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Memorial College of Engineering and Technology
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MANUAL OF HUMAN RESOURCE & ADMINISTRATIVE PRACTICES



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PRINCIPAL



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CHAIRMAN'S MESSAGE

“You don't have to be great to start, but you have to start to be great” Dear students,

You are the nation builders,

You are the propagators of technology,

You are the agents of change.

So, it is our ardent desire that the years, you spend in AMRN would warrant you to equip with multifarious skills.

Fear of challenge, competition and failure are natural, but success welcomes **those** who face these fears with the can-do attitude. For me this can-do attitude is proved by futuristic and ultra-modern infrastructure, impressive and artistic setting, dedicated team of faculty and committed administrators.

Today AMRN has a prominent history of advancing, efficient, optimistic and extremely proficient technocrats, pharmacists, managers and entrepreneurs with global thinking and innovative mindset.

A. Srinivasa Reddy

Chairman, A.M.Reddy Group of Educational Institutions

SECRETARY'S MESSAGE

AMRN is devoted to attain the sky-high educational standards by furnishing the latest knowledge in manifold fields to our students. We promote high quality education by providing required infrastructural facilities in an ideal, propitious and student-friendly campus.

Our students are brought to light to real life experiences that instill in them the values of righteousness, regard and commitment. We stimulate our students to cross-examine, think critically and investigate for inventiveness.

We launch best out of classroom by imparting lectures of renowned industrialists, intellectual scholars and mentors visiting frequently and transmitting knowledge to the students in multiple angles of technology.

I aspire you will utilize the window of opportunity and plenty of resources accessible at our institutions in pursuit of technical knowledge.

I wish a productive and beneficial journey of learning at AMRN.

A. Santhi Srinivasa Reddy

Secretary, A.M.Reddy Group of Educational Institutions



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PRINCIPAL'S MESSAGE

I am delighted to extend a warm welcome to you as a valued member of A.M. Reddy Memorial College of Engineering & Technology (AMRN). As an integral part of our institution, your role is pivotal in upholding the College's rich history and ensuring the continuation of our esteemed reputation as a student-focused establishment. The dedication, innovative thinking, expertise, and collaborative spirit exhibited by AMRN employees contribute significantly to realizing Wilson's mission and vision.

All employees play a crucial role in achieving the goals outlined in the College's strategic plan, accessible on our website: www.amreddyengineering.ac.in. We eagerly anticipate your success and encourage you to familiarize yourself with the Human Resource Manual, which, while not exhaustive, outlines AMRN's purposes, strategic objectives, employment policies, and available programs and benefits for eligible employees. If you have any queries, please direct them to the Dean of Human Resources.

May your experience at this College be both challenging and rewarding. We hope you find joy in your work and become an integral part of our campus community for years to come.

Dr.J.G.Prasad Reddy
Principal, A.M. Reddy Memorial college of Engineering & technology



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TABLE OF CONTENTS

Section	Name of the content	Page No(S)
I	INTRODUCTION	6-12
	1.1 About the Institution	
	1.2 Vision, Mission and Core Values	
	1.3 Quality Policy	
	1.4 Governing Bodies	
	1.5 Human Resource Management Policy	
II	HUMAN RESOURCE MANAGEMENT	13-24
	2.1. Planning for Human Resources	
	2.2. Classification of Human Resources in VIEW	
	2.3. Recruitment Policy and Process	
	2.4. Salary, Welfare Measures, and Allowances	
III	DUTIES AND RESPONSIBILITIES	25-43
	3.1. Duties and Responsibilities of Administrative Authorities	
	3.2. Duties and Responsibilities of Instructional/Teaching Staff	
	3.3. Duties and Responsibilities of Coordinators/In-Charges	
	3.4. Duties and Responsibilities of Various Committees	
	3.5. Duties and Responsibilities of Non-Teaching Staff-Academics	
	3.6. Duties and Responsibilities of Supporting Staff-Academics	
	3.7. Duties and Responsibilities of Supporting Staff-Technical	
	3.8. Duties and Responsibilities of Supporting Staff-Administration	
	3.9. Duties and Responsibilities of Supporting Staff-Maintenance	
	3.10. Duties and Responsibilities of Supporting Staff-Transport	
IV	SERVICE RULES AND REGULATIONS	44-50
	4.1 Service Conditions	



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	4.2 Custody of Certificates	
	4.3 Withdrawal of Original Certificates	
	4.4 Resignation	
	4.5 Termination	
	4.6 Service Certificate	
	4.7 Working Hours	
	4.8 Attendance	
	4.9 Meeting with Heads of Departments	
	4.10 Intra Departmental Meeting	
	4.11 Faculty Meeting	
	4.12 National & Festival Holidays	
	4.13 Provisions for Leaves	
V	STAFF APPRAISAL POLICY	51-53
VI	PROMOTION POLICY	54-55
VII	EXIT POLICY	56
VIII	RESEARCH POLICY DOCUMENT	57-58
	8.1 Introduction	
	8.2 Objectives	
	8.3 Guidelines	
	8.4 Support Mechanisms	
	8.5 Eligibility	
	8.6 Procedure Of Applying For The Scheme	
	8.7 Approval Procedure	



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SECTION-I

INTRODUCTION

1.1. ABOUT THE INSTITUTION

A.M. Reddy Memorial College of Engineering and Technology (AMRN) Established in 2007 (07-06-2007), Sponsored by A.M. Reddy Educational Society is a premier institute that offers quality education in engineering and management disciplines. The institute is situated in Narasaraopet, a town in Guntur district of Andhra Pradesh, which is easily accessible by road and rail.

The institute is affiliated to Jawaharlal Nehru Technical University (JNTU), Kakinada, and approved by All India Council for Technical Education (AICTE), New Delhi. The institute provides various courses at undergraduate, postgraduate, covering a range of fields such as Civil Engineering, Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering, Agricultural engineering, Cyber Security and Master of Technology (M.Tech) in Structural Design and Transportation Engineering.

The institute has a beautiful campus of 14.5 acres with greenery all around, creating a pleasant environment for learning. The campus has all the modern facilities and amenities for the students and staff, such as well-furnished classrooms, state-of-the-art laboratories, digital library with more than 17,000 books and journals, computer center with internet facility, seminar hall, auditorium, canteen, hostel, transport, sports, gymnasium, medical center, etc. The campus also has a solar power plant that generates 5 KWH of electricity.

The institute has a team of qualified and experienced faculty members who are committed in imparting knowledge and skills to the students. The faculty members are actively involved in research and development activities and have published several papers in national and international journals and conferences. The institute also invites eminent personalities from industry and academia to deliver guest lectures, seminars, and workshops on various topics related to engineering and management.

The institute has a dedicated placement cell that provides guidance and assistance to the students for their career development. The placement cell organizes campus interviews, industrial visits, internships, projects, personality development programs, etc. The institute has a good track record of placements in reputed companies like Infosys, Wipro, TCS, IBM, Cognizant, HCL, etc.



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The institute has a vision to become a center of excellence in engineering and management education and to produce competent professionals who can contribute to the socio-economic development of the nation. The institute has a mission to provide quality education with ethical values and social responsibility; to foster innovation and creativity among the students; to promote research and consultancy services; and to establish linkages with industry and academia for mutual benefit. The institute has a motto of “Knowledge is Power”.

The vision and mission of AM Reddy Memorial College of Engineering and Technology are clearly stated and taken into account the demands of all of its stakeholders. The Management is dedicated in providing high-quality, values-based education and wants to create high-caliber professionals by instilling moral principles, ethical behaviour, and compassion in students. The institution fervently supports openness, excellence, participative leadership, and the division of authority among various levels.

1.2. VISION, MISSION & CORE VALUES

1.2.1. Vision

Vision: To be a leading institution of empowerment producing internationally accepted professionals with psychological strength, emotional balance and ethical values.

1.2.2. Mission

- To empower engineers through innovative teaching-learning practices.
- To encourage for higher education and research with well-equipped laboratories.
- To promote entrepreneurship through creativity and innovation.
- To promote environmental sustainability and inculcate ethical, emotional and social.

1.2.3. Core Values

1.2.3.1. Sustainability Commitment:

AMRN champions a sustainable environment through its magnificent green campus and state-of-the-art green-building infrastructure. The institution promotes inventive energy and water efficiency initiatives for a future focused on resource conservation.

1.2.3.2. Community Empowerment:



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AMRN uplifts underprivileged and socially disadvantaged sectors by providing training and development in employability skills and entrepreneurship initiatives. This collaborative effort involves community participation and partnerships with the government and corporate entities.

1.2.3.3. Global Perspective:

AMRN operates with a global vision, aspiring to achieve great repute in engineering, technology, and management studies. The institution offers globally standardized programs to foster research and transform students into globally competent individuals.

1.2.3.4. Ethical Standards:

AMRN believes that a sense of proportion is essential for good taste, genuine intelligence, and moral integrity.

1.3. QUALITY POLICY

Our goal is to provide internationally standardized education in a conducive environment that promotes effective teaching and learning. We aim to develop the institution as a trendsetter in academia and a center of professional excellence, emphasizing character, health, and education. We strive to synthesize and analyze the societal and global market needs, molding our students into engineering professionals with confidence, courage, competence, and integrity, ensuring continual improvement and universal acceptance.

1.3.1. Quality Objectives:

- 1) Provide students with technical knowledge and hands-on experience through a quality education system, incorporating the latest e-learning practices.
- 2) Impart necessary training for soft skills, enhancing employability during their time on campus.
- 3) Empower faculty and staff to update their knowledge for facilitating student learning.
- 4) Achieve excellent academic results and successful campus placements for our students.
- 5) Continually improve the quality education system through customer satisfaction, monitoring feedback regularly.

1.4 GOVERNING BODY:

AMRN is governed by a Governing Body (GB), which convenes biannually in June and December. A quorum of 1/2 of the GB strength is required to pass resolutions.

1.4.1. Functions of GB:

- 1) Monitor academic, student, faculty development, and related activities.
- 2) Approve recommendations of the Staff Selection Committee.



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- 3) Consider and implement important communications and policy decisions from external bodies.
- 4) Review recommendations from the Planning and Monitoring board for implementation.
- 5) Prepare and approve the annual budget.

1.4.2. Constitution of GB:

The Governing Body comprises 11 members, including the Chairman and Member Secretary. The Chairman, preferably a technical person, can be an entrepreneur, industrialist, or educationist committed to technical education's development. Additional members may include nominees, ensuring a total not exceeding 20 members.



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GOVERNING BODY 2023-24

S.NO	NAME OF THE MEMBER	DESIGNATION
1	Sri.G. Chandra Sekhar Reddy	PRESIDENT
2	Sri. B. Ramanuja Reddy	VICE - PRESIDENT
3	Smt. Atluri Santhi Srinivasa Reddy	SECRETARY
4	Sri. A. Mahalakshamma	JOINT SECRETARY
5	Sri. V. Anasuya	TREASURER
6	Sri. A. Srinivasa Reddy	EXECUTIVE MEMBER
7	Sri. K. Krishna Reddy	EXECUTIVE MEMBER
8	Sri. P. V. Padmavathi	EXECUTIVE MEMBER
9	Sri. Sriram Chereddy	INDUSTRIALIST
10	Dr. N. Balaji	University Nominee JNTUK
11	Dr. J. Ganesh Prasad Reddy	PRINCIPAL



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1.5 HUMAN RESOURCES MANAGEMENT POLICY

The core of any organization lies in its Human Resources, serving as the lifeblood that shapes its destiny. The fulfilment of the organization's mission hinges on the dedication of its personnel assigned to various roles and tasks. A motivated and well-trained human resource is essential to achieving the organization's goals. AMRN is committed to establishing elevated standards in personnel management, emphasizing efficiency and transparency. To effectively manage the team tasked with implementing programs and projects, a comprehensive Human Resource Management Manual is crucial, outlining policies and procedures that foster a conducive work environment.

1.5.1. Objective

This Manual aims to establish policies and procedures governing the management of personnel at different levels to advance the objectives of AMRN. Covering aspects from recruitment to defining roles, responsibilities, and providing training, the Manual ensures that staff is positioned to carry out their duties in alignment with the organization's values. Terms of employment and conditions of service for AMRN's employees are also delineated. The Manual addresses provisions for enhancing organizational performance and effectiveness by maximizing staff efficiency through continuous improvement in knowledge, skills, and attitudes, coupled with appropriate compensation, incentives, and comfortable working conditions.

An additional objective of this Manual is to clarify the Human Resource Management process, promoting transparency and minimizing subjectivity in handling all aspects. It seeks to institutionalize an organizational culture that values basic human principles and practices, fostering team spirit, shared responsibility, and participatory functioning.

