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AVANTHI DEGREE & P.G. COLLEGE

(Affiliated to Osmania University & Recog. by Govt. of Telangana)

3-4-875/A/1, Barkatpura, Hyderabad - 27. (Block I),
Road No. 12, Above Honda Showroom, (Block-II), Narayanaguda, Hyderabad - 20.

List of Committees (2023-24)

The following are the committees framed for the academic year 2023-24 to drive the Institute towards the quality enrichment and for the better functioning of various academic and administrative activities at institute level. The coordinators are directed to take the charge with immediate effect and act as per the standard operating procedure of respective committee, the convening order along with the members of the committee

Name of the Committee	Members of the Committee	Functions of the Committees
Academic planning and Advisory committee	Prof .V.Veera somaiah(Principal)(C) Dr.Venkat Rao Dr.Y.Jaya Pradha G.Venu Gopal N.Venu Gopal K.Parimala Durga Neelima Sanjeev kumar Singh	1. Finalization of workload, lab distributions and framing of regular time tables. 2. Review of academic activity, attendance, student feedback analysis with class teachers. 3. Monitoring the progress of teaching and learning after the prescribed syllabus. 4. Preparation of academic calendar. 5. Identifying speakers and organizing guest lectures. 6. Identification of course and framing of syllabi for certificate courses for skill development. 7. Initiate innovative practices in teaching and learning.

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Name of the Committee	Members of the Committee	Functions of the Committees
Institution Academic Committee	Prof .V.Veera somaiah (Principal) Dr.Venkat Rao(C) Dr.Y.Jaya Pradha G.Venu Gopal N.Venu Gopal Deepthi K.Vimala N.Jyothi	<ol style="list-style-type: none"> Members of the committee give their suggestions and directions for the smooth running of the college in academic aspect. Review the academic and other related activities of the college. Review the students and faculty development programs. Visualized and formulate perspective plans for the development and growth of the college. Prepare and review Academics Calendar and Class Routine for the college. Review and update the College Prospectus. Draft Concise Leave Rule for the teaching and non-teaching staff of the College. Decide the introduction of Students Uniform in the College. Promote research and extension activities in the college campus. Plan for sustaining the quality of education, quality improvement and accreditation of the college. Keep vigilance on the attendance of teachers and regularity in taking the classes. Review student's attendance/ malpractices in examinations. Oversee the internal Examinations/Evaluation/ recording. Take disciplinary action to the students for violation and disobedience to the college rules.

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Admissions Committee	Prof. P. Veera somaiah (Principal) Dr.Venkat Rao G.Venu Gopal N.Venu Gopal Durafshan Habeeb(C) Deepthi Sanjeev kumar Singh K.Vimala P.R.Prasad K.Parimala	1. In consultation with Director prepare attractive brochures, prospectus and hand-outs for wider publicity. 2. To collect proposals / materials from the Departments, Committees and lecturers to draft Annual plan of activities for the year for publication in the Prospectus. 3. To prepare plan for addressing 12th standard, diploma students as a career counseling activity. 4. To place advertise mention newspapers regarding admissions as and when permitted by the respective Conveners of admissions. 5. To assist the students and to interact with the parents during admissions. 6. To advise the Principal on improving facilities from the feedbacks got from parents and students during admission counseling. 7. To issue notifications for Spot admission & Category-B (MQ) admissions with the guidelines issued by State Government. 8. To submit the admissions list to the authorities and seeks for their approval. 9. To issue Notifications for Spot Admissions under A Category and for Admissions under B Category as per the guidelines issued by State Government and concerned Competent authority. 10. To submit the list of Admissions made by the college to the concerned competent authorities and get approved.


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Examinations Committee	Prof .V.Veera somaiah(Principal) Dr.Venkat Rao G.Venu Gopal N.Venu Gopal(C) B. Durga Neelima P. Deepti	1. Exam coordinator takes the responsibility of submitting the student applications for the exam based on the eligibility list, preparing arrears list, distributing hall tickets and marks sheet. He / She works with exam cell of the institute to complete the examination process smoothly. 2. Conducts the Internal tests and end semester examinations. 3. To prepare the time table in accordance with the academic calendar for all the departments. 4. Maintains the Department Class Timetable in common template. 5. Prepares the timetable plan ahead of every semester in consultation with the departments. 6. Schedules arrangement of Classrooms, Laboratory and Seminar hall based on availability.


