



VIGNAN'S

**INSTITUTE OF MANAGEMENT AND
TECHNOLOGY FOR WOMEN**

(AN AUTONOMOUS INSTITUTION)

Empowering Women



SERVICE RULES MANUAL

VIGNAN'S

INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

(AN AUTONOMOUS INSTITUTION)

(Sponsored by Lavu Educational Society) (Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

S.NO	TITLE	PAGE NO
1.	Introduction/ Vision/Mission	1
2.	Definitions	2
3.	Classification of Employees	3
4.	Recruitment and Appointment	6
5.	Duties and Responsibilities	16
6.	General Conditions of Service	18
7.	Resignation, Retirement and Termination	23
8.	Performance Appraisal Procedure	25
9.	Working Hours and Attendance	28
10.	Leave Rules	29
11.	Faculty welfare and Awards	35
12.	Code of Conduct	37
13.	Disciplinary Action	40
14.	Grievance Redressal	41
15.	Code of Ethics	43
16.	Amendments	45

1 . INTRODUCTION

PREAMBLE

This manual outlines the service rules applicable to all employees of the college, including teaching, non-teaching, administrative, and technical staff. These rules have been formulated in accordance with the guidelines prescribed by the **AICTE, UGC,** and relevant JNTUH (affiliating) university **State Government regulations.** The objective of this manual is to ensure uniformity, transparency, and accountability in the governance of human resources within the institution.

INSTITUTIONAL VISION

To empower female students with professional education using creative & innovative technical practices of global competence and research aptitude to become competitive engineers with ethical values and entrepreneurial skills.

INSTITUTIONAL MISSION

M1: To create a challenging and innovative learning environment that develops strong technical expertise and global professional competence.

M2: To impart a strong research culture that encourages students to tackle complex problems through advanced and innovative technical approaches.

M3: To develop ethical, entrepreneurial leaders capable of bridging academia and industry in the field of engineering and Technology.

2 . DEFINITIONS

Service rules refer to the set of formal policies and regulations that govern the employment conditions, responsibilities, rights, and conduct of all employees within an engineering college. These rules apply uniformly to teaching faculty, non-teaching staff, administrative personnel, and technical employees.

- **College:** An engineering institution affiliated with a recognized university and approved by the All India Council for Technical Education (AICTE), offering undergraduate, postgraduate, and/or doctoral programs in engineering and allied disciplines.
- **Governing Body:** The highest decision-making authority of the College, responsible for policy formulation, financial oversight, and strategic planning. The Governing Body is constituted in accordance with the guidelines of the affiliating university and statutory bodies such as AICTE and UGC.
- **Principal:** The chief academic and administrative officer of the College, responsible for implementing the decisions of the Governing Body, ensuring academic excellence, maintaining discipline, and managing day-to-day operations in accordance with applicable laws and institutional policies.
- **Employee:** Any individual employed by the College, including but not limited to full-time, part-time, visiting, adjunct, probationary, temporary, and contractual staff, across teaching and non-teaching categories.
- **Faculty Member:** A teaching employee of the College engaged in academic activities including instruction, research, curriculum development, student mentoring, and other scholarly and administrative responsibilities as assigned.
- **Non-Teaching Staff:** Employees of the College who are not directly involved in teaching but provide essential support services, including administrative, technical, clerical, and maintenance roles.
- **Student:** An individual who is formally admitted and enrolled in any academic program offered by the College and who has not yet completed the program requirements or been formally separated from the institution.
- **Academic Council:** A statutory body of the College responsible for academic governance, including curriculum design, academic calendar, examination

regulations, and the maintenance of academic standards.

- **Department:** An academic unit within the College responsible for a specific discipline or area of study, headed by a Head of Department (HOD), and comprising faculty, staff, and students.
- **Head of Department (HOD):** A senior faculty member appointed to lead an academic department, responsible for the administration of departmental activities, academic planning, faculty coordination, and resource management.
- **Affiliating University:** The University with which the College is affiliated, responsible for awarding degrees, approving curriculum, and conducting examinations as per statutory norms.
- **Statutory Bodies:** Regulatory authorities such as AICTE (All India Council for Technical Education), UGC (University Grants Commission), NBA (National Board of Accreditation), and NAAC (National Assessment and Accreditation Council), TSCHE (Telangana State Council of Higher Education) that prescribe norms, standards, and quality benchmarks for technical and higher education institutions.

3 . CLASSIFICATION OF EMPLOYEE

i. Management and Leadership

- a. The top-level management responsible for policy-making and strategic decisions.
- b. Principal / Director**
- c. Deans**
- d. Heads of Departments (HODs)**

ii. Academic Staff

- a. These are employees directly involved in teaching, research, and academic administration.
- b. Professors
- c. Associate Professors
- d. Assistant Professors / Lecturers
- e. Adjunct Faculty
- f. Guest Lecturers
- g. Research Scholars / Research Assistants

iii. Administrative Staff

- a. These employees handle non-teaching administrative tasks.
- b. Registrar
- c. Deputy Registrar / Assistant Registrar
- d. Administrative Officers
- e. Clerks / Data Entry Operators
- f. Accountants
- g. Receptionists

iv. Technical Staff

- a. Support staff responsible for technical assistance, lab maintenance, and IT infrastructure.
- b. Lab Assistants / Technicians
- c. Computer Operators
- d. Network Administrators
- e. Workshop Supervisors.

v. Support Staff

- a. Thee employees help maintain the overall functioning of the college.
- b. Library Staff
- c. Leveraging Officers
- d. Maintenance Staff
- e. Security Personnel
- f. Transport Staff
- g. Cleaning Staff

vi. Physical Education / Sports Staff

- a. The Physical Director is responsible for organizing, coaching, and managing sports and physical fitness activities to promote health, wellness, and sportsmanship among students and staff.
- b. Physical Director / Sports Director
- c. Coaches / Trainers
- d. Sports Assistants

vii. Other designated officers (Staff)

- a. **NSS Coordinator**

4 . RECRUITMENT AND APPOINTMENT

Authority of Appointment

All appointments to faculty and non-teaching positions shall be made by the **Governing Body** or its delegated **Appointing Authority**, in accordance with the norms and guidelines prescribed by the **AICTE**, **UGC**, the affiliating **University**, and other applicable statutory bodies.

The Governing Body of **VMTW** frames rules and policies for all appointments and delegates the powers to Principal to recruit, transfer and depute staff for all positions. The Management forms a staff selection committee for all teaching positions as per guidelines of Governing Body. The committee includes the Secretary & Principal and other nominated members. The Secretary & Correspondent signs all the appointment orders being an ultimate appointing authority.

Staff recruitment is a crucial, responsible, critical and meticulous process; the Staff Selection Committee constituted specifically for execution of recruitment process in a scrupulous, fair and transparent manner.

TEACHING STAFF RECRUITMENT PROCEDURE

The vision of VMTW translated into organizational goals to identify, recruit and retain highly qualified, talented, faculty/staff from diverse fields, for various positions in all academic areas who contribute directly to achieve the set goals and objectives. The recruitment of vacant/new posts shall be filled through an open advertisement/invitation/promotion of internal staff members on sanction/approval in the Governing Body, recruits staff twice a year and also on need basis.