While not exhaustive in covering every detail of Human Resource Management, this Manual is designed to create a positive atmosphere, allowing staff to journey with the organization in responding to emerging humanitarian needs. AMRN retains the right to interpret the Rules governing its employees' service conditions and any Supplementary Rules issued subsequently by the legitimate authority.



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ORGANISATIONAL STRUCTURE



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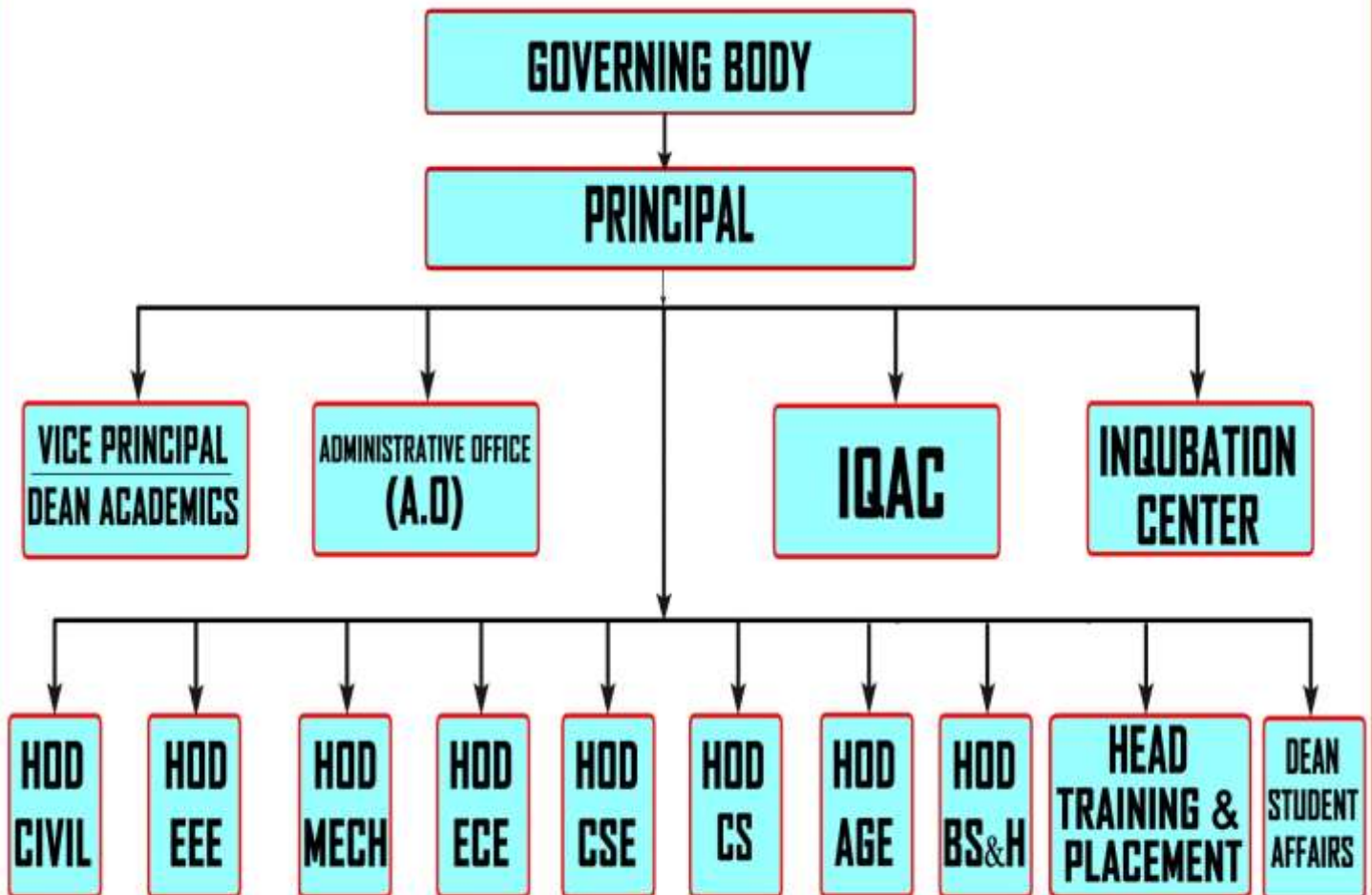
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ORGANISATIONAL STRUCTURE





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SECTION-II

HUMAN RESOURCE MANAGEMENT

2.1. Planning for Human Resources

AMRN prioritizes the pursuit of professional excellence and places a strong emphasis on the recruitment of highly qualified individuals for both its academic and administrative roles. In order to ensure effective workforce management, the organization is committed to proactively forecasting its staffing needs. This entails careful consideration of factors such as retirements and new job openings, enabling AMRN to swiftly respond to emerging human resource demands by estimating the necessary resource allocation.

Accurate human resource estimation, coupled with a comprehensive understanding of the personnel profiles required, plays a pivotal role in determining the specific types of skills and competencies needed within the organization. Through a thorough evaluation of the current workforce in relation to the projected requirements, AMRN aims to identify the net workforce additions required in the coming years. These requisites are closely tied to the approval and execution of AMRN's sanctioned projects.

Additionally, the organization recognizes the significance of accounting for the annual attrition rate among its employees, which is assessed based on the turnover of personnel over the past five years. These attrition-related insights must also be factored into the human resource planning process. Furthermore, AMRN acknowledges that staff retirements upon reaching the age of superannuation are an inevitable aspect of its workforce dynamics. Consequently, strategies for addressing attrition arising from this natural progression are integrated into the overall workforce planning strategy.

2.2. Classification of Human Resource in AMRN

AMRN recognizes the following classification of its staff.

- i. Teaching Staff: Professors, Associate Professor, Asst. Professors, Lecturers and Teaching Assistants, Librarian
- ii. Technical Support Staff: System Administrator, Computer Programmer, Workshop Superintendent, Lab Instructors, Lab Assistants and Lab Attendants
- iii. Administrative Staff Administrator, Director, Principal, Office Manager, Accounts Manager, Office and Accounts staff, Library staff, Project Manager, Project Engineer and Project staff.

2.3. Recruitment Policy & Process

2.3.1. Objective



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We aim to establish a capable workforce, chosen in accordance with the principles of equal opportunity and fair representation of all segments of the population served by our organization. Our commitment includes a steadfast refusal to discriminate on grounds of caste, creed, gender, race, or disability. Our recruitment processes will be anchored in predetermined, role-specific criteria and a focus on demonstrated competencies.

2.3.2. General Criteria Governing Recruitment

For positions other than Assistant Professors, Associate Professors, and Professors, the maximum age for recruitment is set at 56 (Fifty-Six) years. In exceptional cases, such as Contract Employees, an age waiver may be considered, but generally, the maximum age for Contract Employees should be one year less than the organization's superannuation age of 56 years.

- The minimum age for recruitment is 18 years. AMRN strictly prohibits the employment of child labour in any of its establishments or partner institutions.
- A recommended age limit of up to 70 (Seventy) years is applicable for teaching staff, while non-teaching staff is recommended to retire at the age of 65 (Sixty-Five) years. If the need arises for continued service beyond these recommended limits, extensions may be granted on an annual basis.
- AMRN retains the right to conduct a thorough background check on any individual selected for employment.
- Candidates chosen for appointment must be in good mental and physical health.

Faculty members are selected based on the qualifications specified by the All India Council for Technical Education (AICTE), including their pay scales, service conditions, and guidelines for teachers and other academic staff in technical institutions (Degree) Regulations. The recruitment of faculty and administrative staff at our institution adheres to the AICTE (All India Council for Technical Education) Degree Regulations of 2019, along with any subsequent amendments made by AICTE over time, as well as the guidelines set forth by JNTUK, Kakinada, for various positions. Non-teaching faculty and administrative staff are recruited in accordance with the norms established by the state government. Currently, we follow the following criteria:

2.3.3 Minimum Qualification for Recruitments

The minimum qualifications, experience, research contributions, and feedback criteria for various levels of faculty members, both for direct recruitment and promotions, are as follows:

2.3.3.1 Minimum Qualifications for Direct Recruitment as an Assistant Professor (Pay Scale: 15600-39000+ AGP 6000)

(a) Engineering: Candidates must possess a B.E./B.Tech./B.S. and an M.E./M.Tech./M.S. or Integrated M.Tech. in the relevant field with first-class or equivalent standing in either of these degrees. Demonstrated aptitude for research is highly desirable.

(b) Management: Applicants should hold a Bachelor's Degree in any discipline and a Master's Degree in Business Administration (MBA), PGDM, C.A., ICWA, or M.Com. with a first-class or equivalent qualification, along with a minimum of two years of professional experience after obtaining the Master's degree.

(c) Science and Humanities: Candidates should have a strong academic track record with a first-class or an equivalent CGPA at the Master's degree level in the relevant subject from an Indian University.



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2.3.3.2 Minimum Qualifications for an Associate Professor (Pay Scale: 37400-67000+ AGP 9000)

I For Direct Recruitment:

(a) Engineering: To qualify, candidates must hold a Ph.D. degree in the relevant field and have achieved a first-class or equivalent status at either the Bachelor's or Master's level in the relevant branch. Additionally, they must meet the following criteria:

- Have at least a total of 6 research publications in SCI journals, UGC, or AICTE approved list of journals.
- Possess a minimum of 8 years of experience in teaching, research, or industry, with at least 2 years of post-Ph.D. experience.

(b) Management: To qualify for the position, candidates should hold a Ph.D. degree in Business Management/Administration or a relevant management-related discipline. Additionally, they should have attained a first-class or equivalent status in a Master's Degree in Business Management/Administration or a relevant management-related discipline, or possess a first-class standing in a two-year full-time PGDM program recognized as equivalent by AIU (Association of Indian Universities) and approved by the AICTE (All India Council for Technical Education) and UGC (University Grants Commission). Furthermore, candidates must meet the following criteria:

- Accumulate a minimum of 6 research publications in SCI journals, or those approved by UGC or AICTE.
- Possess a minimum of 8 years of experience in teaching, research, or industry, with at least 2 years of post-Ph.D. experience.

(c) Science and Humanities: For this category, candidates are required to have a Ph.D. degree in the relevant field and achieve a first-class or equivalent status at the Master's level in the pertinent branch. They should also satisfy the following conditions:

- Possess at least 6 research publications in SCI journals, or journals approved by UGC or AICTE.
- Acquire a minimum of 8 years of experience in teaching, research, or industry, with at least 2 years of post-Ph.D. experience.

II. For Promotion of Incumbents

(a) Engineering: Candidates seeking promotion should have a Ph.D. degree in the relevant field and must have achieved a first-class or equivalent status at either the Bachelor's or Master's level in the relevant branch. Additionally, they should have fulfilled specific training requirements, which include completing a two-week Faculty Development Programme (FDP) in the relevant area recognized by AICTE, UGC, TEQIP, NITTIR, PMMMNMTI, IISc, IIT, a university, government institution, DTE (Directorate of Technical Education), Board of Technical Education, CoA (Council of Architecture), IIA (Indian Institute of Architects), SPA (School of Planning and Architecture), ITPI (Institute of Town Planners, India), NRCs (National Resource Centers), ARPIT (Annual Refresher Programme in Teaching), a research organization, or any other institute of National Importance or Design Studio.

To be eligible for promotion, candidates must meet the following criteria:



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- Completion of a one-week Faculty Development Program as mentioned above, along with the successful completion of an eight-week duration MOOCS course that grants E-Certification by NPTEL-AICTE. Alternatively, they should have completed two such eight-week MOOCS courses with E-Certification by NPTEL-AICTE.
- Completion of a minimum of two weeks of relevant Industrial Training or Professional Training.
- Accumulate at least 3 years of experience in the position of Assistant Professor, with a minimum of 2 research publications in SCI journals or those approved by UGC/AICTE, and a feedback score of at least 5 out of 10. Alternatively, candidates should have 3 years of experience in the cadre of Assistant Professor, with a minimum of 1 research publication in SCI journals or those approved by UGC/AICTE and a feedback score of at least 8 out of 10.

(b) Management, Science, and Humanities:

For those in Management, Science, and Humanities positions, candidates seeking promotion must meet these conditions:

- Possession of a Ph.D. degree in the relevant field and a first-class or equivalent status at the Master's level in the relevant branch.
- Fulfilment of the minimum training requirements as specified above.
- Accumulate at least 3 years of experience in the role of Assistant Professor, with a minimum of 2 research publications in SCI journals or those approved by UGC/AICTE, and a feedback score of at least 5 out of 10. Alternatively, candidates should have 3 years of experience in the cadre of Assistant Professor, with a minimum of 1 research publication in SCI journals or those approved by UGC/AICTE and a feedback score of at least 8 out of 10.