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Name of the Committee	Members of the Committee	Functions of the Committees
Grievance Redressal committee	Prof.V.Veera Somaiah(Principal) Dr.Venkat Rao Dr.Y.Jaya Pradha Ritu Dave G.Venu Gopal K.Parimala(C) J.Saraswathi	1. Grievances Redressal Committee receives and redresses grievances reported for the following issues. 2. Academic issues-pertaining to teaching learning activities. Student's teacher, student- student, parent relationship pertaining to harassment etc. 4. Internal evaluation and internal assessment marking. 5. Complaint related to library and IT services. 6. Grievances related to food, water, electricity, etc. 7. Grievance related to transport facilities. 8. Grievances related to sports, cultural and selection process etc. 9. Grievances related to women's issues and harassment. 10. Grievance related to ragging. Grievances related to delay in issuance of records and documents.
Scholarships/ Student welfare Committee	B.Jagadish Babu(C) N.Jyothi K.Parimala S.Sony	1. To coordinate with Office for ID cards, Bus Pass, Admission numbers of First Year students. 2. To ensure that the First -Year students enroll in Co-curricular activities. 3. Address the issues reported by the students. 4. Conduct orientation programmer novice students. 5. Handle drop out related issues. 6.Provide an environment for emotional, spiritual and social growth.

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Anti Ragging Committee	Prof .V.Veera somaiah(Principal) Dr.Venkat Rao G.Venu Gopal N.Venu Gopal Sanjeev kumar singh(C) Sri Divya Valli K.Sravani	1. Inculcating Culture of Ragging Free Environment in the Campus. 2. Engage in the works of checking places like Buses, Canteens, Classrooms and other places of student congregation. 3. Involved in designing strategies and action plan for curbing the menace of ragging in the college by adopting array of activities. 4. Conduct awareness programs from time-to-time in the campus. 5. To educate the students atlarge through variousmeans about the menace of ragging and related punishments there to. A gamutof positive reinforcement activities are adopted by Anti- Ragging Committee fororienting students and moldingtheir personality for a better cause.

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Women Empowerment Committee	Dr.Y.Jaya Pradha K.Parimala. Durga Neelima Valli M.Suvarna latha Seshu prasana Nandini Shanthi Priya Ritu dave(C)	1. Identification of strong leaders, change-makers among women and girls and building their capabilities. 2. To promote a culture of respect and equality towards for female gender. 3. To organize awareness programs on gender equity. 4. The provision of opportunities and programs for girls and women to be financially, mentally and emotionally empowered to promote their growth as individuals in their own right. 5. To conduct seminars and workshop to impart knowledge of opportunities and tools available and train the women. 6. Arranging seminars to create awareness on the economic, social, political, and legal rights of women. 7. Organizing different activities to make women aware of their health, fitness, self-defense etc. 8. Conducting various Competitions to encourage their artistic talents and creative thinking. 9. To highlight the importance of spirituality, health, hygiene and safety. 10. Celebration of International Women's day on March 8 th every year. 11. To inculcate an entrepreneurial culture among young girls, at the earliest so that they can be "job providers" rather than "job seekers".


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Name of the Committee	Members of the Committee	Functions of the Committees
Sports / Games committee	Prof .V.Veera somaiah (Principal) Dr.Someshwar Rao(C) N.Sai Ram Sanjeev Kumar Singh G.Narendra Chary Ch.Tulasi Das B.Jagadish Babu Prakash	<ol style="list-style-type: none">1. Coordination with the Student Sports Secretary.2. Keeping stock of previous and current years' sports goods. Place order for sports goods on basis of quotations procured. Arranging the venues for sports events.3. Drawing plans for various sports. Consultation with the Principal.4. Obtaining permission to hold sports events in the college campus. To conduct intra-oriented- college sports events.5. To obtain sanction for Entry / Registration Fees to participate in various sports events. To maintain attendance of students who participate in sports events.6. Sorting out any sports related issues (team selections, objections, quarrels etc)7. Maintaining reports of sports events participated outdoor or important from the Annual Day point of view, as the information is required for the Principal's Report and Prize Distribution Ceremony.8. Taking follow up action on Annual sports contribution of the institute.9. To organize intra-class & inter -class sports and games competitions at the college level to identity talents in various sports and games both indoor and outdoor to build a strong college level teams to participate at the State Level and National Level competitions.10. To organize college level sports and games competitions both for students and staff as part of the college annual day celebrations