The Faculty recruitment committee comprises of external & internal subject experts, HOD and two senior staff members of the respective departments. The recruitment for all the posts are based on merit/performance achieved in the selection procedures conducted by the committees constituted for it. The recruitment process for regular posts commences with a notification/invitation to receive applications from the eligible candidates through an open offline/ online advertisement/voluntary channels. However, temporary vacancies are filled through walk in interviews by constitution of a separate selection committee with the Principal, HOD concerned and two experts in that field of specialization. In case of recruitment to senior positions at professor/associate professor level, the vacancies are

filled by a special invitation to eminent persons those who are retired from premier academic / R & D / Govt. Institutions and industry.

The recruitment of technical/non-technical staff is done by a committee constituted with Principal and heads of respective departments. The minimum age for all regular/full-time employment with the institution is 18 years. **No person below 18 years of age will be employed in the institution for any work under any circumstances.**

THE PROCESS OF RECRUITMENT INCLUDES

Recruitment shall be conducted through **open advertisement** in reputed national and/or regional media and on the College's official website, to ensure transparency, equal opportunity, and merit-based selection. The selection process shall typically include:

- Screening of applications based on eligibility and qualifications.
- Short listing of candidates by a screening committee.
- Interview and/or written test, demonstration lecture (for faculty), and/or practical assessment (for technical staff).
- Evaluation by a duly constituted Selection Committee, comprising subject experts, senior faculty, and nominees of the university/statutory body as required.
- JNTUH SCM - Final Selection, for the identified Candidates.

i. Screening: Search for Prospective Candidates:

The process includes:

- a. Advertisement in leading newspapers/dailies in Telugu & English with the details of the openings/vacancies, eligibility criteria, scales of pay and other conditions.
- b. Periodical updates of the vacancy positions in detail on the website.
- c. The faculty members can also refer potential candidates about the vacant positions.
- d. The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

Application Procedures:

The eligible candidate has to submit the application through mail/in-person as per norms in the administrative office within the stipulated time frame. The age limit is as per the AICTE/UGC/ state government norms and subsequent orders in force. Retired personnel from teaching/industry and R&D are also encouraged to apply for the posts. Incomplete

or partially filled-in applications without the self-attested copies of the relevant documents summarily rejected.

The submission of documents should include

Duly filled-in application form (downloaded from the college website).

- a. A copy of JNTUH-UID, if the same is not available, the candidate has to register in Faculty Registration Portal of the university and obtain JNTUH-UID.
- b. Separate application for each post, if the candidate wishes to apply for more than one post.
- c. Fresh application, if the candidate applied for the same post before.
- d. Qualification/service/other certificates along with OD/CMM/PC.
- e. Any other documents as per the prescribed norms.

e. Interview: Short listing of prospective candidates:

Upon receipt of applications from candidates the administrative office consolidates & summarizes the relevant applicants' information and forwards it to the respective HODs.

The shortlist process is two-fold, as detailed here under:

- a. To reject applications that does not meet the eligibility criteria.
- b. To shortlist the potential/competent candidates based on eligibility criteria and recommend them for interviews to the Staff Selection Committee.

The primary concern of the HOD/BOS/Committee should focus on the applicant's academic track record, qualifications, teaching, industrial and research potential experience based on the requirements of the respective departments and as per the parameters issued. The shortlisted candidates should be sent to the administrative officer in the order of merit along with their comments and observations as a part of recruitment procedure. The shortlisted candidates may perform faculty eligibility test conducted by the institute followed by a technical demo cum interview.

f. Evaluation: Primary Selection - Staff Selection Committee:

The Selection Committee is constituted as per the instructions of GB for each department for selection of the shortlisted candidates through interview. The following are the members of the committee:

- a. Head of the Institution/Principal - Chairman of the Selection Committee

- b. Representative of the Management - Member of the Selection Committee
- c. HOD/BOS of the Department - Members of the Selection Committee
- d. Two Senior Faculty Members from the concerned Department as subject experts
- e. Subject Expert - Member of the Selection Committee (Preferably from JNTUH)

The committee evaluates the prospective candidates for a particular position and successful candidates under their evaluative observations are recommends for appointment. The selected candidates are issued offer letters to accept the same and join in the institution within the stipulated time. The appointment orders are issued to candidates from whom the acceptance letters are received.

The selected candidates for appointment to various posts should appear before JNTUH staff selection committee and prove themselves for the post for which they have applied for and onus of proof of qualifications and experience should rest with the candidate only, any failure in this regard from the end of the candidate leads to cease the appointment. Based on the recommendations of “JNTUH staff selection committee” the candidates would be considered for final appointment.

g. JNTUH SCM: University Selection Committee Meeting

Note: 1. Appointment Process

- a. **Eligibility Criteria:** Faculty appointments shall adhere to the norms and qualifications prescribed by AICTE, UGC, and JNTUH.
- b. **Selection Committee:** A duly constituted Selection Committee, including a University nominee, shall conduct interviews for faculty positions.
- c. **Documentation:** All relevant documents, including advertisements, application forms, and interview minutes, shall be maintained for record and scrutiny

2. Ratification of Appointments

- a. **Submission to University:** Post-selection, the Selection Committee Minutes (SCM) along with necessary documents shall be submitted to JNTUH for ratification.
- b. **University Approval:** Faculty members whose appointments are ratified by JNTUH shall be considered officially appointed

- c. **Code of Conduct:** Faculty members are expected to maintain the highest standards of professionalism, integrity, and ethical conduct.
- d. This policy ensures transparency, accountability, and alignment with university norms in faculty appointments VMTW College can maintain a robust and compliant faculty recruitment process.

SCM Committee: A Committee is constituted with the following members under the chairmanship of the Secretary & Correspondent of the VMTW, to oversee the selection procedure. The members of the committee include.

- a. Chairperson (Secretary & Correspondent of VMTW)
- b. Principal, VMTW
- c. Head of the Department/BOS
- d. Two nominees from affiliating university
- e. Two subject experts from outside of VMTW
- f. SC/ST/OBC/Women/Differently Abled, if any

The committee interviews the new/internal candidates and recommends the selected candidates for appointment at the discretion of the Principal. The appointed faculty should upload the certificates of qualification, experience, relieving order of the previous immediate institution, appointment letter and SCM in the Faculty Registration Portal of the university along with the joining report and a copy of the JNTHUID which must be submitted in the Administrative Department.

1. **Appointment of the Principal**

A Committee is constituted with the following members under the chairmanship of the Secretary & Correspondent of the VMTW, to oversee the selection procedure. The members of the committee include

- a. Chairperson (Secretary & Correspondent).
- b. One nominee from affiliating university.
- c. Two administrative experts (Principal) from outside of VMTW.
- d. SC/ST/OBC/Women/Differently Abled, if any.

The desirous applicants for the post of Principal should be with an endorsement from previous/existing organization on the application. The committee interviews the new/internal candidates and recommends the selected candidate for appointment. The appointed faculty should upload the certificates of qualification, experience,

relieving order of the previous immediate institution, appointment letter and SCM in the Faculty Registration Portal of the university along with the joining report and a copy of the JNTHUID which must be submitted in the Administrative Department.

e. Appointment of Visiting Faculty/Adjunct Faculty/Trainer

The Adjunct Faculty shall be an eminent Professional/ Scientist/ Engineer / Professor of Practice / Industry Expert having recognition at the national/ international Level and having outstanding published work.