2.3.3.3 Minimum Qualifications for a Professor (Pay Scale: 37400-67000+ AGP 10000) - For Direct Recruitment in Engineering:

Candidates aspiring for the position of Professor should meet the following criteria:

- Possession of a Ph.D. degree in the relevant field and a first-class or equivalent status at either the Bachelor's or Master's level in the relevant branch.
- Accumulation of a minimum of 10 years of experience in teaching, research, or industry, out of which at least 3 years should be at a level equivalent to that of an Associate Professor.
- Hold a Ph.D. degree in the relevant field and maintain a first-class or equivalent status at the Master's level in the relevant branch.
- Accumulate a minimum of 10 years of experience in teaching, research, or industry, with at least 3 years in a post equivalent to that of an Associate Professor.

Furthermore, they should meet one of the following sets of requirements:

For Promotion - Associate Professor Level:



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- (a) Accumulate a minimum of 6 research publications at the level of Associate Professor in SCI journals, UGC, or AICTE approved journals, and successfully supervise at least 2 Ph.D. candidates as a supervisor or Co-supervisor up to the eligibility date for promotion.

OR,

- (b) Accumulate at least 10 research publications at the level of Associate Professor in SCI journals, UGC, or AICTE approved journals up to the eligibility date for promotion.

For Promotion - Professor Level (Direct Recruitment):

Candidates aspiring for the position of Professor should meet these requirements:

- (a) Possess a Ph.D. degree in the relevant field and maintain a first-class or equivalent status at either the Bachelor's or Master's level in the relevant branch.

- Accumulate a minimum of 10 years of experience in teaching, research, or industry, with at least 3 years at a level equivalent to that of an Associate Professor.

Similarly, candidates should meet one of the following criteria:

- Accumulate a minimum of 6 research publications in SCI journals, UGC, or AICTE approved journals, and successfully supervise at least 2 Ph.D. candidates as a Supervisor or Co-supervisor up to the eligibility date for promotion. OR,
- Accumulate at least 10 research publications in SCI journals, UGC, or AICTE approved journals up to the eligibility date for promotion.

For Promotion - Professor Level (Incumbents):

Candidates seeking promotion to the Professor level from within the organization should meet these requirements:

- (a) Possess a Ph.D. degree in the relevant field and maintain a first-class or equivalent status at the Master's level in the relevant branch.

- Accumulate a minimum of 15 years of experience in teaching, research, or industry, with at least 3 years at a level equivalent to that of an Associate Professor.
- Accumulate a minimum of 6 research publications in SCI journals, UGC, or AICTE approved journals, and successfully supervise at least 1 Ph.D. candidate as a Supervisor or Co-supervisor, with a feedback score of at least 8 out of 10. OR,
- Accumulate at least 2 successful Ph.D. supervisions up to the eligibility date for promotion, along with a minimum of 5 out of 10 in feedback score. OR,
- Accumulate a minimum of 4 research publications in SCI journals, UGC, or AICTE approved journals, and successfully supervise at least 2 Ph.D. candidates as a Supervisor or Co-supervisor up to the eligibility date for promotion, with a feedback score of at least 8 out of 10.

2.3.3.4 Librarian



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(a) Candidates should possess a Master's Degree in Library Science, Information Science, Documentation Science, or an equivalent Professional Degree, with at least a First Class or an equivalent standing. Additionally, they should maintain a consistently good academic record and have knowledge of library computerization.

(b) To be eligible, candidates must have successfully qualified in the National Level Test conducted for this purpose by UGC (University Grants Commission) or an equivalent test approved by UGC.

2.3.3.5 Director of Physical Education

The prerequisites for the position of Director of Physical Education are as follows:

(a) Candidates should hold a Master's Degree in Physical Education or a Master's Degree in Sports Science, or an equivalent degree with at least a First Class or an equivalent qualification. This should be accompanied by a solid academic record from a recognized University or Institute.

(b) Furthermore, candidates should have a track record of representing the University or College in inter-University/inter-collegiate competitions or at the state and/or national championships.

(c) To qualify, candidates must have successfully passed the National-Level Test conducted for this purpose by the UGC or any other agency endorsed by the UGC. Additionally, they should have cleared the physical fitness test in accordance with the relevant regulations.

2.3.4. Internal Appointments

To prevent competent employees from becoming stagnant and to foster their career advancement, it is essential for management to establish a system that facilitates opportunities for growth and promotion. When a job opening arises, preference should be given to internal candidates for promotion whenever feasible. However, it's important to note that the final decision rests with the Secretary & Correspondent and the Principal, who will assess the situation objectively based on the qualifications of the new role and the current staffing situation.

2.3.5 Advertisement

The principal will take on the responsibility of taking various actions, such as posting job advertisements for vacancies, engaging Recruitment Consultants, and potentially considering past short-listed candidates with the necessary approvals in place. When it comes to regular and contract positions, it is obligatory to announce the job openings in newspapers or on the AMRN website (www.amreddyengineering.ac.in). However, for temporary staff associated with projects, there is no requirement to adhere to the advertising procedures. Additionally, it is essential to ensure that there is a minimum gap of 10 days between the publication of the job advertisement and the interview.

2.3.6 Short listing

- We carefully review all applications to make sure they meet the basic qualifications for the position.
- We may reach out to the individuals listed as references in the application to gather additional information and narrow down the list of candidates.
- From the pool of qualified applicants, we will select an appropriate number to invite for interviews in the case of a single job opening.



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- Notification of interview details will be sent to the selected candidates at a later stage.

2.3.7 Assessment process

The recruitment process for teaching staff will consist of three rounds, as outlined below:

Round 1: Written Test (30 Marks)

Round 2: Technical Round (Demonstration in front of Panel Members) - (70 Marks)

Candidates who achieve a minimum score of 40% in the written test (Round 1) will be eligible to proceed to the technical round. This technical round will be conducted in front of subject experts and panel members appointed by the principal. The interview panel will convene beforehand to prepare and agree upon the questions, tests, and other assessments to be administered to the candidates. This ensures that all candidates for the same position will face similar questions and cover the same range of topics during their interviews.

Round-3: HR Round (With Secretary & Correspondent)

The Selection Committee will shortlist the candidates for the HR round based on their qualification, experience, and interview performance. The candidates must score at least 50% marks in the written test and interview to be eligible for the HR round.

The candidates must bring the following documents for the HR round:

1. An updated resume with 2 passport size photos and a valid ID proof
2. Original or photocopy of the certificates of qualification and experience
3. Evidence of paper publications, presentations, and conferences attended

2.3.8. Proceedings of HR Round

The Chairperson of the HR Round will document the details of the HR round and get them verified by the HR Round Members.

2.3.9. The Offer Letter

The candidates who perform well in the HR round will receive an offer letter from the institution. The candidates must reply in writing to accept the offer. The candidates who are not selected will receive a regret letter from the institution.

2.3.10. Letter of Appointment

The selected candidates must submit the relieving letter from their previous organization before joining the institution. The institution will issue an appointment letter to the candidates when they join. The appointment letter will include:

- 1) The job title and the specific duties and responsibilities of the job



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- 2) The reporting structure and the backup roles in case of absence of supervisors

The employee must sign the Appointment Letter and Job Description (JD) to indicate their agreement.

2.3.11. Joining Report

The candidate must submit the joining report to the Principal, who will send it to the Main Office. (Annexure-I)

2.3.12. Personal File

The institution will create a personal file for each employee. The personal file will include the following:

1. The candidate's application
2. Bio-data
3. All qualification certificates
4. Any written references
5. Appointment letter/ Contract letter
6. Joining Report (Annexure-I)
7. Job Description, Performance & Development Plan
8. Personal information of employees such as permanent/ current address/blood group
9. Relieving letter or experience certificate from the previous or last employer
10. Annual salary revisions letters & performance appraisal copies
11. Two colour passport size photos
12. Memos issued, responses, enquiry committee reports / suspension order / termination on disciplinary grounds etc.
13. Any other personal memos
14. Any other information that AMRN considers relevant.

The Administrative Officer (AO) will keep the personal files of all employees, including those at the office. The employees must inform the AO in writing about any changes in their marital status or contact address.

2.3.13 Probation and Confirmation

1. New staff members will have a probation period of 12 months at the start of their employment.
2. The HOD and the Principal will jointly review the work plan of the probationer every month and share the feedback with them. Based on the final report by the HOD, the Principal will confirm or terminate the probationer at the end of the probation period.



A.M. REDDY

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3. If the staff member shows signs of potential improvement, the probation period may be extended for a further period in exceptional cases. However, if the staff member still fails to perform satisfactorily after the extension, their employment will be terminated. The staff member will receive a notice explaining the reasons for the non-confirmation or the extension of the probation period.
4. The Principal has the authority to waive the probation period for experienced staff members hired by the organisation. The staff member's skills, experience and competence and the rationale for waiving the probation should be recorded.
5. The Management has the right to terminate any staff member during the probation period without any prior notice.

2.3.14 Recruitment Process for Non-Teaching Staff:

The recruitment of Non-Teaching staff depends on the requirements of the organisation. The selection committee for the recruitment consists of the following members:

- The Principal of the concerned college
- The HOD of the concerned department
- The Administrative Officer (AO)

The selection committee will evaluate the academic qualifications, academic achievements and other skills of each candidate and conduct personal interviews with them. The Principal may appoint staff members on a temporary basis for a specific period as per the need.

2.4 Salary, Welfare Measures/Allowances

2.4.1 Salary

2.4.1.1 Basic Pay

1. AMRN will pay its employees fair wages as promised in the appointment letter. Regular staff will get salary revisions based on performance analysis. Contract staff will get pay revisions along with contract revisions and performance analysis.
2. Employees will receive their monthly salary in their bank account or by cheque on the first working day of the next month.
3. Monthly salary payments will have deductions as per statutory provisions, such as Provident Fund, Income Tax, Professional Tax, and other legal deductions. Deductions will also include loan repayments or other dues.
4. Ad-hoc faculty/Temporary employees will get their monthly pay as per their appointment terms and conditions. They will get paid on the same day as permanent employees or after their temporary employment ends, whichever is earlier.

2.4.1.2 Wage Fixation



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1. **Faculty:** The Management will follow the practice of Grades and varying Scales for regular staff based on their qualification and experience. The faculty with prescribed qualification will follow the AICTE/UGC Scales and Academic Grade Pay. For more details, please visit [AICTE website](#). The Management will fix the Dearness Allowance and HRA periodically as per its policy.
2. **Non-Teaching Staff:** The Non-Teaching Staff will have different Scales of Pay based on their qualification and Grade. They will also get Dearness Allowance and HRA also granted to them more or less on the same principle adopted in the case of Faculty.
3. **Management Personnel:** The Chairman will decide the salary of the Management Personnel, such as the Chief Executive Officer, who is in charge of the college administration.

2.4.1.3. Salary Advance

AMRN does not encourage salary advances. Only in genuine cases, such as personal illness, death of a relative, etc., the Secretary & Correspondent can approve them.

2.4.1.4. Loan

The Management can grant loans to permanent employees at its discretion. It is not an entitlement for the employees to claim. Loans are subject to the condition that the employee can get a maximum loan amount of half of their gross salary after all deductions. Usually, an employee can have only one loan at a time. The loan amount will be paid through a Demand Draft and will be repaid in six equal instalments from their next monthly salaries.

2.4.2. Welfare Facilities for Staff

2.4.2.1 Travelling Allowance: Travelling allowance covers the reasonable expenses that the employee spends while travelling and staying at a place outside the office for official work. The competent authority, i.e., the principal, must authorize all trips and approve them before the employee goes on an official tour. The principal can give a TA advance up to 75% of the estimated expenditure. The mode of travel and the daily allowance depend on the applicable rules.

The following are the rates of local travel and lodging expenses that can be claimed by different categories of employees:

Travel Mode:

1. Director/Principal/Vice Principal	Airfare/First Class A/c
2. Professor/Head of Department	Second Class A/c
3. Associate Professor	Third Class A/c
4. Assistant Professor	Non-AC



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All charges related to reservation, AC/Super-fast, cancellation, and bedroll are claimable. Booking tickets through a travel agent is allowed with normal service charges. The institution can book air tickets for round trips through local travel agents. For train and bus tickets, the traveler can get an advance for booking them.

2.4.2.2 Daily Allowance

1. Director/Principal/Vice Principal	Rs.500 per day
2. Professor/Head of Department/Associate Professor	Rs.300 per day
3. Assistant Professor	Rs.200 per day

2.4.2.3 Lodging Reimbursement

1. Director/Principal/Deans	-Maximum of Rs.2000 per day
2. Professor/Associate Professor	-Maximum of Rs.1500 per day
3. Assistant Professor	-Maximum of Rs.800 per day

Note:

- Lodging expenses will be reimbursed upon showing the original receipt from the Hotel/Guest House.
- Faculty members will use the common accommodation and transport arranged by the management or the institution.