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Students Affairs and Welfare Committee	Prof .V.Veera somaiah(Principal) Dr.Venkat Rao P.R.Prasad(C) Prakash Seshu Prasana Vijaya shanthi	1. To coordinate with Office for ID cards, Bus Pass, Admission numbers of First Year students. 2. To ensure that the First -Year students enroll in Co-curricular activities. 3. Address the issues reported by the students. 4. Conductororientation programme for novicestudents. 5. Handle drop out related issues. 6.Provide an environment for Emotional, spiritual and social growth.
Students Counseling and Mentoring Committee	Dr.Venkat Rao Dr.Y.Jaya Pradha Valli Ritu dave A.Swetha S.Shanthi Priya(C) Nandini	1. The mentor should develop a strong connection between the students and the faculty. 2. The mentor should gain full confidence of students through his or her cooperative & kind behavior so that students can freely discuss their problems & difficulties. 3. The mentor should call respective parents for verification of address, phone no. and e-mail etc. 4. The mentor should take help of parents in analyzing the student's academic history & understanding about self- evaluation. 5. During student's meeting, try to figure-out any of following problems / difficulties with the students. 6. The mentor is expected to inform the subject teacher regarding the treatment of the student.

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Name of the Committee	Members of the Committee	Functions of the Committees
OBC Committee	K.Prakash(C) G.Venu Gopal B.Jagadish Babu Narendra Chary Deepthi Shanti Priya	1.To circulate State Government and UGC's decisions about different scholarship programs. 2. To communicate with the students and motivate them for better future planning. 3. To deal with representations received from Other Backward Classes (OBC) Candidates regarding their admission, scholarship
Internal Complaints Committee	Prof .V.Veera somaiah(Principal) Dr.Venkat Rao Dr.Y.Jaya Pradha Sanjeev kumar singh D.pratap Rao Valli Akkamma(C)	1. Discuss any staff grievances which are submitted. 2. Resolve the grievances and report to the concerned Authorities. 3. Submit feedback to Principal
Central Purchase Committee	Dr.Venkat Rao N.Sai Ram Srinivas Durga Neelima P.R.Prasaad Sanjeev kumar singh B.Jagadish Babu N.Jyothi D.Prathap Rao Raghu ram (C)	1. The HoDs of departments concerned / Lab In-charge / Lab Technicians should make arrangements for getting the quotations based on the intended specifications. 2. Comparative chart is prepared with the help of indenter. 3. Based on the recommendations of the department, usually by the respective HoD, purchase committee will deliberate on the quotations, specifications and negotiate. 4. Recommend the suitable vendor for the procurement 5. The committee meets as and when needed. 6. To maintain constant communication with the market condition and explore possibilities of identifying new sources of supply at competitive rates. 4. To ensure equitable treatment of suppliers and promotion of competition in procurement.

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Finance Committee	I.Sravan kumar Praveen (C) Sai Ram	1. To monitor and manage the budget estimates relating to the income from fees, etc. To manage the annual budgets and utilization reports submitted by the individual departments Audited.
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Name of the Committee	Members of the Committee	Functions of the Committees
NSS Committee	<p>Prof .V.Veera somaiah(Principal) Dr.Venkat Rao G.Naredra Chary(C)</p> <p>Students Sidhartha Adithya Reddy Shivani Priyanka Jayeshu Sai Balaji Nikhil</p>	<ol style="list-style-type: none"> 1. Enrolment of cadets in NSS (Boys & Girls) from the students 2. Planning & Conducting regular activities and camps from time to time. 3. Creating awareness on social responsibility among students. 4. Maintenance of accounts and submission of accounts to university for the assistance received for NSS activities. 5. Programme officers of the units to take complete responsibility of the day to day activities.
Academic Audit Committee	<p>Dr.Venkat Rao I.Sravan Kumar Praveen Sri Ram Rasool Venkat Prakash (C)</p>	<ol style="list-style-type: none"> 1. Review academic and administrative activities of the Institute on a periodic basis. 2. Ensure that the Academic calendar provided by the Institute is implemented without any variation. 3. Verify that the timetables prepared by the individual departments are followed as per the schedule. 4. Review the student and faculty development programs. 5. To check whether the records and files being maintained by all the departments across the Institute are as per the IQAC criteria or not.