The candidature of an applicant for Adjunct Faculty position is discussed initially at department level and is forwarded to selection committee with specific comments about the suitability of candidature. If the Department recommends a candidate for Adjunct Faculty position, the selection committee comprises of the following members to examine the candidature:

- a. The Principal
- b. The Head of Department Concerned
- c. The Dean (Academics)/Senior Most Faculty
- d. One External Expert Member

The list of recommended candidates for a given particular post and forward to the Secretary & Correspondent for further consideration & approval. The period of appointment is valid for a maximum of 3 years and has decided by the Secretary & Correspondent.

Functions of Adjunct Faculty/ Resource person from Industry are: Teaching Technical Course(s): Adjunct Faculty shall be expected to teach Course(s) directly related to his/ her specific expertise and professional experience or the areas of his/ her specialization. He/ She shall also contribute to the Institution's activities like counseling of students, developing new Course(s) and pedagogical improvements. Participation in service-related activities: Adjunct Faculty is also expected to actively participate in service- related activities, such as sitting on Departmental Committees, serving as advisors to Faculty and/ or Under Graduate and Post Graduate students, helping students network and active collaboration with the Industry/ Employer providing internship and job opportunities shed work.

Non-Teaching Staff and Eligibility Procedures

The following comprise the Non-Teaching Staff positions along with the required qualification and Experience for each position:

Category	Designation	Qualification
Administrative Staff	Administrative Officer	Master Degree or Degree from any recognized University with minimum 5 years' experience in a reputed administrative position, preferably with knowledge of working in an educational institution.
	Accounts Officer	A Bachelors Degree with atleast 5 years service in managing accounts in a reputed concern, preferably CA/ICWA
	Assistant Librarian	Master's degree in library science/information science/documentation or an equivalent professional degree with at least 55% of the marks or its equivalent CGPA and consistently good academic record, computerization of library.
	Senior Assistant	A Bachelor's Degree with at least 5 years' service in the lower category
	Steno Typist	A Bachelor's Degree with a knowledge of Typewriting English Higher Grade Shorthand English Lower/Higher Grade and Knowledge of MS Office
	Junior Assistant / Junior Assistant cum Typist	A Bachelor's Degree with a knowledge of Typewriting English Higher Grade Knowledge of MS Office
	Junior Assistant	A Bachelor's degree with a knowledge of MS Office
	Data Entry Operator	Passed Higher Secondary with DCA/DTP Certificate
	Xerox Machine Operator / Office Asst./ Attender	10th passed
	Workshop Superintendent	B.E./B.Tech. Mechanical/Civil Engineering with 10 years of experience in the relevant field.
	System Administrator	B.E./B.Tech. or equivalent in Computer Science with 5 to 6 years of experience in networking and system administration.
	Programmer	B.E./B.Tech. (CSE)/ M.Sc.(Comp. Science)/MCA

	Computer Operator	Any Degree with Computer knowledge.
	Technician / workshop Instructor	I.T.I. in the concerned trade & Apprenticeship.
	Lab Assistant	Diploma or ITI with 2 years of experience in the relevant field. In case of Physics & Chemistry, a degree in the respective discipline.
	Maintenance Engineer/Works Supervisor	Degree or Diploma for the respective branch with minimum of 7 years of experience in maintenance
	Mechanic	Diploma with 3 years experience or ITI with 6 years of experience.
	Electrician	ITI certificate in relevant trade with 3 years of experience in an academic institution or industry
	Plumber	
	Drivers	10th Passed with Heavy Vehicle License

Non-Teaching Staff - Recruitment Procedure

The Selection Committee is constituted by the Governing Body which interviews and shortlists/ selects/recommends candidates for non-teaching posts. The selection committee comprises the following as its constituent members:

- Principal
- Dean (Academics)
- Respective Head of the Department
- AO

i. The procedure for recruitment of non-teaching staff includes:

The respective Head forwards the consolidated requirement of the department/cell through the Principal for recruitment. Applications are called through open advertisement, referrals and also by voluntary channel. A technical interview and demonstration of skills is conducted by a committee comprises of the Head and a senior faculty. However, the following comprise the Non-Teaching Staff positions along with the required qualification and Experience for each position: temporary vacancies and candidates from voluntary applications are filled by selection of candidates through walk-in-interviews.

Note: For candidates with more experience, relaxation in qualification may be given by the

Management subject to the ratification of the same by the Governing Body.

Offer Letter for Appointment

The selected candidates under regular/full-time employment are issued an offer letter based on the recommendations of the Staff Selection Committee and Principal. The appointment order is issued by the Secretary & Correspondent on the day of joining. The Secretary & Correspondent may entrust the powers to the Principal to appoint any adhoc /contract/ part-time staff. All the adhoc/contract/part-time appointments are on consolidated-pay subject to TDS as per norms.

Re-Appointment

Management can reappoint after superannuation of an employee for a further period of one-year treated as a fresh appointment and is extendable. No person is eligible for re-appointment under any circumstances if the employee is/was dismissed on disciplinary grounds.

Compliance Requirements of the Employee at the Time of Joining Service

A person is deemed to have joined in the service from the date on which the candidate reported at the office on any working day. The candidate shall join on or before the last date as specified in the appointment order. In general all the joining reports are accepted only in the forenoon otherwise the service would be considered from the next working day for all service related matters.

The candidate should complete the necessary formalities in the Administrative office and report to concern Head with no time and submit the following documents to consider the appointment & service in the institution.

- a. Latest Resume
- b. Registration copy of JNTUH-UID (for Teaching Staff)
- c. A set of scanned copies of all the certificates in prescribed format by JNTUH (for Teaching Staff)
- d. Passport Size Photos
- e. Bank account No, copies of AADHAAR and PAN card.
- f. Educational details and relevant certificates of SSC, Inter/+2, B.E./B.Tech., MBA, MCA, M.Sc., MA, M.Tech., M.Phil., Ph.D., experience certificates, softcopy of thesis, guide details, Ph.D. admission letter (if any), genuinity certificates and any other relevant certificates.
- g. Relieving, service experience certificate and pay slips from previous organization or

employer.

- h. Joining report accepting to render a minimum of one year of service.
- i. Upload of all the relevant documents such as SCM, appointment order, qualification certificates, publications, PAN, AADHAAR etc. in JNTUH faculty registration portal.

Induction Programme

All the fresh appointees should undergo an induction programme. The induction and training is conducted individually or in batches for newly joined staff for a period of two to four days to,

- 1. Introduce with the existing staff and in particular with the respective department.
- 2. Acquaint with the culture, norms, standards, affiliations, roles & responsibilities and expectations.
- 3. Facilitate the individuals with the curriculum, schedules, sessions and other academic matters.
- 4. Provide necessary awareness to adapt to the TLP process followed in the Institution.

Service Records:

- 1. A service book is maintained by the HOI to record the performance of the employee.
- 2. All official activities of the employee are recorded in the service book, and attested by the HOI.
- 3. Every employee verifies the entries & signs in their service book in the month of April every year.
- 4. The SR contains information about the employee from the date of joining to the date of relieving.
- 5. Update service record with the data such as dates of regularization/increment/promotion/re-Instatement/appreciation/demotion/memos/notices/QIP/all leaves/salary details and any other details related to service.
- 6. The same record continues if the employee rejoins within three years from the date of resignation retirement. However, the rejoining is treated as a fresh appointment.
- 7. SR will be destroyed after five years from the date of relieving/retirement from the service.