Other terms & conditions:

- Travel and lodging expenses will be paid only after submitting the original bills.
- If the event registration fee includes accommodation, travel, or boarding, faculty members are not eligible to claim Travel Allowance (TA), Dearness Allowance (DA), or accommodation expenses.
- TA calculations will be based on standard fares for the specified travel route. Original tickets for higher fares will be adjusted to the standard fare.
- For travel distances under 750 km, the days of the conference or seminar will be considered as duty days.
- For travel distances over 750 km, one additional day beyond the event duration will be considered as a duty day.
- Staff must obtain prior approval from the relevant authorities to utilize these benefits.
- A staff member may participate in up to two external events per academic year.
- the Principal has the authority to approve or deny any incentive according to Institute norms, which may change over time.

2.4.2.4 Local Conveyance:



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- Local conveyance is available for faculty attending workshops, conferences, FDPs, or other duties assigned by the Principal within the city limits. TA, DA, and accommodation are not applicable.

2.4.2.5 Provident Fund:

- AMRN is dedicated to adhering to the statutory provisions of the Employees Provident Fund. Deductions will be made from salaries and deposited into the provident fund accounts with the organization's contribution, as per legal provisions. Employees must fulfill statutory requirements like nominations to access benefits.

2.4.2.6 Employees State Insurance (ESI):

- Non-teaching technical and administrative staff are covered under ESI, which includes medical, sickness, maternity, disablement, dependents benefits, funeral expenses, and more, as per the ESI Act, 1948.

Group Medical Insurance:

- All regular and contractual employees, including probationers, are covered. The insurance provides up to Rs. 3,00,000 per annum for the employee and their spouse.

Subsidized Transport Facility:

- Staff earning less than Rs. 15,000 receive free transport.
- Staff earning between Rs. 15,000 and Rs. 20,000 receive a 50% transport fee concession.
- Staff earning over Rs. 20,000 receive a 40% transport fee concession.
- Applicable bus fees will be deducted from faculty salaries.

Free Boarding and Lodging:

- Certain faculty members, such as those holding student hostel coordinator or assistant warden positions, receive free boarding and lodging.

Additional Benefits:

- Free tea and coffee are provided to all staff during both sessions.
- Teaching & Non-teaching staff, maintenance staff, and drivers receive free gifts, sweets, and clothes during the Secretary & Correspondent Birthday



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SECTION-III

DUTIES AND RESPONSIBILITIES

3.1 ROLES AND RESPONSIBILITIES OF ADMINISTRATIVE AUTHORITIES

3.1.1 PRINCIPAL

The Principal is the administrative leader for all the activities of the institution. He or she is responsible for implementing all the policy decisions of the management with a AMRN to achieve the set goals.

As the head of the institution, the Principal is a leader who inspires the students and the staff and motivates them for a friendly working environment. This alone can make the institution perform excellently. The following are the important functions:

3.1.1.1 Academic:

1. The Principal shall arrange for planning the various courses to be offered and the preparation of course materials.
2. The Principal shall oversee the course timetable, staff allocation, staff attendance and syllabus coverage.
3. He or she shall ensure the conduct of internal continuous assessment examinations at suitable intervals.
4. He or she shall provide arrangements for industrial visits and guest lectures for students.
5. He or she shall monitor the student projects, progress and the University examinations (theory and practical).
6. He or she shall review the reports of the analysis of test marks of the students and arrange for special coaching etc for academically weak students.

3.1.1.2 General Administration and Finance:

1. The Principal shall convene the Governing council meeting at least once in every semester.
2. The Principal shall make recommendations regarding plans for the development of the institution in the future years.



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3. He or she shall help the creation of necessary infrastructure for a conducive atmosphere for education in the campus.
4. He or she shall participate in the development of campus in terms of sports and extracurricular activities.
5. He or she shall ensure the appointment of qualified staff (both teaching and non-teaching).
6. He or she shall recommend necessary welfare measures for the benefit of the staff and students.
7. He or she shall monitor the allocation of duties to various staff. He or she is responsible for administration of teaching and non-teaching staff and maintenance of discipline / harmonious relations.
8. All correspondences within the campus and to outside organizations and the University will be done through the Principal with the approval of the Chairman.
9. The Principal shall ensure that the policies and rules of the Government and the University are strictly followed by the institution.
10. The Principal shall convene the HODs meeting at least once in 15 days and maintain the Minutes book.
11. Principal is assisted by the Finance committee in financial administration.
12. Subject to the budget allocations for a specific area of expenditure, Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
13. The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
14. Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

3.1.1.3 Student Affairs:

1. The Principal shall plan for offering value-added courses, training and placement opportunities and educational tour to the students.
2. He or she shall provide avenues for co-curricular, extra-curricular activities, professional societies and counseling and guidance programmes to the students.
3. He or she shall also provide for a grievances redressal mechanism while ensuring strict discipline in the campus.
4. He or she shall arrange for the periodic monitoring of student's attendance and their progress in studies and arrange for parent-teacher meetings as and when necessary.
5. He or she shall take appropriate action to ensure that the rules and regulations are strictly followed.
6. He has the authority to take disciplinary action such as calling the parents for discussion, suspending students from the college or dismissing the student from the college or expelling the students from the hostel in case of any violation of rules and regulations by a student in consultation with the management.



A.M. REDDY

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7. He has the authority to take disciplinary action on teaching / non-teaching staff such as calling for explanation, issuing memo, stopping incentives / increment and terminating from service in case of non-performance of basic duties and functions or indulging undesirable activities in the college or non-adherence of instructions of the Management/ Principal / H.O.D. in consultation with the Management.

8. The Management expects the Principal to be a coordinating point to ensure that all the policies of the management are implemented and promote the college as an excellent educational institution.

3.1.1.4 Research and Extension Activities:

1. The Principal shall encourage conducting of seminars and symposia and such research - oriented activities in the campus.

2. He shall motivate the staff to become members of professional bodies, carry out consultancy works, mini projects and other extension activities.

3.1.2 ASSISTANT PRINCIPAL

The Assistant Principal shall perform the jobs of the Principal in his absence.

1. To be link between the Rector, Principal on one hand and HODs, Staff & Students on the other hand in respect of academic activities.

2. To examine all the proposals on academic matters carefully and then submit to the Principal.

3. To conduct seminars, Workshops and Conferences with the assistance of the concerned department.

4. To prepare project reports for submission to AICTE and other funding agencies with the help of concerned faculty.

5. To monitor the activities for conduction of classes and examinations.

6. In charge of Co -Curricular and Extra -Curricular activities.

7. To maintain campus discipline.

8. To interact with Parents.

9. To monitor Teaching activities as per schedule.

10. To Prepare Calendar of Events/Time Table.

11. Curricular development, Accreditation, Affiliation and JNTU Inspections.

12. To monitor internal Evaluation/University Examinations.

13. To make arrangements to conduct Faculty Development Programmes/ Seminars/ Conferences.

14. Departmental Plan of work and performance report from faculty.

15. To ensure Training/Research and Consultancy activities.

16. To ensure faculty evaluation by students, corrective action and counseling.



A.M. REDDY

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3.1.3 HEAD OF THE DEPARTMENT

A good Departmental head is a well-disciplined and dedicated person with leadership qualities. He motivates the Students and Staff to perform their respective academic / administrative duties and responsibilities. His/Her duties are as under:

1. Check the attendance register every week and sign after verification.
2. Preparation of (i) academic schedules and its implementation, (ii) academic time table, (iii) laboratory log books, manuals, registers, through the concerned faculty member.
3. Prepare the list of laboratory requirements as necessary and initiate procurement action to facilitate smooth conduction of the lab experiments.
4. Carry out the stock verification, maintenance of the lab and its equipment.
5. Recommend the leaves / permissions of the staff within the department only after ensuring the work adjustments and maintain the leave record.
6. Conduct regular staff meetings to monitor the progress and preserve the minutes of the meeting.
7. Monitor the day to day student discipline, attendance and lab evaluation.
8. Students having shortage of attendance must be counselled and their parents are informed.
9. Meet the Principal and discuss about the progress during the day and plan the next day activity.
10. The overall distribution of the faculty work load should be unbiased.
11. Track the syllabus progress at regular interval and prepare biweekly reports for submission to the Principal.
12. Ensure and maintain the record of the sessional and practical marks awarded is as per university regulations.
13. Conduct the practical examinations as per the academic calendar of the university and the sealed answer scripts are stored for scrutiny by university authorities.
14. The student's permission/Leave letters are approved only after assessing the complexity.
15. Enforce discipline among the students and prepare the list of indiscipline students and keep a close watch on them.
16. Participate in any additional activities entrusted by the Principal.

3.2 ROLES AND RESPONSIBILITIES OF INSTRUCTIONAL STAFF /TEACHING STAFF

3.2.1 TEACHERS

“Teachers” comprises the following categories:

- A. Professor
- B. Associate Professor
- C. Assistant Professor

A. Professor

Professor shall provide academic leadership in creating an effective learning environment for students. His/Her duties are as under:

1. Deliver lecture, practical skills, methods and techniques to students using innovative methods and technology.



A.M. REDDY

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2. Prepare course material, lesson plans for the courses assigned.
3. Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc.
4. Conduct internal tests, semester end examinations & university examination with utmost integrity.
5. Monitor [Proctoring] students.
6. Supervise [innovative] student projects.
7. Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic/ administrative activities).
8. Involve in the process of procuring course materials/ textbooks, laboratory equipment's.
9. Participate in all departmental and College activities as prescribed.
10. Publish at least one paper in conference [National/International] in a year.
11. Any other responsibilities assigned by the HOD/Principal/Management from time to time.
12. Continue research work; Postdoctoral fellowship at reputed Universities / Organizations.
13. To prepare and submit proposals for external funding agencies like AICTE, DST etc.
14. Guide Research Scholars for PhD.
15. To make presentations at national and international conferences and similar events.
16. Writing Text Books/Manuals/Monographs etc.
17. Developing products & applying for patents.
18. Undertake consultancy works.

B. Associate Professor

1. Involve in Design/revision and up-gradation of courses.
2. Deliver lecture using innovative methods and technology and also transfer knowledge like practical skills, methods and techniques.
3. Prepare course material, lesson plans for the courses assigned.
4. Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc.
5. Conduct internal tests, semester end examinations & university examination with utmost integrity.
6. Submit annual performance commitment before the commencement of the academic year and deliver the same.
7. Monitor [Proctoring] students.
8. Supervise student projects.



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9. Publish at least one paper in conference [Ntl/Intl] in a year. [In case of joint authors only fractional weightage will be considered].
10. Participate in all departmental and College activities as prescribed.
11. Any other responsibilities assigned by the HOD/Principal/Management from time to time.
12. Pursue research & Consultancy works [IRG].
13. To prepare and submit proposals for external funding agencies like UGC, AICTE, DST etc
14. To make presentations at national and international conferences and similar events.
15. Keep abreast of current developments in their respective fields

C. Assistant Professor

Assistant Professors are newly appointed tenure track staffs at universities and colleges who are responsible to educate students, publish their individual academic effort in scholarly papers or journals, electronic media and books. His/Her duties are as under:

1. Develop and implement innovative instructional methods.
2. Develop professional logistics that help in improving the performances of the student.
3. Guide, direct and mentor research scholars in their research projects.
4. Evaluate, supervise and mentor the academic progress in students.
5. Create, innovate and implement some activities and programs that help in career-enhancement.
6. Manage and support all the teaching assistants.
7. Take part in all activities of the department and college.
8. Support and serve up for various functional activities conducted by departmental committees.
9. Review, assess and evaluate the activities and progress of students.
10. Assist, support and help the senior professors in their daily functions and tasks.
11. Publish their research works or findings in academic books or journals.
12. Grade papers and tests; prepare exercises, lessons and lab experiments for the students.
13. Teach graduate as well as the undergraduate students within their field of expertise.

3.2.2 LABORATORY IN-CHARGE:

1. To maintain the permanent and Consumable stock Registers.
2. To identify the requirements for consumables for the laboratory and procure the same, before the start of every term.
3. To plan for the procurement of equipment for the coming term well in advance.