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Extra-curricular Activities Committee	Dr.Y.Jaya pradha Seshu Prasana Sri Divya(C) S.Shanthi Priya M.Suvarna Latha Ch.Ganga Bhavani	1. To suggest and organize various cultural activities to be organized in an academic year 2. Plan and organize various activities on behalf of NSS/NCC and encourage students / staff to participate in NSS, NCC, Blood donation camps, Flood relief camp etc., 3. To prepare a sports calendar and an action plan to implement the same. 4. To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college. 5. To take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields. 6. Selection of teams to represent the college in inter-collegiate tournaments and also the intramural tournaments. 7. To prepare the details of attendance exemption to be given to the students representing college in various sports and games. 8. To increase the cordial relations between students and faculty by organizing exhibition games between the teams of students and faculty wherever possible.


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Name of the Committee	Members of the Committee	Functions of the Committees
Library Committee	Prakash(C) M. Man Mohan N. Sai Ram Anand Ch. Tulasi Das	1. Procuring books, Technical Journals, Technical Magazines, Applying for access to E-Journals, Providing good reference books and adequate reading spaces 2. To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter. 3.To look after general maintenance of the library in terms of reading material and infrastructure. 4. To effectively involve in fostering the reading habit of staff and students.
Social Media Committee	B. Durga Neelima(C) P. R. Prasad Ritu Dave	1. To update information in all its forms in AIET. 2. To display banners and posters about various events at department level as well as college level. 3. To provide required guidance for the needy students. 4. To provide latest news and updates. 5. To provide Examination related matters. 6. Awareness creation & spreading examination information like results, notifications and updates regularly to the students. 7. Provide latest news and updates regularly to the society as well as needy people. 8. Regular monitoring all through the academic year. Ease of accessibility


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Name of the Committee	Members of the Committee	Functions of the Committees
SC / ST Committee	Nagaiah G. Nandini(C)	<ol style="list-style-type: none">1. Educating the students about the schemes introduced by Central Govt. & State Govt.2. Improving the career opportunities and preparing reports to the Central Govt. & State Govt. committees whenever required.3. Coordinating & resolving the problem of SC/ST students.4. Facilitating the financial scholarship of SC/ST students..5. Educating the students about schemes introduced by Central Govt. & State Govt.6. Improving the career opportunities and preparing reports to the Central Govt. & State Govt. committees whenever required.
Minority Committee	Habeeba Alemmuddin Husna Fahima Tania(C) Sania Rasool	<ol style="list-style-type: none">1. Plans to implement, coordinate and control all schemes related disadvantaged groups.2. Conducts coaching classes for competitive exams and prepares students for professional examinations.3. Ensures the safe and secure environment for minorities4. Provides counseling for any emotional emergencies arising on account of any events in the institute.5. Provides a mechanism to redress the grievances of minorities.


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Name of the Committee	Members of the Committee	Functions of the Committees
Internal Quality Assurance Cell(IQAC)	Prof .V.Veera somaiah(Principal) Dr.Venkat Rao Dr .Y.Jaya Pradha N.Sai Ram P.R.Prasad (IQAC Co-ordinator) G.Venu gopal N.Venu Gopal B. Durga Neelima K.Vimala S.Shanthi Priya Allemuddin T.Santosh K.Parimala B.Jagadish Babu Praveen	<ol style="list-style-type: none"> 1. Development and application of quality benchmarks. 2. Parameters for various academic and administrative activities of the institution. 3. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process. 4. Collection and analysis of feedback from all stakeholders on quality related institutional processes. 5. Dissemination of information on various quality parameters to all stakeholders. 6. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles. 7. Documentation of the various programs/activities leading to quality improvement. 8. Periodical conduct of Academic and Administrative Audit and its follow-up. 9. Acting as a nodal unit of the institution for augmenting quality-related activities. Preparing a focused Annual Quality Assurance Reports (AQARs).

