faculty of ACE college will be based on the budget share of the college part only.

#### **8.4. INCENTIVE FOR CONSULTANCY PROJECTS**

Here the incentive is defined as the amount received from consultancy agency, after deduction of expenditure. The principal investigator (PI) team and college will be shared the incentive amount as follows.

- a) When the infrastructure facilities and work time of faculty/staff are utilized, then it shall be shared as 70% to PI team and 30% to college.
- b) If only work time of faculty/staff have been utilized, then it shall be shared as 80% to PI team and 20% to college.

##### **Guidelines:**

- This incentive can be sanctioned after successful completion of the consultancy assignment.
- In case of a team involving more than one member, the amount shall be shared among them.
- In case of involvement of any external institute in the project, the incentive for the faculty of ACE college will be based on the budget share of the college part only.

## **9.1. INCENTIVE FOR PARTICIPATION IN TRAINING / SEMINAR/ WORKSHOP / STAFF DEVELOPMENT PROGRAM**

An allowance of 50% including registration fee, TA and DA will be borne by the institute for participation in the program for both faculty and Non-Teaching staff.

### **Guidelines:**

- The quality of the program and its relevance will be considered while recommending the allowance.
- Participation in the programs organized by IIT's/NIT's/IIIT's/Central Universities/BITS/National level R&D organizations and other premier institutes will be given preference.
- Faculty participation to FDPs /workshops organized for a week or more will be given preference.
- Full time Staff are eligible for participation after six months service in the institute.
- TA & DA calculation can be as per ACE specified guidelines.
- The faculty attending the program is treated as on duty by accounting the minimum journey time required if the program is held out of state or out of country.
  - For departments having a single section, only two faculty members will be allowed per semester.
  - For departments having multiple sections, the faculty members allowed will be in proportion to the number of sections.
  - In order to avoid repetitive participation and to provide scope for other faculty, one faculty will be allowed once in a semester for participation in the program.
- The faculty member needs to produce evidence of acceptance status of the paper along with the details of the conference, place, registration fee, travel and stay.
- Approval is subject to review by the committee whose decision is considered as final.
- After checking the claim and approval by the Principal of the concerned educational institute, the office of accounts will process to disburse the amount following the usual procedure.

## 9.2. INCENTIVE FOR MEMBERSHIP IN PROFESSIONAL BODIES

- Membership in professional bodies needs to be in respective discipline/department of the claimant.
- HOD should ensure that equal distribution of membership among staff members.
- Salary advance can be arranged towards registration fee and this amount can be recovered in 10 equal monthly installments from the faculty salary.
- Support to membership in engineering and science streams may be extended to reputed societies like IEEE, IETE, CSI, ISTE, AIChE, MIE etc.
- Membership claim application is subject to review and approval by the expert committee. Decision of head of the institute is considered as final.

The research, publication and general academic activity at ACE needs serious up-lifting. While in general, academics are expected to pursue academic excellence for its intrinsic scholastic value, the management of ACE considers it desirable to explicitly incentivize academic activities at the Institute to improve the academic output of its faculty. Towards this objective, the following financial incentives for various academic activities are being announced, to be functional with immediate effect.

## 9.3 Monetary Incentive for obtaining Ph. D

- The Faculty, who completes a minimum three years of service at ACE and who pursue Ph.D degree on part time basis without any financial assistance, will be eligible for Two Non- Compounded increments on acquiring the Ph.D Degree.
- Special Allowance of Rs.5,000/- will be given to the faculty from Engineering Stream joining at Assistant/Associate Professor level on the grounds of acquiring Ph.D and not being entitled to further promotions due to the lack of required service.
- The Cash incentive will not be applicable to the faculty who join with a special stack up expecting the award of Ph.D and also in case of that Ph.D is the required qualification for the current position.

## 9.4. Monetary Incentive for Publishing a Professional Article

- 9.4.1. The faculty will be eligible for getting cash award of Rs. 2,000/- in case of a professional article being published in National magazine/National News paper.
- 9.4.2. The faculty will be eligible for getting cash award of Rs.3,000/- in case of a professional article being published in International magazine/International News paper.