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4. To ensure that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
5. To organize the laboratory for oral and practical examinations.
6. To hold those responsible for any breakage/ loss etc. and recover costs.
7. To ensure the cleanliness of the lab and switch off all equipment after use.
8. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Director for necessary action.
9. Any other duty as may be assigned by the HOD/Principal/Director/ from time to time.
10. In order to prevent theft/ damage, the Lab In-charge shall take the following action:
 - i. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/ damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/ damaged item/ article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
 - ii. Lab Assistants in turn shall note down the missing items in the respective Lab Register. iii. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

3.3. ROLES AND RESPONSIBILITIES OF COORDINATORS/ IN-CHARGES

Faculties are entrusted with an additional responsibility as “in-charges” of different committees for smooth and effective functioning of various intradepartmental processes.

3.3.1. COORDINATOR/IN-CHARGE-ADMISSIONS & STUDENT AFFAIRS

1. To monitor the discipline of the students.
2. To receive the fresher's and organize orientation programs.
3. To form various sections for the 1st year classes and to coordinate class time tables.
4. To coordinate the activities connected with the fresher's day, annual day celebrations and such other functions.
5. To maintain the record of academic prizes given away annually to meritorious students of each class.
6. To prepare a record of different categories of students like pro-ragging, notorious, mischievous, problematic, irregular and lazy from the concerned faculty to keep a close watch on them.
7. To suggest corrective actions to be taken to curb indiscipline causing harm to the institutional reputation. Towards this end, the coordinator along with his team submits recommendations to the Principal. The Principal reviews the recommendations and issues an order which will be executed by the coordinator.
8. To maintain and coordinate the data of the students requiring psychological counseling or medical attention.
9. The coordinator in conjunction with the coordinators of all other committees (specifically with the cultural and sports committee coordinators) carries out management of all events.
10. To gather information about student grievances through a suggestion box and inform the Principal.
11. To conduct awareness program among the students by displaying anti-ragging posters issued by Commissioner of Police/ JNTU/Listing all the actionable Laws and their consequences and to keep a close watch on all such activities.
12. To advise the girl students to be in constant communication with the Principal and the faculty regarding any kind of ragging.

3.3.2. COORDINATOR/IN-CHARGE-EXAMINATION CELL



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1. To coordinate the conduct of various examinations.
2. To inform the Principal about the scheduling, material requirement, procedures, invigilation status well in advance.
3. To coordinate with the administrative staff regarding the requirement of stationery, printing and other material required for the conduct of examinations.
4. To maintain total confidentiality and ethics in the conduct of the examinations.
5. To maintain all the records and information related to the examinations.
6. To conduct regular results analysis with the help of administrative staff and inform the Principal.
7. To prepare a monthly, quarterly, half yearly and annual report and submit to the Principal.

3.3.3. COORDINATOR/IN-CHARGE-TRAINING & PLACEMENT

The activities of this coordinator consist of (i) Training (ii) Placement and (iii) Alumni.

(i) Training

1. To create an awareness among the students about the requirements of various recruiting organizations.
2. To create awareness and train the students in communication skills.
3. To establish a “Centre for Career Guidance and Counseling” and to organize professional counseling by experts in career opportunities.

(ii) Placement

1. To maintain the data base of various companies / prospective recruiters and recruiting agencies and correspond with them.
2. To coordinate with the HOD's, Exam branch, and the Principal to procure a list of the eligible students for jobs, projects, further studies and desirous of becoming entrepreneurs and guide them in the respective areas.
3. To organize regular mock interviews and group discussions in association with the language faculty.
4. To intimate the students about the placement campaign in various major cities in the country.
5. To correspond with various prospective employers with respect to Project Works, Seminars, Industry Visits and Job recruitment
6. To gather the information about further studies of various universities and display the same for higher studies.
7. To procure and organize all the brochures, question papers and other information related to advanced courses such as GRE / TOPEL / GMAT / GATE etc in coordination with library committee.
8. Prepare a monthly, quarterly, half yearly and annual report of trainings given, workshops organized, seminars conducted, guest faculty invited to campus, companies visiting the campus, list of students selected, alumni contacted and number of leads generated in the month, and finally submit a copy to the Principal, and maintain a record of the same for AICTE/ NBA Accreditation/ JNTU etc.

(iii) Alumni

1. To educate the present outgoing batch of students about the alumni association and its relevance for the betterment of the students after their graduation.
2. To coordinate the filling up of the alumni proforma by the outgoing students.
3. To maintain an alumni database and conduct an alumni get together at least once in a year.
4. To send greetings or letters of appreciation to the alumni.



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3.3.4. COORDINATOR - RESEARCH & DEVELOPMENT

1. To constitute a project screening committee - to process any project selected by the Staff & Students.
2. To maintain a database of the research activities carried out by the Staff & students.
3. To liaise with the outside institutions of repute for carrying out research and consultancy activities.
4. To ensure and encourage development of in-house projects.
5. To help the students in selecting live projects in their respective areas.

3.3.5. COORDINATOR - INTERNAL QUALITY ASSURANCE & PROFESSIONAL BODIES

- To facilitate the sharing of information on various quality criteria of higher education
- To facilitate the documentation of the various programmes/ activities that enhance quality
- To facilitate the quality-related activities of the institution
- To facilitate the prompt and effective implementation of the decisions of IQAC committee

3.3.6. ATTENDANCE COORDINATOR/ IN-CHARGE:

- To educate the students about the rules and regulations regarding attendance especially at the induction time and also at the start of the semester
- To keep a data base of students with addresses and phone numbers
- To facilitate the display of attendance information on the attendance notice board by 5th of every month at the latest
- To provide a copy of attendance to the Principal, HOD and keep a record of attendance
- To inform the parents about the attendance shortage of their wards and post the monthly attendance of all students on the college website
- To track the attendance of those students who fall below 75% and counsel them
- To maintain a separate record of the students who participate in the college events, programmes and also record of the students who notified about their illness
- To keep a record of students who inform the college about their illness

3.3.7. LIBRARY ACTIVITIES COORDINATOR:

- To inform all the users the rules and regulations of the Library regarding issue, renewal, the Do's and the Don'ts in the Library
- To conduct library audit once a year
- To have book reviews and reading sessions by the students in the Library
- To coordinate with student and staff and understand the library needs and inform the library accordingly
- To organize various functions and activities such as library week, or to establish clubs such as reading club to foster a very interactive and vibrant reading and library usage culture among the student and staff
- To suggest the required volumes, titles of books, Journals, Magazines, News papers, Audio video CD's and infrastructure as per AICTE/ JNTU norms
- To verify the accuracy in the stock register/ Accession register and prepare a monthly, quarterly, half yearly and annual report and submit to the Principal
- To report any complaints / suggestions from the students / staff to the Principal

3.3.8. COORDINATOR- STAFF WELFARE ACTIVITIES:



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- To organize collection of subscriptions from the employees towards the staff welfare fund through salary deduction and manage the fund according to the rules set for the purpose
- To organize the birthday/ marriage day greeting cards and cheques
- To coordinate faculty picnics and retreats
- To coordinate the presentations/ gifts to the faculty on occasions such as marriage
- To prepare a monthly, quarterly, half yearly and annual report of all the above activities and submit to the Principal

3.3.9. COORDINATOR-MAGAZINE/NEWS LETTER/ SEMINARS :

(i) Magazine

- To encourage students to contribute articles, sketches, clippings from newspapers or magazines
- To choose articles for display i.e. puzzles, quizzes, word games, etc. at least once a week and award prizes to the winners
- To change articles once or twice a week based on the importance of the article
- To keep a report of the exhibits

(ii) News Letter

- To record events and collect data regarding departmental activities
- To collect photographs of all college events
- To write reports on all events
- To inspire students to write and collect articles
- To inform students about careers, higher studies, etc.
- To coordinate publishing of newsletter

(iii) Subject Seminars

- To encourage the students to participate actively in the seminars.
- To assist the students in writing the seminar papers.
- To create a fair and open environment for the event.
- To announce the winners based on the selection panel's decision.
- To keep the records in order.

3.3.10. COORDINATOR- EVENTS/ CULTURAL ACTIVITIES

- To plan and execute all the events and festivals of the college according to the schedule and procedures.
- To create a database of highly skilled students in various activities and inspire them to join the events inside and outside the college.
- To arrange the cultural events with the support of other staff members.
- To gather the resources such as audio-visual equipment, stage management material, costumes, presentation materials, stage decoration items etc.
- To preserve the photo album, video and audio recording of all the events organized at the college.
- To handle all the files, bills, reports, records and documents related to every event organized in the college and submit them to the Principal.



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- To identify the in charges for cultural and technical events.
- The coordinator may form subcommittees as mentioned below for the event management if he wishes.
 - a. Stage In-charge - audio-visual equipment, stage management material, etc.
 - b. Finance in-charge - handle all the files, bills, reports, records and documentation related to every event organized by the college.
 - c. Audio & Video in-charge - preserve the photo album, video and audio recording of all the events organized in the college.
 - d. Hospitality in-charge for transportation, refreshments, reception, presentations and gifts.

3.3.11. COORDINATOR- WEB-SITE/NET WORKING

1. To keep the web site updated regularly on various issues such as: faculty & student data, library details, results and performances, new affiliations / tie-ups / MOUs Signed / accreditations, awards / rewards, news and events of the institute.
2. To improve the web-site constantly by adding enhancements.
3. To check the security of web-site regularly and take necessary actions.

3.3.12. COORDINATOR - CANTEEN

1. To inspect the canteen regularly and check the hygiene of food, utensils, cleanliness of the kitchen and surroundings.
2. To advise the canteen supervisor to maintain quality and keep the rates reasonable.
3. To obtain periodic feedback from the students and staff about the services at the canteen.
4. To communicate with the canteen supervisor regarding the complaints and inform the Principal if necessary.

3.3.13. STUDENTS COUNSELORS

1. To keep the student's record in the specified format.
2. To conduct counseling regularly.
3. To help the students in enhancing their academic standards and to foster a positive attitude among them.
4. To raise awareness among students about ragging and its consequences.
5. To suggest do's and don'ts to students in general, girls in particular.
6. To contact the parents in case of student's irregularity and personal problems if any.
7. To report any serious matter to the HOD/Principal.

3.3.14. TIME TABLE COORDINATOR

1. To prepare timetables well before the start of class work in coordination with all departmental heads and submit to the Principal.
2. To allocate the work load equally among the faculty.
3. To circulate the timetables to all relevant faculty, HOD's, students, examination cell in time.

3.3.15. GAMES & SPORTS COORDINATOR

1. To ensure the availability of adequate quantity of sports equipment through purchase as and when required by following the establish purchase procedures.



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2. To coordinate the maintenance of records of the purchase i.e. quotation, purchase order, bills and stock register.

3.4. ROLES AND OBLIGATIONS OF DIFFERENT COMMITTEES

3.4.1 ACADEMIC ADVISORY COMMITTEE

The Academic Advisory Committee consists of the Principal, the Heads of Departments, and the Coordinators, who form the college development council. This Committee converts the policy decisions of the management into actionable tasks and monitors their implementation. The Academic Advisory Committee undertakes the following tasks.

- Prepare policy framework based on the guidelines given in the Administrative procedural manual by the top management.
- Design the required academic structure to achieve the goals of the college.
- Oversee and coordinate the daily administration of the college.
- Organize events such as faculty and student induction programmes, workshops, seminars and symposium, cultural activities.
- To evaluate the academic and related activities of the college.
- To assess the students and faculty development programs.
- To envision and develop future plans for the college's development and growth.
- To create a master plan for campus development, facilitating the execution of the provisions of the future plan.
- To propose new schemes of development for the college.
- To strategize for resource mobilization through industry interaction, consultancy and extramural funding.
- To encourage research and extension activities in the college campus.
- To foster teaching innovations and student placement programs.
- To plan for maintaining the quality of education, quality enhancement and accreditation of the college.
- To suggest schemes to increase the involvement of academic departments in community development activities in the region.
- To consider any other activities for advancing academic excellence.

The Committee shall meet once every 3 months and discuss the progress and critical milestones achieved. A comprehensive report is prepared and submitted to the Management.

3.4.2 INTERNAL QUALITY ASSURANCE COMMITTEE (IQAC)

The main duties of the IQAC are as follows:

- Development and application of quality standards/parameters for various academic and administrative activities of the institution
- Creating a learner-centric environment that fosters quality education and faculty development to adopt the necessary knowledge and technology for participatory teaching and learning process
- Arranging for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Organizing inter and intra institutional workshops, seminars on quality related topics and supporting quality circles



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- Documenting the various programmes/ activities that lead to quality improvement.
- Developing and maintaining institutional database through College Management System for the purpose of preserving/improving the institutional quality.
- Cultivating Quality Culture in the institution.
- Prepare a consolidated report of all the status, in terms of losses, obsolete equipment, items suggested for writing-off, disposal of waste, general fitness of all equipment and so on.
- Coordinate in the auditing of each department's stock ledgers once a year by the faculty from other departments and if needed by the external auditors to conduct stock verification.
- To continue the schemes of Remedial Coaching classes for the slow learners or non performers, and Bridge courses for students from other school background.
- Ensure research work papers are properly documented and audit evidence is adequate.
- Organize regular training workshops to raise awareness of internal controls and to discuss policy changes that will affect the system.
- To provide sufficient counseling and guidance to students in their personal / academic / professional fronts through the Counseling and Guidance cell.
- To hold meetings whenever necessary and discuss relevant issues.