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Carrier Guidance & Training and placement Cell	Dr.Venkat Rao Md. Alemuddin(C) Habeeba T.Santhosh Santhosh Prathap Rao B.Jagadish	1. To coordinate organizing of various processes like written test, group discussion, technical interviews, H.R. Interviews when the companies come to the campus for placement. 2. To organize activities aimed at improving Institute- Industry Interaction. 3. To coordinate the soft skills training programmes of the respective departments. 4. To build and nurture relationship with alumni.
Research and Development Cell (R&D)	Prof .V.Veera somaiah(Principal) Dr.Venkat Rao Dr.Saraswath(C) Dr. K Shailaja Dr. B Rajendar Reddy	1. To suggest measures for improvement of research and development activities in the organization. 2. To provide expert advice and guidance in motivating faculty members towards engaging in research activities. 3. To help in outlining methods for improving the quality of research and promote inter disciplinary research and developmental activities.
Alumni Cell	Prof .V.Veera somaiah(Principal) Dr.Venkat Rao Dr .Y.Jaya Pradha T.Santhosh A.Swetha Sanjeev Kumar Singh Durga Neelima Divya (C)	1. To maintain an up-to-date and detailed database of the alumni. 2. To highlight the success of alumni to improve the credibility and reputation of the institute. 3. Plan and promote a platform for interaction between all stakeholders of AIET. 4. Maintain healthy relationship with the alumni body. 5. Assist management in creating an environment in the college which enables the students to have lasting memories.


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Name of the Committee	Members of the Committee	Functions of the Committees
Institution's Innovation Council (IIC)	Prof .V.Veera somaiah(Principal) Dr.Venkat Rao Dr .Y.Jaya Pradha Dr.Saraswathi Dr.Keshavulu©	1. Promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campus 2. To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bounded fashion. 3. Identify and reward innovations and share success stories. 4. Organize periodic workshops/seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators. 5. Network with peers and national entrepreneurship development organizations. 6. Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students. Organize Hackathons, idea competition, mini-challenges etc. with the involvement of industries.
Anti Drug Committee	G.Venu Gopal Narendra Chary Sanjeev kumar Singh P.R.Prasad	1.To spread awareness to ensure a drug free campus 2.Motivate students to become volunteers of anti-drug activities in their life.
Prevention of sexual harassment committee	K.Vimala(C) Parimala Shanthi Priya Nandini	To make them strong and to stand up for themselves, not being afraid of the consequences. 2. Every complaint has the right to be notified in writing of the outcome of the complaint. Inappropriate and uncalled for comments about one's body or dress

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Staff recruitment and service policies

Preface

Avanthi degree and PG college established in 1992 has outlined the criteria for hiring, promoting and retaining employees. For this effective staff recruitment and service rules are vital. These policies ensure that hiring processes are transparent, equitable and aligned with the institution's academic and administrative goals. Service rules provide guidelines on professional conduct, performance expectations and disciplinary measures. Together these policies enhance institutional integrity, faculty satisfaction and compliance with educational standards.

1. Categorization of Staff

- Teaching Faculty
- Office staff
- Technical Staff
- Supporting Staff

Posts under each category

Teaching Faculty - Professors and Assistant

professors Other Category - Physical Director,

Librarian

Office Staff - Senior Assistant, Junior Assistant, Record Assistant
and Receptionist

Technical Staff - Lab Assistants, Technicians, Library Assistants

Supporting Staff - Watchmen attendants, care-takers,
Gardeners, Carpenters, Plumbers.


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RECRUITMENT/SELECTION AND APPOINTMENT OF STAFF

The staff appointed by for the institutions administered by the management of institution governed by the terms and conditions contained in the agreement entered into between the staff and the appointing authority. Such agreements determine the rights and duties of the staff concerned, including their service conditions.

Selection (Eligibility Criteria)

- 1) The selection of staff for regular appointment is normally done in April/May when suitable candidates will be easily available.
- 2) Posts should be advertised in the popular dailies at least 20 days prior to the date of the interview.
- 3) All regular appointments will be made by a Selection Committee constituted and convened by the Correspondent of the institution.
- 4) The Selection Committee includes the Correspondent, the Principal, the Vice- Principal and HOD of the concerned department.
- 5) The procedure for selection should normally include a written test, followed by a demonstration class and an oral interview.
- 6) Merit with proven competence and experience should be the only criterion for selection Minimum qualifications for the particular post for which the candidates are selected should be strictly adhered to i.e. above 55% in PG and preferably PHD/NET/SLET.
- 7) Ad-hoc appointments, caused by the requirement of time, are generally made by the Correspondent in consultation with the principal.

