

Chapter 7

POLICIES AND PROCEDURES

TITLE:POLICIES AND PROCEDURES			
SECTION :	COLLEGE	PAGE NO.	
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7.1 Non-Discrimination Policy

India is a country of diversity. It is a hub of different religions, castes and cultures. However, the Indian society is characterized by a highly entrenched system of social stratification. It is these social inequalities that created the barriers of denial of access to materials, cultural and educational resources to the disadvantaged groups of society. These disadvantaged groups are SCs, STs, women, OBC (non-creamy layer), minorities and physically challenged persons. It is clear from the demographic factors that a large section of population of our country is still disadvantaged and marginalized.

Rigid compartmentalized caste system forced SCs to be socially deprived to render services without any claim on returns. The deprivation of dignity, identity and rights resulted in their dehumanization and humiliation. The toils and tears of STs were not very different from those of SCs. The STs were isolated, neglected and exploited. Both SCs and STs continue to suffer from social disabilities even today.

Women, victims of the past traditions and customs of the Indian society, were considered to be unequal and inferior. Even today women are being oppressed. Since gender disparity is known to lead to serious social imbalance, it is essential to neutralize these distortions of the past. The minorities cluding Muslims, Sikhs,

To oversee the effective implementation of policies and programmes for disadvantaged groups, to provide guidance and counselling with respect to academic, financial, social and other matters and to enhance the diversity within the campus, a policy was adopted in the college to lay a protection cover for disadvantaged groups. This policy was framed with the following agenda.

- To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.

- To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination.
- To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
- To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
- To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
- To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
- To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
- To prepare barrier free formalities/procedures for admission/ registration of students belonging to the disadvantaged groups of society.
- To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups.
- To organize periodic meetings to monitor the progress of different schemes.
- To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments (teaching and non-teaching posts) and to improve their performances.
- To sensitize the college on the problems of SC/ST and other disadvantaged groups.

Activity	Name	Designation	Date
Prepared by	Mr G Chandrasekhar	Lecturer in Mathematics	21-09-2020
Reviewed by	Mr P V L Narayana	Lecturer in Physics	23-09-2020
Approved by	Dr.N.Venkateswara Rao	Principal	25-09-2020

7.2 Identification Policy

SCIM Govt Degree College made it necessary that Students must carry a valid I.D. card with them at all times when they are on campus. This card must be presented at once when requested by any official of the college. All students are expected to maintain their I.D. card during all semesters that they are enrolled. If an I.D. card is lost or stolen, it should be reported immediately to class counsellor. Violation of this policy will result in disciplinary action under the Student Code of Conduct. The students who are studying in this college are instructed to wear prescribed uniform dress throughout the week except on Wednesday .

7.3 Timing Policy

As per the guidelines of UGC the college has framed the timings as 10.00 am to 5.00 pm. Every period is of one hour time and the lunch break is of one hour daily in between 1pm to 2pm. Attendance of all students, teaching and non-teaching staff members and Principal is generated by Finger Print Attendance Recorder Machine (Biometric). There are three Finger Print Attendance Recorder machines, which record the attendance of the students and staff. All staff members and students are required to mark their attendance both in the morning when they enter into the college and evening when they leave the college premises. Every hour Class room attendance is taken by concerned lecturer by using Integrated Attendance Management System (IAMS) app designed by Government of AP. Staff should be available in the college premises during the entire period of college hours, on all working days.

7.4 Holidays Policy

The college follows the rules as per the holiday list announced by the affiliating university that is Adikavi Nannayya University, Rajamahendravaram, Andhra Pradesh. However, on the request of students College announces holidays on Local festivals like Subrahmanyaswamy festival at Attili, Narasimhaswamy Festival at Antarvedi subject to the condition that it must be compensated on another holiday.

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7.5 Discipline Policy

The Discipline policy of this institution is as follows.

- Rules of conduct and discipline for students in a college are framed by the college keeping in view the instructions and guidelines issued from Government
- All such rules shall be printed in the college hand book to facilitate perusal by the students
- The code of discipline for students is comprehensive and includes matters like attendance, punctuality ,respect for staff members ,cordial relations with fellow students, maintenance of peace on the campus, proper use of college property like furniture, scientific equipment ,library books ,games material etc
- It is clearly stated in the rules that offences like eve teasing misbehaviour towards staff and damage to the college property will attract severe punishment
- A discipline committee will be constituted in the college to enforce the rules of discipline.The committee should deal with all problems of discipline in the college and advise the Principal.This committee should consist of a few staff memmmbers and also some students nominated by the Principal . The office bearers of the students Union may also considered for nomination
- As per G. O Ms.No. 154 dated 17-1- 1964 action can be taken against students who indulge in eve-teasing or a similar activity prohibited on the college premises.
- Maintenance of discipline is of utmost importance .So the Principal should take all necessary steps to improve discipline among the students not only the disciplinary approach but also through the day in and day out persuasion.Great care should be taken in the following the procedure awarded .This will avoid future litigation and complications.