3.4.3 EXAMINATION COMMITTEE

The main responsibilities of the Committee are:

- Coordinating with the examination section of JNTUK for the conduct of examinations (UG & PG), Spot Valuation.
- Identifying the candidates who are detained or promoted based on credits and attendance.
- Estimating the stationary needs for conducting examinations.
- Supervising and conducting University and Internal Examinations.

3.4.4 LIBRARY COMMITTEE

The main responsibilities of the Committee are:

- Advising on the necessary Library acquisitions.
- Observing the students' usage of the library facilities and recommending ways to improve the library services and make them more user-friendly and accessible.
- Ensuring the proper maintenance of all library facilities.
- Discussing and expressing its opinions on any library-related issue as required by the college management.

3.4.5 GRIEVANCES REDRESSAL COMMITTEE

The main responsibilities of the GRC are:

- To investigate the complaints received from the aggrieved students/staff about any incident, including ragging.
- To suggest to the Director the penalty to be imposed, action to be taken and corrective measures to be formulated.



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The Principal, after receiving the report from the council and giving a chance to the person complained against to be heard, shall present the case with the council's suggestions to the governing body of the college. The governing body shall approve or modify the penalty suggested after following the prescribed procedure.

3.4.6 EXTRA CURRICULAR ACTIVITIES COMMITTEE

The main responsibilities of the Committee are:

- To plan the various events to be organized under various clubs to showcase the talents of students.
- To conduct various events for the students at suitable intervals.

3.4.7 ANTI-RAGGING COMMITTEE

The main responsibilities of the Committee are:

- Monitoring the students to prevent ragging and taking steps to stop the menace of ragging.
- To organize anti-ragging campaigns in the form of Flexes, Posters and Boards in college premises and nearby areas where there is a possibility of ragging.
- To collaborate with Grievances & Redressal committee and assist in anti-ragging activities.
- To conduct awareness programs on Anti-Ragging in the form of meetings and PPTs to the senior students, faculty & non-college staff.

3.4.8 ALUMNI COMMITTEE

The main responsibilities of the Committee are:

- To post updates about the activities of the college in social networks.
- To contact students to know about their positions and their employers.
- To invite them to give motivational lectures to the students.
- To arrange guest lectures by the alumni to help the students understand the expectations of the corporate companies.
- To arrange industry institute based awareness programs by alumni.
- Gather the information of passed out students pursuing higher degrees.

3.4.9 TRAINING AND PLACEMENT COMMITTEE

The key responsibilities of the Committee include:

- Establishing and maintaining connections with Alumni.
- Organizing various processes like written tests, group discussions, technical interviews, and HR interviews during campus placements.
- Facilitating activities to enhance Institute-Industry interaction.
- Coordinating soft skills training programs for respective departments.
- Continuously monitoring students' performance in aptitude and technical skills.



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3.4.10 ENTREPRENEURSHIP DEVELOPMENT COMMITTEE

The primary tasks of the Committee are:

- Conducting entrepreneurship programs, training sessions, seminars, and awareness camps to promote entrepreneurship among students.
- Creating awareness about entrepreneurship.
- Motivating and developing entrepreneurship abilities among students.
- Providing information about available support and resources for potential entrepreneurs.

3.4.11 TRANSPORT COMMITTEE

The Committee's main responsibilities are:

- Monitoring bus timings for students in the morning and evening.
- Supervising the condition of buses.
- Displaying the list of students using the bus facility.
- Finalizing bus routes.

3.4.12 NEWSLETTER PUBLICATION COMMITTEE

The Committee is tasked with:

- Assessing the editorial quality of content for publication, including college programs and events organized by various committees.
- Collecting relevant information from staff and students for publication.

3.4.13 STUDENT WELFARE COMMITTEE

The Committee's prime tasks include:

- Providing information about competitive examinations to students.
- Organizing coaching classes for exams such as GATE, TOEFL, IES, and IELTS.
- Ensuring students have necessary study material for competitive exams.
- Offering information about career options.
- Conducting career development seminars and workshops.
- Inviting experts from companies to interact with students.
- Providing soft skills and personality development training for employment success.

3.4.14 COMMITTEE FOR GAMES AND SPORTS

The key responsibilities of this committee include:

- Organizing inter-departmental games and sports competitions.
- Managing the college's sports facilities, including budgeting, infrastructure and equipment requirements, equipment maintenance, and playfield upkeep.
- Selecting teams to represent the college in inter-collegiate tournaments.



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3.4.15 RESEARCH AND DEVELOPMENT COMMITTEE

The primary tasks of this committee are as follows:

- Identifying potential research areas in various engineering disciplines and forming faculty clusters based on specialization.
- Submitting proposals to government agencies for funded projects.
- Promoting multi-disciplinary research within and outside the institute.
- Encouraging faculty to attend and publish papers in national and international conferences.
- Coordinating research activities among different departments.
- Motivating faculty to participate in research-oriented development programs.
- Encouraging staff to pursue Ph.D. programs.
- Facilitating the publication of research works in reputable journals.
- Planning resource mobilization through industry interaction, consultancy, and extramural funding.
- Reviewing and recommending student project proposals for financial support.

3.4.16 ELECTRICAL INSPECTORATE COMMITTEE

The main responsibilities of this committee include:

- Ensuring uninterrupted power supply on campus and activating generators during power failures.
- Conducting regular electrical inspections as directed by the Andhra Pradesh State Electricity Board.
- Periodically servicing generators and reporting discrepancies to the Principal.

3.4.17 FINANCE COMMITTEE

The primary tasks of this committee are:

- Reviewing annual accounts and financial estimates, submitting them to the Governing Body for approval.
- Setting limits for recurring and non-recurring expenditures based on the institute's income and resources.
- Providing financial estimates for planned building and infrastructural facilities.

3.4.18 PLANNING, MONITORING AND EVALUATION COMMITTEE

The committee is responsible for:

- Providing facilities such as purchases, construction, transport, and general amenities following approval norms.
- Coordinating with various committees for necessary facilities.



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3.4.19 CANTEEN COMMITTEE

This committee's main responsibilities are:

- Inspecting amenities in the canteen.
- Evaluating the taste and quality of food.
- Finalizing the rates of various food items.

3.4.20 NSS COMMITTEE

The key responsibilities of this committee include:

- Sensitizing students to societal concerns.
- Conducting developmental programs in adopted villages.
- Organizing various camps such as blood donation, health awareness, and cleanliness.

3.4.21 ADMISSION COMMITTEE

The main tasks of this committee are:

- Overseeing admissions for B.Tech, M.Tech, and MBA.
- Preparing and submitting necessary documents to the University and APSICHE.

3.4.22 DISCIPLINE COMMITTEE

The Discipline Committee is responsible for maintaining strict discipline on campus. Its tasks include:

- Enforcing dress code and ID card usage.
- Prohibiting cell phone usage within the college campus.
- Monitoring student movement and preventing loitering during working hours.
- Ensuring attendance in classes without unauthorized early departures.
- Strictly prohibiting smoking and maintaining silence in the library.
- Overseeing discipline in the canteen and student waiting room during working hours.
- Taking disciplinary action for any damage caused to college property by students.

3.4.23. PROCUREMENT COMMITTEE

The Purchase Committee bears the overall responsibility for formulating and executing strategies to enhance proportionality, transparency, and accountability in the institution's procurement process. Its key responsibilities include:

- Analyzing quotations from suppliers/service providers, providing recommendations to the authority for approval, and seeking clarifications when necessary.
- Offering expertise, advice, and information to the authority regarding the best quality materials in the market, supplier capabilities, and performance.
- Establishing contacts and corresponding with reputable material and equipment suppliers/service providers based on departmental requirements.



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- Facilitating the administration of the procurement process to ensure an uninterrupted flow of materials/services in line with the institute's development plan.
- Developing and maintaining a positive buyer-seller relationship with suppliers/service providers to ensure timely service at optimal costs.

3.4.24. WEBSITE MAINTENANCE COMMITTEE

The Website Maintenance Committee holds the overall responsibility for developing and implementing strategies to effectively maintain the institute's website. Its duties encompass:

- Administering the data acquisition process and maintaining the institute's website, including domain and hosting activities.
- Updating the site regularly after obtaining necessary approval/authentication from the concerned authority.
- Collecting information and data reports from various academic departments and internal bodies for timely updates.
- Providing feedback and recommendations to the authority regarding website maintenance activities.

3.4.25. HOSTEL AND MESS COMMITTEE

The Hostel and Mess Committee focuses on creating a disciplined environment, providing platforms for talent showcase, offering conducive infrastructure for growth, supplying recreational amenities, organizing cultural and sports events, and ensuring the well-being of students in the hostel. Its aim is to foster an environment that eliminates homesickness and provides wholesome personality development.

3.5. DUTIES AND RESPONSIBILITIES OF NON-TEACHING STAFF-ACADEMICS

3.5.1. LIBRARIAN

The Librarian is responsible for overseeing the library, maintaining documentation of materials, preparing periodic requirements, updating e-journals, conducting inventory checks, and reporting discrepancies to the Principal.

3.6. DUTIES AND RESPONSIBILITIES OF SUPPORTING STAFF-ACADEMICS

3.6.1. PHYSICAL DIRECTOR

The Physical Director is tasked with monitoring student discipline, convening disciplinary committee meetings, and overseeing sports-related activities. Additionally, they serve as the secretary of the Sports Board.

3.7. DUTIES AND RESPONSIBILITIES OF SUPPORTING STAFF-TECHNICAL

3.7.1. SYSTEMS ADMINISTRATOR/CHIEF TECHNICAL OFFICER

The Systems Administrator manages computer systems and networking activities, oversees repairs and maintenance, arranges for Internet connectivity, conducts training/refresher courses, and maintains and updates the college website.



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3.7.2. LAB ASSISTANT

Lab Assistants support lab functions, report maintenance issues, and display relevant information on lab notice boards.

3.8. DUTIES AND RESPONSIBILITIES OF SUPPORTING STAFF-ADMINISTRATION

3.8.1. ADMINISTRATIVE OFFICER

The Administrative Officer handles admission approval procedures, communicates with universities, manages student scholarships, maintains faculty leave records, coordinates college activities, and oversees HR policies.

3.8.2. ACCOUNTANT

The Accountant manages financial transactions, disburses salaries, prepares annual accounts, interacts with banks and financial institutions, and ensures compliance with annual returns.

3.9. DUTIES AND RESPONSIBILITIES OF SUPPORTING STAFF-MAINTENANCE

3.9.1. CAMPUS MANAGER

- Must be present on campus and on duty six days a week, performing tasks under the direction of the principal.
- Supervises and oversees civil, electrical, gardening, and cleaning activities in accordance with established norms and standards.
- Assumes the role of office in-charge for security, sanitation, and public health units, exercising control over contract workers and ensuring compliance with labor laws and regulatory guidelines.
- Regularly inspects buildings, structures, and roads under their supervision, assessing safety and maintenance needs and taking necessary actions.
- Prepares monthly progress reports on ongoing work and submits them to institute authorities.
- Ensures successful achievement of targets for project completion, considering speed, economy, and proper maintenance of facilities.
- Advises the Principal on technical matters, ensuring that all executed works adhere to prescribed guidelines and procedures.
- Executes any additional tasks assigned as needed.

3.9.2. ELECTRICIAN

- Manages all electrical connections and maintains campus safety.
- Takes responsibility for continuous water supply.

3.9.3. SECURITY SUPERVISOR

- Acts as the in-charge of gate entry for students, faculty, and contract workers.
- Monitors material movement in and out of the premises.
- Oversees individuals within the campus, verifies ID cards, and issues visitor IDs.
- Ensures contract laborers wear proper badges during working hours.

3.10. DUTIES AND RESPONSIBILITIES OF SUPPORTING STAFF-TRANSPORT



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3.10.1. TRANSPORT MANAGER

- Responsible for arranging transportation for students and staff between the college and the city.
- Manages periodic maintenance of all buses and reports major repairs to the Principal promptly.
- Conducts regular checks of driver logbooks.
- Arranges agreements with transport companies for additional buses as needed.
- Coordinates transportation for educational tours, sports events, and other activities.
- Manages the timely scheduling of buses and ensures their regularity.
- Studies and proposes bus route regulations to avoid overcrowding and lengthy routing.
- Coordinates payment of bus fares with bus in-charges.
- Reports irregularities and commuter grievances to the Principal.