Appointment

- 1) After the selection, appointment should be made by a special Deed of Contract, laying down the norms for the payment of salary, leave facility, duties pertaining to the post and the period for which it is valid. When the post is accepted by the candidate, an agreement between the Management and the candidate should be signed in the prescribed

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manner and form.

- 2) All new appointments are made on a contract line eleven months or less, till the end of the academic year, after which their services will automatically cease as per the terms and conditions laid down in the Deed of Contract.
- 3) The service of an employee may be regularized only after the satisfactory completion of the period of contract, by a letter of Regularization of Service.
- 4) All regularization of service of the staff, wherever applicable needs the ratification of the Governing Board and subject experts from Osmania University. No employee shall be given the letter of Regularization of Service unless his/her performance is assessed and evaluated by a team appointed by the Governing Board.

Service Conditions of the Teaching and Non-teaching Staff

- During the period of contract an employee is paid an amount fixed by the Governing Board.
- An employee on contract is eligible for only Casual Leaves, at the rate of one CL per month.
- The staff whose services have been regularized are liable to be transferred to any of the institutions of similar nature managed by the Society.
- Service in any other institution shall not be counted for the purpose of pay fixation or calculation of the retirement benefits, unless it is a transfer decided by the Governing Board.
- The staff appointed in the institutions Society shall devote their entire time to the duties assigned and shall not on their own account or otherwise carry on or be Concerned in any trade, business or canvassing work in politics, private tuitions or the like of a remunerative kind either directly or indirectly.
- No employee is permitted to apply for any job or appear for any exam or interview without obtaining the prior written permission of the head of the institution.

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- Promotion or reduction in rank or grade of the staff is at the discretion of the Managing Committee whose decision shall be based on the employee's efficiency and dedication to his/her work.
- Every member of the staff shall conform to all the rules and regulations in the institutions and all the future amendments, He / She shall honestly, efficiently and diligently discharge the duties entrusted to him/her by the competent authority.
- All the members of the staff should be present in the institution during the regular working hours, whether they have teaching work or not, and they are expected to take an effective part in the co-curricular activities of the institution .
- Punctuality in attendance is an essential part of work discipline and every lecturer shall observe it as such.
- Every lecturer should strive to be a 'model' to his/her students in honesty, loyalty, hard work, uprightness of character and religious tolerance.
- Every employee should be present in the college on the first and the last working day of every term of the academic year.
- As the Correspondent/Principal may require the service of any of the employee during the vacations, he/she should not leave the station any time without due permission and after providing the contact address.

CODE OF ETHICS

TEACHING STAFF

- He /She shall carry out his/her duties with utmost dedication with a view to do maximum *good* to the students *under* his/her care.
- A lecturer shall uphold the vision and mission of the institution.
- He/she updates themselves with ICT tools and implements it effectively in teaching and learning.
- Remedial Classes as and when required of the lecturers by the principal, shall be done by them.

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NON-TEACHING STAFF

- The college office remains open every day of the academic year and the staff are to be on duty except Public/General holidays.
- Every member of the non-teaching staff is eligible for a summer vacation of 15 days. Due to the nature of the institution and exigencies of work, the office remains open even during the terminal and annual vacations. However, the working hours during vacations are decided by the principal and the staff shall be present in the office on rotation.

LEAVE RULES

CASUAL LEAVE

- A permanent and long-term employee can avail of fifteen (15) days of Casual Leave (C.L.) in the course of the calendar year/academic year.
- A contract employee gets 11 day CL (1 CL/month)
- Application for C.L. specifying the reason(s) should be submitted to the principal/vice principal of the Institution in advance and his/her approval obtained.

EARNED LEAVE

- Each permanent employee is eligible for Earned Leave (E.L.) at the rate of 15 days for every year
- An employee may accumulate the Earned Leave. And can be availed not exceeding 30 days at a time, subject to eligibility, in case of prolonged illness or other grave reasons.
- **Surrender of E.L.:** E.L. may be surrendered by an employee to an extent of fifteen (15) days in a calendar year.
- **Encashment of E.L.:** Accumulated Earned Leave can be encashed at the time of retirement subject to eligibility.