## **Annexure 1**

### *Form of appointment letter*

Dt.

To

Dear Sir/Madam,

With reference to your application and personal interview with us, you are appointed as Assistant Professor in Computer Science and Engineering Department at ACE Engineering College, Ankushapur (V), Ghatkesar (M), Medchal Malkajgiri District with the following terms.

1. The appointment is subject to verification of your original certificates with respect to your qualifications and experience. You have to deposit the original certificates with the Principal office at the time of joining.
2. You will be on probation for a period of two years.
3. Your appointment will be regularized as and when you are ratified by the University Staff Selection Committee.
4. Your employment offered/accepted is subject to termination of services by giving three months' notice from either side or compensating equivalent salary in violation of notice condition. However, you are not permitted to leave during the course of semester and the Management decision is final in relieving you.
5. You will draw a basic pay of Rs.15600/- with AGP Rs.6000/- in the scale of 15600-39100+6000 along with D.A,H.R.A,CCA and other allowances as applicable. Your total emoluments will be Rs.50,000/- (Rupees Fifty thousand Only) per month.
6. The appointment is full time one and that you shall not be permitted to engage in any.

business, consultation, profession, tutorial and /or any other type of outside work either with or without remuneration, without permission of the Management

7. You will abide by the Staff Service, Conduct, Leave and TA rules as adopted by the Management from time to time.
8. The judgment of the Management in respect of your efficiency and performance in teaching, research and other duties shall be absolute and the decision of the Management shall be binding on you.
9. You shall not divulge in writing or by verbal communication any information prejudicial to the interests of the Institution.
10. You are requested to join the Institute at the earliest failing which this appointment order is liable to be withdrawn.

We welcome you to our organization and wish you have a good career with us.

Yours faithfully,

**PRINCIPAL**

**Annexure 2**

**PERSONAL DATA SHEET**

Name		<i>Photograph</i>	
Contact Address			
Telephone / Mobile No.			
Permanent Address			
email ID:			
Aadhar Number:			
Date of Birth			
<b>Education</b>			
Qualification and Year of Passing	University	Rank and Marks obtained	
<b>Experience</b>			
Place worked	Position	From	To
<b>Family details</b>			
Name of the member		Relationship	
<b>References</b>			

I hereby declare that all the information furnished above are true to the best of my knowledge and belief.

Place:

Date

Signature

**Annexure 3**  
*Form of Show cause notice*

Date:

To

**SHOW CAUSE NOTICE/MEMO.**

It has been reported against you that on\_\_\_\_\_ (*date*) at\_\_\_\_\_ you have.....

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show cause in writing within 48 hours of receipt hereof, failing which further action will be initiated.

Principal

Enc: Copy of the original report.

**Annexure 4**  
*Superannuation / Retirement Notice*

Date:

To

Dear Prof./Mr.

We wish to bring it to your kind attention, that you will be attaining the age of superannuation on \_\_\_\_\_(date) and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the College till the end of this academic year and you will be retired from service on \_\_\_\_\_(date)

The College places on record the services rendered by you for \_\_\_yrs and \_\_\_months, and we sincerely appreciate your services to this Institute and wish you a long, healthy and pleasant retired life.

Best Wishes.  
Principal.

## **Annexure 5**

# **ETHICAL STANDARDS FOR FACULTY**

The faculty

- shall live and lead by example in every sphere of conduct particularly to inculcate the distinct culture of ACE among the students
  - to respect parents, teachers, elders
  - to express the love of brotherhood to fellow students
  - to accept and extend due respect to every religion and social grouping
  - to love the Nation and commit their endeavours to Her progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession shall
- always have an urge to excel in professional expertise
- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip, discuss unauthentic information with peers/other members of public and spread rumours which might provoke a sensation or ill feeling of any sort
- shall always listen to students with concern, whether it be in respect of clearing doubts in academics or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions
  
- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- shall confer with parents on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and whom to approach for further help
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the Institution or of colleagues, students or any other members of society
- shall always, honour the sentiments of the colleagues and respect their value system
- shall always endeavour to assist colleagues, either in their teaching practice or in any form of adjustment required for discharging their responsibilities