SECTION-IV

SERVICE RULES AND REGULATIONS

The personnel at the institution are bound by the service rules and regulations outlined below.

4.1 Service Conditions

- An individual is considered appointed to the service when appointed to a post in line with existing AICTE norms, excluding staff on deputation, contract, or temporary/ad-hoc basis.
- Seniority in any grade, unless reduced due to punishment or leave without pay, is determined by the date of the first appointment or probation.
- When appointing multiple persons simultaneously to a grade, the appointing authority shall fix seniority based on the rank determined by the selection committee at the time of appointment, regardless of the date of joining.
- All appointments in academic services must be through open competition by advertisement, allowing in-service personnel with the required qualifications to apply. Ad-hoc appointments may be made in specific cases.
- Every employee shall be appointed under a written contract, with uniform service conditions, except for salaries. The contract is lodged with the Director, and a copy is provided to the employee.



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- During the probation period, no employee's application for employment elsewhere shall be forwarded.
- Initially, the selected candidate's appointment is temporary, placed on probation for two years, and can be extended by the management in case of non-satisfactory performance.
- If a temporary appointee is subsequently appointed regularly, the probation period starts from the date of regular appointment.
- The services of a candidate appointed on a temporary/ad-hoc basis can be terminated without notice or reason.
- The Faculty Information Sheet, duly signed, must be submitted with the joining report, forwarded by the concerned authorities.
- The service conditions of the incumbent will be governed by the college's rules and regulations issued from time to time.

4.2 Custody of Certificates

Employees must deposit original certificates with the establishment section before or at the time of reporting for duty, along with copies of relevant documents.

4.3 Withdrawal of Original Certificates

- To withdraw educational certificates for any purpose, a proof copy must be enclosed with the request letter.
- Regular employees must submit two signed cheques for certificate withdrawal, with the current month's salary kept as a security deposit.
- An undertaking letter stating the return of certificates within the stipulated time must be submitted, or salary will be withheld.
- Those withdrawing certificates for higher studies should submit a copy of the custodian within one week, or salary for the month will be withheld.

4.4 Resignation

If a staff member wishes to resign, they must give a minimum of one month's notice or as specified in the appointment order, and the resignation will be effective at the end of the academic year.

- If no advance notice is given, the staff member owes the institution earnings as stipulated in the appointment order.
- Unavailed leave during the notice period cannot be adjusted, and any absence without permission results in loss of pay.
- Files, materials, and documents must be handed over during the relieving process.
- The staff member can apply for a relieving order after submitting a "No Dues Certificate" and a copy of the handover charge record.
- Immediate relief may be granted in specific circumstances, subject to management discretion.
- The Principal has the authority to waive off or reduce the notice period.



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4.5 Termination

- The institution may terminate an employee's services under special circumstances, giving one-month notice or pay in lieu thereof.
- No notice is necessary if termination results from proven misconduct after a proper enquiry.

4.6 Service Certificate

Every permanent employee is entitled to a service certificate upon leaving the institution, valid if issued and signed by the Principal.

4.7 Working Hours

- All employees must work a minimum of 7 hours a day from Monday through Saturday.
- Working hours may change as per institutional requirements, and employees must comply accordingly.

4.8 Attendance

- All employees must mark attendance through biometrics and attendance registers.
- Reporting more than 20 minutes late requires permission, and without it, the employee is deemed absent.
- Employees must be at their allotted place of work during duty timings.
- Absence during working hours without permission may result in being treated as absent for the day.

4.9 Meetings

- Monthly meetings with Heads of Departments are conducted for updates and feedback.
- Departments hold intra-departmental meetings fortnightly, and total faculty meetings occur once a semester.

4.10 Intra Departmental Meeting:

Each department conducts meetings once in a fortnight and maintains the minutes of the meeting. These meetings are conducted to monitor and take corrective action for effective functioning of the department.

4.11 Faculty Meeting:

Total faculty meeting is conducted once in a semester. The agenda of the meeting is circulated among the faculty at least two days in advance to enable the participants to come prepared for a fruitful discussion without loss of time. The minutes of the meeting are recorded and circulated immediately after the meeting. Emergency meeting could be called for whenever required.



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4.12 Holidays

The institution notifies the list of holidays at the beginning of the calendar year.

4.13 Provisions for Leaves

Various types of leave are available, subject to proper notice and discretion of the sanctioning authority. Leave is not a guaranteed right.

- Rules are named "A.M.Reddy memorial College of Engineering & Technology, Leave Rules."
- Leave accounts are maintained for each employee.
- Leave is not claimed as a right, and the sanctioning authority can refuse or revoke it as needed.
- The sanctioning authority can recall an employee before the leave expires.
- Unauthorized absence may lead to disciplinary action.

Types of Leaves

1. Casual Leave:

- 10 days per calendar year.
- Requires prior approval, subject to work adjustment.
- Total absence should not exceed 8 days, combining public holidays and compensatory casual leave.
- Can be combined with public holidays and compensatory casual leave.
- Sanctioned by HOD with prior notice.
- Un-availed leave is not carried over to the next year.

2. Earned Leave:

- Permanent employees are entitled to 6 days of earned leave for each completed calendar year of service.
- Earned leave for a specific calendar year will be credited on January 1 of the following year, provided that the employee has completed two uninterrupted years of service at AMRN.
- Accumulated earned leaves can be carried forward up to 120 days.
- Earned leave cannot be combined with casual leave or compensatory casual leave but can be taken alongside pre-vacation and other types of leaves. The maximum consecutive utilization of earned leave is 50% of the total earned leaves or 15 days, whichever is less, subject to a minimum of 3 earned leaves sanctioned by the Head of Department (HOD), with prior notice of at least one week. There must be a minimum one-month gap between two instances of earned leave usage.
- In cases where the maximum utilization exceeds the available earned leave count, eligibility is based on the total available earned leave count.
- Accumulated leaves cannot be monetized during employment but can be encashed upon leaving the institution.
- The Principal has the authority to approve earned leave for all faculty members.

3. Maternity Leave:



- Female permanent employees are eligible for 120 days of paid maternity leave, provided they have completed the probationary period by the date of application.
- A woman permanent employee is entitled to maternity leave only twice during her entire service.
- The Principal will approve maternity leave for female employees, subject to a one-month prior notice.
- The salary for the maternity leave period will be disbursed in six equal installments after six months of uninterrupted service from the date of rejoining, along with the submission of the child's Birth Certificate.
- No leave beyond the expiration of maternity leave will be granted. In exceptional cases, where immediate return to duty is not possible due to health reasons, leave without pay for up to 30 days may be considered, and further leave is at the discretion of the GC/COMMITTEE.

4. Paternity Leave:

- Male permanent employees are eligible for 7 days of paid paternity leave, provided they have completed the probationary period.
- A male permanent employee is entitled to paternity leave only twice during his entire service.
- Paternity leave may be utilized within one month of the child's birth, and prior notice of at least one month is required for application.
- The Principal will approve paternity leave for male employees.
- The salary for the paternity leave period will be paid upon submission of the child's Birth Certificate.

5. Marriage Leaves:

- All permanent employees are eligible for 15 days of marriage leave.
- The Principal is the sanctioning authority, and employees must apply with a one-month prior notice.
- The salary for the marriage leave period will be disbursed after submitting the Marriage Certificate.

6. Academic Leave:

- All teaching staff members can attend two reputed conferences per year.
- Academic leave may be granted for attending conferences, seminars, and workshops to support professional growth.
- The Principal will approve academic leave for faculty members, and necessary proofs, such as event invitations, must accompany the application.
- Permanent staff members nearing the submission of their Ph.D. thesis may apply for one month of academic leave after the pre-talk. Proof of pre-talk proceedings and thesis submission within three months of leave application is mandatory.
- Salary for the period of academic leave related to thesis submission will be paid upon providing proof of thesis submission.

7. On Duty:

- On-duty for spot valuation will be sanctioned twice in a semester or a maximum of 15 days per year, whichever is applicable.
- On-duty for other examination-related tasks should not exceed 5 days in a year without the approval of HOD/Principal.



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- "On-duty" for assignments assigned by HOD/Principal/Management may be approved by the Principal, provided necessary proof of evidence is submitted with the application.

8. Emergency/Medical Leave:

- Every permanent employee is eligible for 8 days of Emergency/Medical leave per calendar year.
- Unutilized medical leave will not carry over to the next calendar year and cannot be accumulated.
- Medical leave approval is subject to the severity of the health condition, requiring prior approval/sanction or submission of evidence within one week of returning to the institute post illness.
- HOD/Principal will sanction medical leave for up to one day after completion of all casual leaves.
- Medical leave for more than one day will be sanctioned by the Principal, and necessary evidence of medical illness should be submitted within one week of returning to the institute post-illness.
- Medical leave exceeding 8 days will be approved at the discretion of the Principal in consultation with the management.

9. Compensatory Casual Leave:

- Employees are eligible for compensatory casual leave if they have approved overtime (OT).
- Compensatory casual leave will be granted for working at least 6 continuous or cumulative hours on holidays, as assigned/authorized by HOD/Principal/Management, during the same calendar year.
- The Principal is the sole authority for approving OTs in consultation with the HOD.

10. Extraordinary Leave:

- 10.1 Extraordinary leave may be granted based on the recommendation of the Governing body for private or academic affairs such as short/long-term assignments, higher studies, fellowships, etc. No pay or allowance is provided during this period.

11. Special Casual Leave:

- All permanent employees are eligible for special casual leave, not exceeding 6 days, for Family Planning Operation, with proof of the operation required for regularization.
- Humanitarian grounds issues, like miscarriage or loss of immediate family members, may also be considered for special casual leave.
- The Principal, in consultation with the management, has the authority to sanction special casual leave.

12. Study Leave:

- Study leave may be granted to employees for part-time higher studies, coursework, or specialized training relevant to the College and the candidate's area of specialization.
- Study leave will not be granted if the absence causes cadre difficulties or dislocation in the regular work of the college.
- If pursuing a Ph.D. on a part-time basis, study leave will be granted for mandatory coursework, and half pay may be provided during the study leave.
- Employees availing study leave must sign a bond to serve the College for a minimum of one year on return. Failure to do so will result in paying double the salary received during the study leave.
- Alternative arrangements for theory and lab classes must be made with prior approval for study leave to be granted.



13. Summer Vacation:

- The Principal is responsible for setting the summer vacation schedule in accordance with JNTUK guidelines.
- Each department must maintain a skeletal staff during the vacation for duties assigned by the HOD/Principal.
- The HOD approves the vacation schedule for department employees, and employees must have at least one year of uninterrupted service at AMRN to avail summer vacation.
- If any faculty engages in spot valuation or examination-related duties during the vacation, those days will be considered part of the summer vacation, with no additional days allowed.
- Vacation Eligibility criteria for Pennanent Teaching staff

One-week Vacation	The staff members who have ≥ 1 and < 2 years of uninterrupted service at AMRN.
Two-week Vacation	The staff members who have ≥ 2 and < 3 years of uninterrupted service at AMRN.
Four-week vacation	The staff members who have ≥ 3 years of uninterrupted service at AMRN.

14. Other Terms and Conditions:

- Permanent Employment: An employee attains permanent status upon completing one year of uninterrupted service at the institute.
- Temporary employees are not entitled to exceptional leaves, except for casual leaves, academic leaves, and on-duty assignments.
- The total number of staff members utilizing "CL" in any department should not exceed 1/3rd of the total departmental staff at any given time.
- Employees intending to resign with a one-month notice period may only avail available CL on a pro-rata basis. The use of additional leaves will result in a loss of pay, which can be offset by working extra days. The Principal may exempt the one-month notice requirement if the resignation occurs at the end of a semester or academic year.
- Failure to adhere to the above policies may subject staff members to disciplinary actions in accordance with the Institute's HR policy.
- Employees are encouraged to consult the HR department for information on their leave records before submitting a leave application.
- Holiday Prefixing and Suffixing: Leaves under these rules (excluding casual leave) may be scheduled before, after, or both before and after Sundays or holidays. However, intervening Sundays or holidays will be considered part of the leave period.
- Overstaying After Leave: Employees who remain absent beyond the originally granted or extended leave period are not entitled to salary for the additional absence. Such absence may lead to disciplinary action for misconduct, unless the employee can establish, to the satisfaction of the leave sanctioning authority, that they were unable to return to duty due to reasons beyond their control. Such circumstances must be reported to the sanctioning authority before the completion of the sanctioned leave.