5 DUTIES AND RESPONSIBILITIES OF STAFF

1. Principal

- a. Provide overall leadership and vision for the institution's academic and administrative functions.
- b. Ensure compliance with affiliating university, AICTE, NBA, and other regulatory bodies.
- c. Oversee curriculum planning, implementation, and academic quality.
- d. Monitor performance of faculty, departments, and students.
- e. Facilitate faculty recruitment, appraisal, and professional development.
- f. Approve budgets, oversee financial planning, and manage resources effectively.
- g. Represent the college in official meetings, academic bodies, and with external stakeholders.
- h. Encourage research, innovation, and industry collaboration.
- i. Ensure smooth conduct of examinations and result processing.
- j. Maintain discipline, code of conduct, and student welfare on campus.

2. Head of the Department (HOD)

- a. Plan and implement department-level academic schedules, curriculum, and assessments.
- b. Allocate subjects and responsibilities to faculty members.
- c. Supervise teaching quality, research work, and student mentoring within the department.
- d. Monitor student performance and take remedial actions if needed.
- e. Organize departmental events, seminars, workshops, and industry visits.
- f. Maintain department budget, lab inventory, and infrastructure.
- g. Encourage faculty development, research publications, and funded projects.
- h. Act as the point of contact between department, Principal, and administrative offices.
- i. Prepare departmental reports and data for accreditations like NBA/NAAC.
- j. Foster collaboration with industries and institutions for internships and placements.

3. Professor

- a. Provide academic leadership in the department and institution.
- b. Drive high-quality research, publish extensively, and guide PhD students.
- c. Design, develop, and update curriculum and teaching methods.
- d. Lead departmental and college-level committees.
- e. Mentor faculty and junior staff for professional development.

- f. Engage with industry and external stakeholders for collaboration and consultancy.
- g. Represent the institution at academic and professional forums.

4. Associate Professor

- a. Perform all duties of an Assistant Professor with added senior responsibilities.
- b. Lead research projects and secure funding/grants.
- c. Mentor junior faculty and research scholars.
- d. Play a key role in curriculum design and evaluation processes.
- e. Participate actively in academic committees and departmental administration.
- f. Evaluate student progress and provide guidance on academic matters.
- g. Contribute to institutional development and policy making.

5. Assistant Professor

- a. Deliver lectures, tutorials, and practical sessions effectively.
- b. Prepare and update teaching materials, lesson plans, and assessments.
- c. Guide and mentor students academically and personally.
- d. Conduct research and publish papers in relevant journals.
- e. Participate in departmental meetings and contribute to curriculum development.
- f. Supervise student projects, internships, and research work.
- g. Assist in organizing seminars, workshops, and conferences.

6. Administrative Officer

- a. Support administrative functions including scheduling, communication, and event planning.
- b. Maintain official records and documentation.
- c. Assist in financial management and procurement processes.
- d. Coordinate between academic and non-academic departments.
- e. Help implement college policies and procedures.

7. Lab Technician

- a. Set up, maintain, and operate laboratory equipment and instruments.
- b. Assist faculty and students during practical sessions.
- c. Ensure safety standards and proper use of lab materials.
- d. Manage inventory and procurement of lab supplies.
- e. Support research activities by maintaining experimental setups.

- f. Troubleshoot and repair lab equipment as needed.

8. Physical Director / Sports Director

- a. Organize and manage sports activities, tournaments, and fitness programs.
- b. Train and coach students in various sports disciplines.
- c. Maintain sports facilities, equipment, and inventory.
- d. Promote physical education and health awareness on campus.
- e. Identify talented athletes and prepare them for competitions.
- f. Coordinate participation in inter-college and external sports events.

9. Library Staff

- a. Manage the acquisition, cataloguing, and circulation of library resources.
- b. Assist students and faculty in finding study materials.
- c. Maintain digital and physical library databases.
- d. Organize workshops on information literacy and research skills.
- e. Ensure proper maintenance and security of library assets.

6 . GENERAL CONDITIONS OF SERVICE

1. Medical Fitness

All the candidates whoever appointed in whatsoever may be the position must produce a medical certificate from an approved medical officer not less than the rank of assistant civil surgeon regarding their fitness and health, if anything found wrong at later stage will be subjected for prosecution and no compensation will be offered further & recover previous compensation also.

2. Whole-Time Employee

a. Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties, as may be assigned to employee by the Principal even beyond the scheduled working hours, on holidays and Sundays.

b. All employees in general prohibited to undertake any work outside the institute and shall devote whole time to the service of the institute and execute such duties as may be assigned by the Principal. The employee shall not engage directly or indirectly in any trade or business or in private tuitions or any other work which may interfere with proper discharge of the duties. However, this condition shall not be applied for R&D and consultancies undertaken with the prior permission of the Principal & rules imposed by Governing Body.

3. Probation

a. All employees appointed to the regular post shall undergo on probation for a minimum period of two years without any break in the service unless and otherwise condoned by Principal for confirmation of their appointment to avail the benefits offered by the institution.

b. Employees appointed to higher post by promotion shall also be on probation for a period of one year.

c. The Principal shall have the right/power to extend the period of probation of any employee of the Institute for such period as may be found necessary.

d. Any person appointed temporarily in any post and is subsequently considered for regular post, the probation in those cases would be from the date of first appointment at the discretion of the Principal.

e. The services of employees on temporary/contract/ad-hoc basis can be terminated at any time without any notice.

4. Confirmation

On satisfactory completion of probation including extended period may be confirmed by the Principal on approval from Governing Body, if no intimation is received from the Principal office, it means and includes the employee is still on probation.

5. Seniority

The seniority of an employee in a post is counted based on the merit order of the selection committee, in case of two or more persons selected & appointed on the same day to the same post.

6. Promotion

a. Promotion Policy and Procedure

The institution recognizes and encourages the professional growth and career advancement of its internal staff. In accordance with this, the Principal, from time to time, invites applications from eligible internal candidates aspiring for higher-level positions within the college. The promotion process shall be governed by a structured and transparent mechanism, ensuring fairness and meritocracy.

b. Initiation and Approval Process

a. Call for Applications:

Eligible staff members may submit their applications in response to internal notifications issued by the Principal, inviting applications for vacant higher cadre positions.

b. Committee Constitution:

The Principal shall constitute a **Promotion Selection Committee** comprising senior faculty members and subject experts, as appropriate. The committee is responsible for assessing the eligibility and suitability of internal candidates.

c. Department-Level Review:

All applications shall first be scrutinized at the **department level**. Departmental Heads shall evaluate the applications and prepare a list of **shortlisted candidates** based on

eligibility criteria and contributions to the institution.

d. **Peer Review and Final Assessment:**

Shortlisted candidates shall undergo a **peer review assessment** and shall appear before the **Selection Committee** for a final interview and evaluation.

e. **Approval by Governing Body:**

Recommendations of the Selection Committee shall be submitted to the **Principal**, which holds the final authority to approve or reject the proposals for promotion.

c. Criteria for Promotion

The following factors shall be duly considered for promotion to higher positions:

a. **Availability of Vacancies:**

Promotions shall be effected **only when vacancies arise** in the next higher cadre. The existence of a vacancy is a **prerequisite** for consideration of promotion.

b. **Merit-Based Assessment:**

Promotions shall be based on a comprehensive evaluation of the candidate's:

c. **Academic Performance Indicators (API)/Scholarly Performance Indicators (SPI)**

d. **Institutional Contributions**

e. **Competency and Professional Conduct**

f. **Seniority and Experience**

g. **Sincerity and Commitment to Duties**

h. **Discretion of the Head of the Institute:**

The **Principal** retains the absolute discretion to determine whether or not a vacancy is to be filled, and its decision in this regard shall be **final and binding**.

i. **Non-Entitlement Clause:**

It is hereby clarified that **promotion cannot be claimed as a matter of right** by any employee. All promotions are subject to institutional requirements and performance evaluation.

j. **MPS Consideration:**

Promotions under **Merit Promotion Scheme (MPS)** shall be processed by the institution and will be subject to **confirmation and ratification by the Affiliating University/Body**

d. Demotion

a. The Principal holds the authority to **demote any employee** on **disciplinary grounds** in accordance with institutional norms.

b. Any demotion and its implications on **salary and rank** are subject to **approval by the**

Governing Body.