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HALF-PAY LEAVE

- Half-Pay Leave (HPL) is earned at twenty (20) days for each completed year of regular service and the employee shall cease to earn Half-Pay Leave when he/she has to his/her credit such leave amounting to 240 days.
- Half-Pay Leave may be sanctioned for serious illness or for any other grave reasons.
- Service for the purpose of calculation of Half-Pay Leave includes E.L. and Half-Pay leave availed by the employee.
- Half-Pay means half of the basic pay and half of the allowances.
- Only 240 days of H.P.L. are granted in the entire service.
- Commuted Leave during the entire service is limited to a maximum of 120 days.
- When Commuted Leave is granted twice the amount of such leave shall
- be debited against the Half-Pay Leave due.

MATERNITY LEAVE

- A permanent female employee is eligible for 90 days Maternity Leave with full pay.
- A long-term female employee is eligible for 90 days maternity leave without with loss of pay

SALARY AND WAGES

The salary and wages of college staff shall be fixed by the Governing Board taking into account the nature of the institution and socio-economic conditions of the region where the institution is located.

Allowances, ad hoc and arrears payments and special incentives will be decided by the Governing Board from time to time



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SERVICE GRATUITY

- In the case of employees retiring due to superannuation, service gratuity is paid at the time of retirement per the following norms which may be revised by the managing committee from time to time.
- A retired employee is eligible for retirement gratuity $1/4^{\text{th}}$ of the pay last drawn for each completed six months period of service (subject to a maximum of sixty-six times of such six-monthly periods) or $16 \frac{1}{2}$ (sixteen and half months) pay last drawn or Rs. 3,50,000 whichever is less.
- Gratuity is calculated on the basis of emoluments last drawn.
- Emoluments for the purpose of service gratuity shall consist of basic pay plus permitted allowances
- Average pay shall mean pay calculated on the basis of the pay drawn during the last 10 (ten) months.
- Less than 6(six) months is ignored for the purpose of calculation of service

QUALIFYING SERVICE

- Qualifying Service of an employee commences from the date of appointment on a regular basis.
- All types of leave taken during the service for which leave salary is payable and all extraordinary leave granted on medical grounds shall be counted for qualifying service.
- The period of break or gaps in service, the period of unauthorized absence and the period of leave refused by the Management shall not count as qualifying service.
- The period of suspension treated as "dies non" shall not be counted for qualifying service.

DATE/DAY OF RETIREMENT

- An employee shall be retired on the last day of the month in which he/she attains superannuation.



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FORFEITURES OF SERVICE

- Dismissal or removal or termination from service entails forfeiture of his/her past service.
- Resignation from service also entails forfeiture of past service.
- Consequently, gratuity, pension and other monetary benefits, if any are paid only to those who retire from service and not to those who are dismissed or removed or terminated or have resigned.
- However, the employee's share of EPF may be claimed from the EPF Office subject to eligibility, by the employee in question.

SERVICE RULES: CLASS IV EMPLOYEES

- The appointment of all Class IV employees in the institutions will be done by the Correspondent in consultation with the Managing Committee.
- **Qualification:** The minimum qualification prescribed for attenders is class X pass and for others class VII pass.
- All appointments shall be made in writing in the prescribed form stipulating the terms and conditions of service, pay etc. Wherever the candidates are appointed to different posts, if not familiar with the English language the letter of appointment shall be read out and explained to the employee in their mother tongue and their signature shall be attested on the Appointment Order as a sign thereof.
- All the class IV employees shall be appointed for a period of one year or less on a contract basis after which their services will automatically cease as per the terms and conditions laid down in the deed of contract.
- All the employees appointed on contract shall be paid an amount fixed for the post by the Governing Board.
- **Leave:** All regular Class IV employees are eligible for availing all the public holidays unless otherwise required by the Head of the Institution.

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- They are eligible for 12 days of casual leave and 20 days of half pay leave per annum which can be commuted on medical grounds subject to a maximum of 240 days. Female Class IV employees may be given 90 days of Maternity Leave twice during the entire service. Class IV employees shall be eligible for 15 days vacation every year either at one time or at different times.
- The duties and hours of duty of the Class IV employees will be assigned by the Head of the Institution.
- **Earned Leave:** The rules prevalent in the Institutions in respect of teaching staff are applicable to Class IV employees with regard to the Earned Leave.
- **Retirement Benefits:** The rules prevalent in the Institutions in respect of teaching staff are applicable to Class IV employees also with regard to retirement benefits.