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SECTION-V

STAFF APPRAISAL POLICY

In order to acknowledge and reward employee performance, the organization adheres to the philosophy that the primary means of enhancing compensation is through annual increments based on performance evaluations.

Implementation of the Policy

- This policy is applicable to all teachers, including Heads of Departments, employed by the Institution, with the exception of those on probation for less than one year as of July 31 of the assessment year.
- All regular employees are eligible for yearly increments based on the outcomes of their annual Performance Appraisal.
- Employees will receive notifications about their annual increments after the Performance Appraisal.
- Employees are required to submit the performance appraisal form through the proper channel in July or August, sending it to the Hod for scrutiny and further processing.

5.2 General Principles Underlying this Policy

The performance assessment for annual increments is based on three criteria:

- Criteria-1: Academic Results & Feedback



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- Criteria-2: Research & Development
- Criteria-3: Supplementary Activities

Detailed evaluation procedures for each criterion are provided below.

A. Criteria-1: Academic Results & Feedback (Max: 4 Marks)

- This criterion primarily focuses on the academic performance of an employee, covering semester results and student feedback in an academic year.
- The maximum score is 4, with 3 marks for academic results and 1 mark for student feedback.
- The computation of the overall score is based on the average of semesters 1 and 2 in an academic year.
- The allocation of scores varies between engineering and non-engineering stream subjects.

(i) Score Allocation for Engineering Stream:

Common for Professor, Associate Professor, Assistant Professor with > 5 Years Experience & Assistant Professor with < 5 Years Experience

(ii) Score Allocation for Non-Engineering Stream:

Common for Professor, Associate Professor, Assistant Professor with > 5 Years Experience & Assistant Professor with < 5 Years Experience

(iii) Score Allocation for BS&H-Mathematics, MBA-ME, AFM, BE, QABD, FM, POM, BRM, LAB, SAPM, AMA, SFM, GHRM, GFM, RM, TM Subjects

(iv) Score Allocation for BS&H-Physics, Chemistry, MBA-PM, MCSS, HRM, MM, OB, SM, BECG, L&SCM, ED, LM, CRM, PM, SHRM, B&I, ODCM, LW&L, MIR, FM&S

(v) Score Allocation for BS&H-English, Environmental Science, MBA-ITL

B. Criteria-2: Research & Development (Max: 3 Marks)

- This criterion evaluates faculty output in Research and Development during an academic year.
- The expected R&D output is categorized based on faculty cadre.
- R&D includes research articles, conference proceedings, workshops, FDPs, and book publications.
- Marks are allocated based on faculty cadre.

C. Criteria-3: Supplementary Activities (Max: 3 Marks)

Faculty Supplementary Activities consider four core areas with specified maximum marks.

- (i) Awards/Certifications
- (ii) Counseling of Students
- (iii) Roles and contributions in Institutional Governance and administration



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(iv) Review of Principal & HoD

(i) Awards/Certifications:

- 0.5 Marks for NET/SLET/M.Phil/Ph.D or IUCEE/NITEL certification or National Awards

(ii) Counseling of Students:

- Marks based on the percentage of assigned students clearing subjects, with additional incentives for special efforts.

(iii) Roles and contributions in Institutional Governance and administration:

- Marks for specific roles, with faculty required to serve at least 6 months in the designated role.

The Principal and HoD review faculty performance at the end of the academic year to award marks in this category.

5.3 Annual Increment Norms

Increments are granted by the Management, based on the Principal's recommendation and faculty performance indicators. The number of increments depends on the faculty's score out of a total of 10 marks.

- Score ≥ 7.5 : 3 Increments
- $6.5 \leq$ Score < 7.5 : 2 Increments
- $5 \leq$ Score < 6.5 : 1 Increment
- Score < 5 : No Increment

5.4 Special Allowance

Teaching Staff with a cadre of Assistant Professor securing 5 to 6.5 marks (1 increment) and achieving full marks in Criteria-1 (3 out of 3) receive a one-time special allowance of Rs. 5,000.

5.5 Termination/Serving Notice to Teaching Staff

- a. If a teaching staff secures 5 to 6.5 marks (1 increment) in two consecutive years, the Management/Principal has the right to terminate or serve one month's notice due to lack of improvement in performance.
- b. If a teaching staff secures < 5 marks, the Management/Principal has the right to terminate immediately or serve one month's notice, with special cases allowing an opportunity for improvement within one academic year, as decided by the Principal.



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SECTION-VI

PROMOTION POLICY

6.1. Introduction

To foster the professional growth of its personnel, every progressive institution should have adequate provisions for promoting them to higher positions. By offering promotion opportunities within the organization, individuals can utilize their full potential, which serves as a key motivator.

6.2. Policy Application

This policy applies to all regular teaching faculty members who aspire to advance from the positions of Assistant Professor to Associate Professor and Associate Professor to Professor.

6.3. Objectives



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This policy regulates faculty promotions to stimulate scholarly activities through high-quality teaching, research, and institutional engagement. It aims to cultivate a sense of devotion and allegiance among faculty members, enhancing transparency, openness, equality, responsiveness, good management, and efficiency.

6.4. General Principles

Promotions are based on merit and seniority, taking into account the availability of positions in the respective departments. The process involves evaluating academic performance, research outputs, commitment to institutional development, and compliance with the principles of non-discrimination.

A committee, comprising the Principal, another college Principal within the group, Head of Department (HoD), and Senior Professors, examines candidates' qualifications and conducts interviews. The final list of recommended candidates is submitted to the Governing Council for approval.

Promotions are determined in June-July every year, with the revised pay implemented based on the date of obtaining a Doctorate Degree or the next increment due.

6.5. Eligibility & Pay Scales

Promotions are based on competencies, past performance, and merit, with regard to AICTE rules. The eligibility criteria and pay scales for Associate Professors are categorized, highlighting research publications, academic performance, and administrative contributions.

6.6. Promotion Process

The promotion cycle involves preparing a List of Eligible Employees (LEE), recommendations from Heads of Departments, and a Promotion Recommendation Committee (PRC) reviewing cases. The SECRETARY & CORRESPONDENT serves as the approving authority, with promotions effective from August 1st.

6.7. Non-Teaching Staff Promotion

For non-teaching staff, time-bound grade promotions following pay revision guidelines will be granted.



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SECTION-VII

EXIT POLICY

Exit Policy for A. M. Reddy Memorial College Of Engineering & Technology Staff Members

- 1. Objective:** This exit policy aims to provide a clear and consistent process for the exit of staff members from A. M. Reddy Memorial College Of Engineering & Technology.
- 2. Voluntary Resignation:** **A. Notice Period:** Staff members must give 2 months' notice before their planned date of resignation. **B. Exit Interview:** A voluntary exit interview may be arranged to collect feedback and suggestions from the leaving staff member.
- 3. Involuntary Termination:** **A. Reasons For Termination:** Specify the situations that may lead to an employee's termination, such as poor performance, misconduct, or other valid grounds. **B. Termination Process:** Describe the steps involved in the termination process, ensuring adherence to applicable employment laws.
- 4. Clearance Procedure:** **A. Return of Company Property:** Explain the process for returning company-owned items, such as laptops, access cards, and any other equipment. **B. Settlements and Dues:** Explain the settlement process, including the payment of final salary, clearance of outstanding dues, and any other financial matters.



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- 5. Exit Formalities:** **A. HR Exit Interview:** Conduct an exit interview with the leaving staff member to understand their overall satisfaction and reasons for leaving. **B. Documentation:** Ensure that all required documents, such as resignation letters and exit interview forms, are filled and filed properly.
- 6. Benefits and References:** a. Provide information on the extension of certain benefits, if applicable. b. Provide a reference letter upon request, emphasizing the employee's achievements during their service.
- 7. Confidentiality:** a. Stress the importance of keeping the reasons for leaving and any confidential information obtained during the exit process private.
- 8. Post-Employment Restrictions:** a. Mention any post-employment restrictions, such as non-compete or non-disclosure agreements, that the leaving staff member must follow.
- 9. Communication:** a. Communicate the leaving internally to relevant departments and staff members as needed. b. Communicate externally, if required, while respecting the leaving staff member's privacy.
- 10. Review and Update:** Periodically review and update the exit policy to ensure its validity and compliance with current laws and regulations.

SECTION-VIII

RESEARCH POLICY DOCUMENT

8.1 INTRODUCTION:

A. M. Reddy Memorial College of Engineering & Technology (AMRN) is committed to fostering a vibrant research culture that contributes significantly to the advancement of knowledge, innovation, and societal development. The institution offers financial assistance to teaching staff for conducting research in the college, participating in Conference/ Workshops/ seminars/ publications/Membership fee/Workshop/FDP/ Research works in the pharmaceutical field at various levels, and acquiring professional membership in the relevant fields. The aim is to enhance faculty standards by providing them with better facilities and research skills and an opportunity to share their knowledge, experience and research with the global community. This Research Policy outlines the principles, guidelines, and support mechanisms that govern research activities within the institution.

8.2 OBJECTIVES:

- **Cultivating a Research Culture:** Objective: Foster a vibrant research culture among faculty members, encouraging the pursuit of innovative research and continuous improvement of research skills.



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- **Enhancing Educational Qualifications:** Upgrade the educational qualifications of teachers through structured initiatives, ensuring they remain well-versed in the latest advancements in their respective fields.
- **Knowledge Exchange Platform:** Create a safe and collaborative environment for teachers to exchange knowledge and ideas, fostering a culture of open communication and mutual learning.
- **Interaction with Eminent Scholars:** Facilitate opportunities for teachers to interact with eminent academicians and scientists from leading research institutions, aiming to enrich their subject knowledge and broaden their perspectives.
- **Global Communication Facilitation:** Enable teachers to effectively communicate with the global academic community, fostering international collaborations and providing avenues for sharing research findings on a broader scale.
- **Promotion of Excellence:** Encourage and support research initiatives that contribute to academic excellence, innovation, and societal impact.
- **Interdisciplinary Collaboration:** Foster a collaborative research environment, encouraging interdisciplinary collaboration among faculty members and research centers.
- **Ethical Conduct:** Uphold the highest standards of research ethics, integrity, and compliance with applicable laws and regulations.
- **Infrastructure and Resources:** Provide state-of-the-art infrastructure, resources, and funding to facilitate high-quality research endeavors.

8.3 GUIDELINES:

- **Research Proposal Submission:** Faculty members are encouraged to submit well-defined research proposals, outlining objectives, methodology, and expected outcomes.
- **Ethics Review:** All research involving human subjects, animals, or sensitive data must undergo ethical review and approval.
- **Intellectual Property Rights:** Recognize and respect intellectual property rights, ensuring fair and transparent mechanisms for ownership and commercialization.
- **Collaboration and Networking:** Encourage faculty members to establish national and international collaborations to enhance research impact and visibility.

8.4 SUPPORT MECHANISMS:

- **Research Grants:** Allocate research grants to support faculty research projects, conferences, and publications.
- **Training and Workshops:** Organize training programs and workshops to enhance research skills, proposal writing, and project management.
- **Research Centres:** Establish specialized research centres to focus on emerging areas of importance.
- **Publication Support:** Provide assistance for the publication of research findings in reputable journals and conferences.

8.5 ELIGIBILITY:

- The institute's regular teaching faculty are eligible for financial aid. Financial assistance is provided for attending FDPS/research/works/ seminars/ workshops/ conferences/ courses/ symposia in the field of pharmaceutical science at the state, national, and international levels.



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- Teaching staff who utilizes the physical facilities/ financial aid to complete their ph. D. program within the stipulated time.
- Financial assistance is granted for research projects and publications published in reputed journals like SCOPUS/Web of science/SCI-indexed journals.

8.6 PROCEDURE OF APPLYING FOR THE SCHEME:

- Teachers who seek financial aid for their ph. D. should submit their chemical/glassware requirements to the store section, which will be approved by the principal.
- Teachers who wish to receive financial assistance for attending FDPs/Research works /conferences/workshops/ seminars, symposia/courses/ memberships should obtain.
- Permission from the principal and submit it to the principal/office along with the necessary documents such as registration receipt, participation/presentation certificate/ professional membership certificates within 3 days of attending FDPs/ Research workshops/ conferences/ workshops/ seminars, symposia/ courses/ memberships.

8.7 APPROVAL PROCEDURE:

- The Secretary of the AMRN will be notified of the Ph.D. research work. The academic and research coordinator and the accountant should receive certificates of attendance for FDPs/ Research workshops/ conferences/ workshops/ seminars/ publications, symposia/ Courses.
- Upon the principal's approval, the college accountants will release the funds after receiving the relevant documents.
- Teachers will receive a registration fee, travelling allowances to attend FDPs, research projects, conferences, workshops, seminars, symposia, and courses, among others.