- c. The Principal may, at discretion, **waive the punishment** after a specified period, based on the conduct and improvement shown by the employee.

e. Transfers

- a. Employees may be **transferred on administrative grounds** between departments within the organization.
- b. Transfers may occur **with or without changes in cadre**, but existing **terms and conditions of service shall remain unchanged**.
- c. Transfers are executed to meet **institutional or administrative requirements** and the decision of the principal /management is final.

7 . RESIGNATION, RETIREMENT, AND TERMINATION

RETIREMENT

- a. All staff members shall retire on superannuation as per prevailing Government norms.
- b. The Principal and Governing Body reserve the discretion to extend the services of an employee beyond the date of superannuation, based on institutional needs.
- c. The institution grants the benefit of full-month salary for the month in which the employee retires, even if the retirement date falls on the 1st of the month.
- d. The institution shall issue a formal written communication to the retiring employee **at least three months** prior to the date of superannuation.
- e. No employee shall hold any **administrative position** during the last three months leading up to their retirement.
- f. Employees nearing retirement are not allowed to avail **more than 9 consecutive days of leave**.
- g. Accumulated leave beyond the permissible limit is **neither encash able nor enjoyable**, and shall be **forfeited**.

RESIGNATION

A. Faculty Members

- a. Faculty members with confirmed regular service must give **three months' notice** for resignation on personal grounds.
- b. The effective date of resignation shall be:
 - The date of acceptance by the Principal and Governing Body, or
 - The date the resignation letter is submitted,
 - Whichever is earlier?
- c. As a policy, **resignations are not accepted in the middle of the academic year**.

B. Support Staff

- a. Support staff with confirmed regular service must give **one month's notice**.
- b. The resignation becomes effective from the **date of acceptance by the appointing authority** or the **date of relief**, whichever is earlier.

C. QIP and Higher Education Obligations

- a. Quality Improvement Program (QIP) is permitted for all eligible staff members up to the age of **50 years**, subject to a minimum of **three years of service in VMTW**.

- b. Staff members who obtain higher qualifications under QIP must serve the institution for at least **three years after award of the degree**.
- c. If an employee is unable to fulfill the three-year service obligation, they shall be **liable to repay the emoluments/benefits** borne by the institution.
- d. The Principal may waive the notice period or compensation at their discretion.

D. General Conditions for Resignation

- a. No resignation will be accepted **mid-semester or mid-academic year** if the faculty member has availed of QIP benefits.
- b. Resignation letters must be **forwarded through the proper channel**.
- c. **No leave is permitted during the notice period**. Absence during this time will result in an **extension of the notice period**.
- d. A **No Dues Certificate** must be submitted in the prescribed format.
- e. The institution will issue a **Relieving Order** and a **Service Certificate** upon clearance.

E. List of Documents to be Submitted at the Time of Relieving

- a. No-dues certificate from all the departments.
- b. All the documents like counseling file, course file, ID card, college belongings, etc.
- c. All official apparatus issued to the employee to discharge the duties including and not limited to records/books/periodicals/mobile-phone/sim-card/datacard/laptop/desktop/pen-drive/cds/login-credentials/passwords/stationery etc., and all other items that have officially been given to the employee either to the HOD or any person authorized in this regard. Clearance certificate that all types of dues/advances taken during service have been paid.
- d. The office vehicle should be handed over along with no damage certificate from transport In- charge a day before being relieved from service.
- e. The document duly signed with the list of items/apparatus handed over to the person authorized by Principal.
- f. Exit interview form duly signed by the official who has conducted the exit interview and counter signed by principal. This is a formality faced by every employee who resigns from the organization which is conducted by HOD of any other department//Dean (Admin).

8 . PERFORMANCE APPRAISAL PROEDURES

An effective performance assessment mechanism is in place in the institution to appraise faculty performance based on feedback from the students, colleagues, seniors, HOD, Principal, other stakeholders and R&D contributions of the faculty member. All the faculty members in general supposed to submit a self-appraisal report to HOD on demand for assessment purpose in prescribed format which may be changed time to time based on the requirement of the institution. The assessment committee members forward their remarks to the Principal for further assessment and action followed by approval of the Management.

The following table shows the category wise minimum score required.

1. Consolidated Weightage

Sl. No.	Major Category	Performance Component	Assistant Professor	Senior Assistant Professor / Associate Professor	Professor / HOD
1	Teaching and Learning	Teaching workload and student feedback	3.0	2.0	1.0
2	Co-curricular and Professional Development	Additional academic and administrative responsibilities	0.5	0.5	0.5
3	Co-curricular and Professional Development	Professional membership, fellowship, awards and appreciation	0.5	0.5	0.5
4	Research and Academic Contributions	Research projects, grants, Ph.D. guidance and student project guidance	1.0	1.0	2.0
5	Co-curricular and Professional Development	Workshops, seminars and Faculty Development Programmes attended or organized	1.0	2.0	2.0
6	Co-curricular and Professional Development	Online certification courses	1.0	1.0	1.0
7	Research and Academic Contributions	Patents, books, book chapters and research publications	3.0	3.0	3.0
		Total Points	10.0	10.0	10.0

2. General Conditions

1. Points shall be awarded only after verification of supporting documents.
2. The score awarded under each component shall not exceed the prescribed maximum score.
3. The same activity or publication shall not be counted under more than one criterion.
4. Only activities completed during the relevant appraisal period shall be considered.
5. Publications must contain the faculty member's institutional affiliation.
6. For jointly authored publications, first-author or corresponding-author status shall be considered wherever specifically required.
7. Online courses must be completed successfully, and the completion certificate must clearly indicate the faculty member's name.
8. Workshops, seminars, FDPs and STTPs must be organized by recognized institutions, universities, professional bodies or government organizations.
9. The final appraisal score shall be calculated out of 10 points.

*Minimum points required for award of annual increment under each category

** There is no upper limit for the maximum API score for 3rd category.

- i. The committee after assessment may recommend one or more of the following initiatives
 - a. To continue in the present position.
 - b. To consider for promotion to a higher position.
 - c. To consider annual increment or hike in remuneration based on the performance.
 - d. To extend training period.
 - e. To terminate services.
- ii. Appraisals are not applicable for employees who are appointed on adhoc, part-time, Contract basis, visiting and adjunct faculty.
- iii. The faculty has to submit the self-appraisal form to the concerned HOD, who in turn scrutinize and discuss before the committee and handover to the Principal. The remarks shall be sent to Secretary & Correspondent for final approval. For technical and non-teaching staff, the HOD and Principal will recommend to the Secretary & Correspondent with their remarks for final approval.
- iv. The employee who received two show-cause notices from the Principal through HOD is not eligible for any increment though they have submitted their self-appraisal form and no

assessment should be carried out for a period of one year and the employee is summoned to review whether the services to be continued or not. The management may take appropriate decision based on the review petition of the employee.