DISCIPLINARY ACTION (Termination, Suspension, Dismissal, Compulsory, Retirement)

FOR ALL THE EMPLOYEES

- An employer has a right to terminate the services of his employee by giving him/her a termination notice or by paying him wages in lieu thereof, as per the terms and conditions mentioned in the appointment order.
- Any of the following behaviour or misconduct may justify suitable disciplinary action like reduction in rank or removal of employees from service.
 - Willful in-subordination or disobedience, whether individual or in combination with others, to any lawful or reasonable order of a superior.
 - Theft, fraud or dishonesty in connection with the employer's service or property.
 - Willful damage or loss of the employer's goods or property.
 - Taking or giving bribes or illegal gratification. Strikes or inciting others to strikes, etc.

The following procedure should be followed for disciplinary action like dismissal, removal or reduction in rank of any permanent employee;

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- Make known the charge sheet of the show cause memo. (There should be no indication of punishment in the charge sheet).
 - Afford him/her an opportunity to submit his/her explanation.
 - Conduct an enquiry into the truth or otherwise of the allegation after giving reasonable time between the issue of the charge sheet and information about the enquiry. The enquiry should be completed within 2 months from the date of the communication of the charges.
 - offer opportunity to the employee to lead evidence in his/her own defense and to cross-examine the witness (The delinquent employee has no right to be represented by an advocate in a domestic enquiry).
 - Consider the evidence gathered, based on the report of the enquiry officer before imposing the punishment.
1. No employee shall be placed under suspension more than four days except when an enquiry into the misconduct of such an employee is contemplated. No such suspension shall remain in force for more than a period of two months from the date of suspension and if such enquiry is not started and completed within

1. period, such employee shall be without prejudice to the enquiry, be declared to have been restored as employee.
 2. Provided that the competent authority may for reasons to be recorded in writing extend the said period of two months for a further period not exceeding two months for a further period not exceeding two months if in
 3. the opinion of such competent authority the enquiry could not be completed within the said period of 2 months for reasons directly attributable to such employee.
 4. Every employee who is placed under suspension shall be paid subsistence allowance at such rates as may be prescribed during the period of suspension.
 5. Increments falling during suspension should be added in subsistence allowance and the subsistence allowance should be calculated accordingly.
 6. When an employee is exonerated of the charge, which caused his suspension, the subsistence allowance paid to him for any period shall be adjusted against the full wages admissible to him for that period.
 7. Leave may not be granted to an employee under suspension.

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8. No enquiry is necessary for imposing minor penalties, for the misconduct of employees. A charge sheet is to be given directing to show cause and after the employee submitted the representation, if the representation is not acceptable, minor punishment can be imposed. Some of the penalties which are considered minor are:

- i) warning
- ii) Censure
- iii) Stoppage of increment with or without cumulative effect.
- iv) Fines
- v) Suspension without wages, not exceeding four days.


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Event Organized Report 2023-2024

Organized by	Avanthi Degree and PG College In coordination with IQAC
Name of the event organized	An awareness Program on Anti-Ragging & Anti- drugs
Name of the Association	Legal cell, Hyderabad
Date of Event Organized	27 th Sep 2023
Name of the Coordinator of the Event	Prof. Veerasomaiah & Dr.Venkat Rao
Name of the Expert	Smt, Kalarchana, Sr. Civil Judge & Secreatary, Hyderabad District Legal Services Authority
No. of Participants	115(Students), 5(faculty)
Objective of the Event	1. Empower students to make informed decisions related to use of alcohol and other drugs. 2. Emphasize an awareness of choice, personal responsibility and understanding of consequences in deciding to use alcohol and other drugs 3. Encourage the campus community to prevent alcohol and drug related incidents.
Outcome of the Event	To provide knowledge and helps to make the society and world a better place to live in and march forward on way to inclusive participation.

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AN AWARENESS PROGRAM
On
ANTI-RAGGING,
ANTI-DRUGS

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**An awareness program on
Anti Ranging & Anti Drugs
conducted by Avanthi Degree & PG College - Sep 2023**



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