- v. Continuous absenteeism, habitual late comers and irregularities in attendance more than five days in a month under no case considered for assessment and sanction of increment.

9. WORKING HOURS/ATTENDANCE/LATE REPORTING

In general, the office hours are from 8:55 AM to 3:50PM with 1 hour of lunch break from 1:05 PM to 1:50PM. The academic timings are from 8:55 AM to 3:50PM with 40 minutes of lunch break from 12.10 PM to 12.50 PM. Attendance of employees is monitored through BAS-JNTUH/BAMS-VMTW and every employee should record/mark the attendance in the morning before 9.10 AM & after 4.00 PM in the evening. An employee reporting after 9.10AM or leaving before 4.00 PM will be marked as absent and ½ half day Casual Leave will be deducted from the leave account, if it is available. If not, PL will be deducted if available. If all leaves are utilized it will be considered as Loss of Pay. The Principal may condone late comers in genuine cases based on their recommendations of HOD/AO.

Permission during Working Hours

Two permissions of two hours each, either first/last hour of any day in a calendar month shall be granted to staff members in case of emergencies. However, in both cases, it is the onus of the employee to adjust class-work/examination duties in coordination with class coordinator and HOD.

Lean on Employment

Lean may be granted, depending upon staff position and entirely at the discretion of the management to work elsewhere for a period of 1 year, extendable in exceptional cases, only when an employee has put in more than 5 years of regular service. During the lean period, the employee shall not be entitled for any pay or allowances. However, if there are any contributions made by the institution on behalf of employee to the welfare schemes/insurance must be borne by the employee only in a year advance of lean commencement.

10. LEAVE RULES

General:

Leave records are maintained on the basis of calendar year and leave is not a right. Leaves once sanctioned can be revoked or canceled at the discretion of the Principal in case of emergencies. The staff leave record is maintained by ELMS-VMTW and all leaves must be applied & processed through the LMS only for all practical purposes. Staff applied leave in ELMS should make alternate arrangements /substitutions against class-work/ duties assigned to them. Leave will not get escalated to the HOD/Principal without the proper adjustment. Leaves cannot be applied after availing them as the system will not accept and such leaves will be considered as loss of pay.

The rules for applying leave are as follows:

- a. Leave shall be availed only on approval from the respective sanctioning authority.
- b. Application for the leave should be submitted through the respective Head of the Department.
- c. All leave applications should be submitted well in advance with alternate arrangements so as to avoid that the regular assignments are not affected.
- d. An employee can leave college premises during the working hours only with prior approval from the Principal and should be in touch with concern HOD and resume-back to office in no time in case of any emergencies.
- e. The Secretary & Correspondent is the competent authority to sanction all types of leaves to the Principal and the Principal is competent to sanction all leaves to the staff members.
- f. HOD is competent to sanction leaves and refuse on administrative grounds on approval of the Principal.

Recall from Leave:

An employee on leave may be recalled to duty before the expiry of leave in case of urgency and necessity. The un-availed period of leave will be credited to the account of the employee.

Return to Duty on Expiry of Leave:

An employee on leave is prohibited to return to duty before the expiry of leave granted unless permitted in writing to do so by the authority sanctioning the leave. The employee shall return to duty on expiry of leave and is not permitted to merge/extend the leave.

Categories of Leaves

The following are different categories of leaves for the staff members with confirmed regular service on successful completion of probation for each cadre of fresh appointment. The leaves to honorary positions after superannuation i.e., professor emeritus/ visiting/ adjunct are at the discretion of Principal.

- **Casual Leave (CL)**

Casual leave is allowed for a period of 12 days to all the staff members in a calendar year.

If any employee joins the institute in the middle of the calendar year, the quantum of casual leave admissible will be on pro-rata basis. It may be granted for a period not exceeding 5 days at a time, including holidays. Unutilized CL if any will automatically lapse on the last day of the calendar year. However, no staff member is allowed to put-on leave on first and last working days of calendar year. Staff can avail CL on prior approval with proper adjustment of their assignments, duties & responsibilities and should not be combined with any other leave. The facility of half day CLs is also available.

- **Special Casual Leaves/Medical Leave (Applicable to fulltime regularized staff members)**

Special half-pay leave for a maximum period of ten days in a calendar year may be granted to fulltime regularized employee who has completed three years of successful service on genuine medical grounds i.e., any critical illness which demands hospitalization of a minimum of seven days including date of admission/discharge subject to the submission of a valid proof of hospitalization. Special casual leave should not be combined with any other leave/vacation except OD.

- **Vacation & Privilege/Earned Leave**

1. All the teaching staff members are entitled for four weeks of vacation i.e., one-week winter & three weeks summer subject to the service conditions as shown in table of guidelines for vacation.
2. Non-teaching staff members are eligible for vacation as per the stipulated guidelines.
3. Unless & otherwise instructed by the Principal, all the faculty members shall avail vacation in two spells only and spell should not be less than ten days including holidays/Sundays.
4. Vacation may be taken in combination with privilege leave and no extra ordinary leave should

be combined, provided the total duration of vacation and leave shall not exceed 10 days in two spells subject to the condition of JNTUH.

5. However, such leaves are entertained only during clear semester/vacation break on proper adjustment of special and additional responsibilities at the same cadre on approval of HOD.

6. Staff members on temporary/ad-hoc/contract basis are not eligible any privilege leave a vacation.

- **Extra-Ordinary Leave (Applicable to fulltime regularized staff members)**

1. Extra – ordinary leave may be granted in special circumstance mentioned below.

i) When no other leave is available

ii) When other leave being admissible, the employee applies in writing for extra ordinary leave

2. No salary, pay, allowances and increments are admissible during such leave.

3. Extra ordinary leave should not be combined with any other leave/vacation.

4. No extra-ordinary leave condoned beyond 90 days and leads to termination of service without any further notice and eligible to appoint afresh.

5. Extra-ordinary leave may be granted

i) On medical grounds on the basis of a medical certificate.

ii) When a teaching staff member wishes to go for higher studies.

iii) For discrete periods of absence without leave retrospectively and can be commuted.

- **Academic and On-Duty Leave (Applicable to fulltime regularized staff members)**

Academic leave:

i) Academic leave of 5 days in a year may be sanctioned at the discretion for the purpose of attending QIP/higher education i.e., SEE/viva-voce/pre-Ph.D./Ph.D. examinations but not for

entrance tests and can't be carried forward to the next year in case of non-utilization. Such leave cannot be treated as OD.

ii) Aspirants of Ph.D./Post-Doc/M.Tech. courses before proceeding need to apply to the Principal with complete details of the program they intend to do through R&D committee. The Principal may consider based on the recommendations of the committee for some support case to case basis and no operational precedents are to be referred

iii) Academic leave will not be sanctioned during vacation/privilege leave/extraordinary leave.

iv) Application for AL should always be accompanied by the relevant correspondence.

On-duty leave:

i) A maximum of 10 days of On-duty leave for faculty members may be granted by the Principal for the purpose of labs/spot-valuation/observer/BOS/AC/GB meetings, attend/present papers at conferences, R&D works, seminars, workshops, TTP, SDP, etc.

ii) Application for OD should always be accompanied by the relevant correspondence.

- **Maternity Leave: (Applicable to fulltime regularized staff members)**

a) Maternity leave is admissible to women employees only who have put-up at least two years of regular service in the institution and can be availed twice during their entire service period.

b) The leave is not admissible in the case of a woman employee who has two or more surviving children.

c) Maternity leave may be sanctioned up to 90 days for

i) Women employee who have served at least two years in this college are eligible to avail maternity leave for 90 days, out of which 30 days with full salary, 30 days with half salary and 30 days without salary, but the period will be counted for service. Provided they should continue in service for another two years.

ii) In all other cases it will be without pay and the service will not be counted. Salary will be paid

only after the employee rejoins duty.

iii) Any violations to rule c (i) above liable to return the total monetary benefit claimed from the institution.

- **Marriage Leave**

Staff who have put in a minimum of two years of service are eligible for a special leave of one week in case of first marriage.

- **Leave due to bereavement in family**

On sudden expiry of an employee's kith and kin, three days of special leave is permitted.

- **Study Leave**

The Institution encourages qualification improvement of the faculty. To this end the college grants study leaves for its permanent employees. The maximum number of faculty deputed is restricted to one member per department per year subject to:

1. The faculty put in three years of service in the organization. The period of study leave should be for a period of two years for M. Tech. / M.E. / M. Phil programme and three years for Ph.D.
2. The faculty concerned should execute a bond to the effect that he/ she shall serve the institution for double the period of study leave availed or refund double the amount in case of his/her decision to leave the organization earlier than the stipulated period. Any extension of such leave shall be on leave without pay.

Management is the sanctioning authority for study leave on the recommendations of the Principal and the Head of the Department concerned.

- **Compensatory Casual Leave (CCL)**

a. All the staff members are eligible for CCL at the rate of one day for every day subject to a maximum of five days in a calendar year for their duties on Sundays/holidays and in case of non-remunerative duties that are assigned by HOD on approval from Principal. No CCL granted to any remunerative duties of any kind of examinations.

b. CCLs cannot be combined with any other leave and lapse after three months.

Unauthorized Leave/Absence

In principle any unauthorized absence is liable for termination in case continued for ten days without any proper communication. Absence of the employee from duty without prior approval of any kind of leave shall be treated as absconded and the employee shall be liable for disciplinary

action followed by prosecution. If an employee overstays or is absent after the expiry of approved leave the employee shall not be entitled for pay and the extended days on which the employee abstained from work will be treated as Loss of Pay though there is leave on credit at the double rate of pay. However, even after loss of pay, it is the discretion of the institute to continue the service of the employee. The Principal is the competent authority to condone such cases if the absence of employee is justified with proper cause/reason.

Holidays: The College observes holidays for the calendar year as per the official GO released by the T.S State government and affiliating university: JNTUH.

11. FACULTY WELFARE AND AWARD

VMTW implements various welfare measures for teaching and non-teaching staff. Facilitation of faculty participation in programmers' for professional development, organized by the institute and also other agencies, through grant of leave and providing financial incentives.

Financial incentives and on duty leave for faculty who are engaged in research related works. The welfare measures are to support, encourage and enhance professional development among teaching and non-teaching staff as listed below:

1. Free medical facility at Nithin hospitals keesara.
2. Free Transport facility through the college bus for non-teaching staff.
3. Subsidized transport facility to teaching staff.
4. Faculty development programs for teaching staff.
5. Uniform is provided to Class IV employees.
6. The female staff can avail Maternity Leave of 90 days for a maximum of two times during their tenure in VMTW.
7. Sabbatical leave is granted to faculty to undertake study or research or other academic pursuits solely for the objective of increasing their proficiency and usefulness.
8. Interest free loans recoverable in installments are given to teaching and non-teaching staff.
9. Fee concessions are granted for the employee's children studying in VMTW.
10. Grant of support for the children of non-teaching staff and housekeeping staff is extended during the occasion's i.e. marriage.
11. Organizing Health Awareness programmes.
12. Financial assistance for higher studies and health.
13. Employees Provident Fund to the eligible staff members.

Awards

The following are various awards/appreciations/recognitions/rewards for the staff:

- a. Best Teacher Award
- b. Best support staff Award
- c. Best-Mentorship Award (academics) for mentors if all their mentees pass in every semester Without condonation fee.
- d. Best-Mentorship Award (placement) for mentors if all their mentees get placement

- e. Best Service Award for 10 years (Silver), 20 years (Gold) and 30 years (Diamond)
- f. Award for achieving 100% results
- g. Award for 100% attendance
- h. Best Publication/R&D Publication Award
- i. Best R&D Award

12. CODE OF CONDUCT

All staff members should follow these rules invariably without fail.

1. Observe, abide, obey and comply with all the rules, regulations, orders and directions enforce.
2. Maintain absolute-integrity, honesty, devotion, and be impartial & courteous in all official dealings with the Management, Principal, staff, students and stake holders.
3. Must adhere to the schedules unless permitted by the Principal.
4. Any false information provided such as but not limited to age/qualification/ experience/credentials to get any appointment/ promotions/benefits leads to immediate termination and prosecution.
5. Should follow the code of conduct, dress-code and wear ID-Card when on duty.
6. Prohibited from politics & discrimination by caste/religion/ region/tribe/ gender /category /behavior.
7. Use of mobile-phones is strictly prohibited in class-rooms/lectures/meetings/exam-work/ invigilation/corridors/verandahs. However, there are time-based relaxations to attend emergencies.
8. Male staff members should avoid close interaction and communication with female students/staff.
9. Misleading and providing false information to students and staff will be considered as misconduct and leads to disciplinary action.
10. The faculty should care, nurture and inspire the young learners to motivate them towards their academic needs and develop the young talents. Maintain healthy interaction with the students/ staff and pay attention to their personal and professional problems.
11. Make effective use class/lecture time avoid the student-tendency towards unwanted chatting, murmuring, whispering, shouting and unfair behavior with co- students /friends/others and to pay attention towards varied strata of students.
12. Should be present at least five minutes before the theory/lab session, engage the entire session and accessible/approachable/friendly with the students and provide any kind of academic assistance.
13. Continuous assessment through tests to be conducted at the end of every unit/topic as the case may be and collect feedback on the content delivered to enhance/improve TLP.

14. Continuously monitor the student's psychological behavior to avoid unwanted depressions/mental-stress/other-worries, counsel them and report the same to the parents/Principal.
15. Update technical skills through participation in workshops/FDPs/R&D programmes/seminars etc.
16. Exercise due diligence in discharge of duties and responsibilities as assigned by Principal.
17. Attend duties on public-holidays/Sundays/beyond-scheduled-hours on instructions of the Principal
18. Shall not make any statement, publish, write and have recourse to any court of law or to the press/media for/against any official act of the Institute except on approval from the Principal.
19. Collection of funds/ fees/ subscriptions/ donations/bribes of any kind is strictly prohibited for whatsoever may be the reason.
20. Shall not run/organize/conduct/write any editorial privately without approval from the Principal.
21. Shall not involve in any legal violations of any kind leading to police custody of more than 24 hours leads to automatic dismissal from services and disqualified for re-appointment in any cadre.
22. Any charge-sheet in any police station against employee may lead to suspension without pay during that period. However, reinstatement to the position will be done only after producing a clean certificate.
23. Committed-offences/derelection-of-duties that are detrimental to the interests of the institute shall be prosecuted and a punitive action initiated towards dismissal with recovery.
24. Shall not take part in any strike/gherao/picket/dharna/movement/similar activity will be severely viewed even in own-service-matters/politics/revolutions/terrorism that draws the attention of print/electronic/social/yellow media and any kind of support in such cases are restricted.
25. Any act of theft/fraud/dishonesty/misbehavior/malfunction leads to prosecution by the Principal.
26. Strictly prohibited from gambling, consumption of alcohol/tobacco/drugs/smoking in public areas and office.

27. Avoid unusual-rest, sleeping, neglect of work, bribing, commissions, willful absence, street fights, distribution of pamphlets and canvassing against the institution, refusal to work, instigating quarrels, ragging, criminal activities, criticizing the management or institution, collecting/running chit funds or money schemes etc., the activists are terminated immediately from their jobs without any further notice.
28. An opportunity to be heard shall be given to the employee while exercising the power to impose any of the provisions of the rules, regulations and policies.
29. To produce the original certificates like SSC, intermediate, Diploma, B.E./ B.Tech., M.E./M.Tech., Ph.D. etc, to the Principal at the time of joining duty and during any inspections and visits by JNTUH/NBA/NAAC etc.
30. It is the obligation of every employee not to divulge directly/indirectly any information and shall maintain utmost confidentiality and secrecy of the society/institute/constituents; unless judicially compelled.
31. The following acts of commission/omission shall be treated as misconduct.
 - b) Failure to exercise powers, rights, duties, and responsibilities.
 - c) In subordination, dis obedience and any unlawful acts.
 - d) Gross negligence in duties and responsibilities.
 - e) Trespassers and ransacks are prohibited to avoid damage to the property of institution.
 - f) Any act involving moral turpitude punishable under the provisions of the IPC.
 - g) Intemperate habits affecting the efficiency of the teaching work.

13. DISCIPLINARY ACTIONS

1. Any employee is liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after reasonable opportunity has been provided to the employee to defend himself/herself.
2. After establishing the misconduct of the employee one or more of the following disciplinary actions will be initiated.
 - Issue of a Memo
 - Withholding increments/promotion
 - Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
 - Suspension
 - Removal from service
3. If the competent authority feels it necessary to constitute an enquiry as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members – HOD and two senior faculty members from other departments. An employee can appeal to the management/governing body against any punishment imposed by the competent authority.
4. The employee can be terminated without assigning any notice if found guilty of is conduct or negligence, threatening, absence from service without prior notice in writing or without sufficient cause for 10 days or more and not obeying the management instructions. Terminated Staff member will not be reappointed under any circumstances.

14. GREVIENCE AND REDRESSAL

Objective:

The Grievance Redressal Committee (GRC) is established to ensure a fair, transparent, and timely resolution of grievances raised by students, faculty, and staff. The committee addresses issues related to academic, administrative, and personal matters, including complaints of unfair practices, discrimination based on caste, gender, disability, or minority status, scholarship-related concerns, and cases involving harassment or misconduct. The aim is to maintain a harmonious and supportive environment within the institution.

Procedure for Redressal:

Any member of the institution student, faculty, or staff may submit a grievance by filling out the Grievance Redressal Form, providing relevant details and supporting documents, and submitting it to the Principal's Office. The Grievance Redressal Committee will review the complaint, conduct a fair inquiry, and work towards resolving the issue at the earliest possible time. Grievances may also be submitted through email or via the online grievance portal.

Modes of Submission:

1. In person to the Principal's Office or Grievance Cell.
2. Email submission to: grievance@VMTW.in
3. Online portal submission through: https://www.vmtw.in/grievance_redressal.php

Student & Faculty Involvement:

Selected student and faculty representatives are part of the GRC to ensure inclusive and diverse representation. If the complainant is not satisfied with the committee's resolution, they may approach the nominated members, who will assist in re-presenting the matter for further review during GRC meetings.

Guidelines:

- Grievances must be submitted in writing or through approved digital platforms.
- The committee aims to address all complaints within one week of submission.
- All involved parties will be given an opportunity to present their perspectives.
- Both complainant and respondent must be present in person during hearings unless exempted for valid reasons.
- All matters will be handled with utmost confidentiality.

- Cases involving legal complexity, such as harassment, misconduct, or criminal allegations, will be addressed in consultation with appropriate legal advisors or authorities.
- After investigation, the committee will prepare a report with recommendations and forward it to the Principal for appropriate action.

The Grievance Redressal Committee is committed to promoting a respectful, inclusive, and safe academic environment for all stakeholders by ensuring accessible and effective grievance redressal mechanisms.

15. COLLEGE CODE OF ETHICS

1. Purpose

The purpose of this Code of Ethics is to promote a culture of integrity, respect, and responsibility among all members of the college community including students, faculty, staff, and visitors.

2. Core Values

- **Integrity:** Be honest and uphold strong moral principles in all academic and social endeavors.
- **Respect:** Treat others with dignity, regardless of background, beliefs, or identity.
- **Responsibility:** Take accountability for your actions and honor commitments.
- **Fairness:** Engage in just behavior and avoid favoritism or discrimination.
- **Excellence:** Strive for academic and personal excellence in all pursuits.

3. Academic Integrity

All students and staff are expected to:

- Avoid plagiarism, cheating, and academic dishonesty.
- Submit original work and properly cite all sources.
- Respect faculty guidelines and examination protocols.
- Report violations of academic ethics.

4. Behavioral Expectations

- Maintain a respectful and inclusive environment for all.
- Refrain from harassment, bullying, or discrimination.
- Use college resources responsibly and ethically.

5. Follow the college's rules, local laws, and institutional policies.

- Professional Conduct.
- Represent the college positively in both online and offline interactions.
- Uphold confidentiality when required, especially in roles involving sensitive information.
- Collaborate ethically with peers, faculty, and administration.

6. Respect for College Property

- Preserve college infrastructure and report damages.
- Avoid vandalism, theft, or misuse of college resources (physical or digital).
- Follow library, lab, and hostel rules responsibly.

7. Reporting and Accountability

- If you witness unethical behavior, report it through proper channels (e.g., Ethics Committee, Dean, or Student Council).
- The college will ensure confidentiality and protection for whistleblowers.
- Violations may result in disciplinary actions including warnings, suspension, or expulsion depending on the severity.

8. Commitment

- By enrolling or working at this college, each individual commits to upholding this Code of Ethics and contributing to a healthy academic environment.

16. AENDMENTS

1. The Service Rules of the institution shall be **subject to revision and amendment** from time to time to align with the **regulations of AICTE, JNTUH**, and other statutory or affiliating bodies.
2. Any amendment to the service rules shall be **proposed by the Governing Body** and shall come into effect **only after due approval** from the relevant regulatory authorities, where applicable.
3. Amendments may also be made in response to:
 - Policy changes by AICTE or JNTUH
 - Government directives
 - Institutional requirements for academic or administrative efficiency
4. All amendments shall be **communicated in writing** to the employees and shall be deemed to be a part of the Service Rules from the date of implementation.
5. Employees are expected to **stay informed and comply** with the revised rules as and when amendments are made.