Before any student is punished for any act of indiscipline the Principle should a)
Order an enquiry to be conducted by at least three staff members

b)Issue to a show Cause Notice to the student and the parent or guardian

c)Obtain the explanation if possible and place the matter before staff Council for advice

- After following the procedure and fulfilling the prerequisites the Principal may impose suitable punishment under intimation to the Commissioner of Collegiate Education .
- It may be noted that in all cases of imposing punishment on students for acts of indiscipline the Principal should observe the prescribed procedure carefully

7.6 Infrastructure Maintenance Procedure and Policy

Infrastructure and Equipment maintenance policy of this institution is as follows.

- The in-house efforts for regular cleaning, up keep and maintenance on daily basis are to be done by the class IV four employees and part time contingent staff for all the above facilities like laboratory, library, sports complex, computers, classrooms .
- Emergence of the problems in the functioning of machines etc. are to be done on the basis of a- ‘On call basis’ and b-‘Annual Maintenance Contracts’ (AMCs)
- Facilities and equipments where there is a need of regular vigilance and servicing, Annual Maintenance Contracts (AMCs) are to be made.

As per the above mentioned policy the procedures are adopted. The class IV employees and part time contingent staff has got the assigned work of cleaning and regular up keep and maintenance in computer laboratories, library, reading halls, administrative office, gadgets, class rooms etc. In order to save the cost without compromising the quality of work, the decisions are taken to utilize either ‘On call basis’ or ‘Annual Maintenance Contracts’ (AMCs) method. AMCs are made for the computers-hardware and software, gadgets such as printers, photocopying machines, elevators and many more. After identifying the requirements of spare parts, equipments etc. the decision of purchases is taken in the Purchase Committee endorsed by the College Planning and Development Committee (CPDC). Accordingly the budgetary provision is made for new purchases and also for AMCs mentioned above. The requirement basically comes from the Heads of Academic Departments and Activity Heads. Once the decision of purchase is cleared by all the authorities the procedure of vendors are identification is done for procurement. As the review policy annual stock taking is done at the College level .

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7.7 Administration policy

The particular duties and responsibilities of administrative positions are assigned by the Principal in accordance with college policy which is drafted with the reference to the guidelines laid down by Special Commissioner of Collegiate Education, Affiliating University, District Collector and Magistrate and respective higher authorities. The policy is as follows:

1. Responsibilities and Duties:

- To plan, organize, and administer the activities of his/her department, committee, cell or section in office/lab efficiently.
- To keep informed of new developments relating to his/her function and to maintain innovative attitude toward change, in order to continuously improve the operation of his/her area of responsibility.
- To establish and maintain an organizational climate that encourages the development, retention, and a high level of morale among personnel.
- Keep his/her immediate supervisor informed of activities of the unit, particularly of major or unusual developments, and seeking his/her advice and counsel.
- To promote an integrated effort in the administration of the college by cooperating with other administrators and staff and coordinating his/her activities with theirs when such action is indicated.
- To maintain effective relations with faculty, students, and community, and other educational institutions and to interpret college policies and programs accurately and constructively.
- To recommend the budget for his/her department, committee, cell or section in office/lab limitations established Principal or rules laid by competent authorities to administer his/her budget.
- To serve on committees and councils as directed by college policies and procedures or by his/her immediate supervisor or the Principal.
- To represent SCIM Govt Degree College and attend professional meetings as authorized by his/her immediate supervisor with approval of Principal.
- To provide information and reports to cells like IQAC the request of the Principal.
- To implement academic plan to supervise students attending courses ..
- To perform any other duties assigned or delegated by his/her immediate supervisor.

- ### 2. Utilization of exterior Professional Services:
- SCIM Govt Degree College employs professional service providers including consultants for placements like DRDA of Govt of AP, other private placement consultants, auditors to look into income

tax and other similar kind of matters, DTP software programmers, Speakers of personality development to rejuvenate students and staff, Marshal Arts performers to learn self defence techniques for girls, and others as necessary and appropriate and to accomplish the mission of the college.

3. **Modification in Policies of SCIM Govt Degree College:** All policies will remain in effect until changed by the IQAC and Staff Council meetings with the approval of CPDC. The adoption of new policies or the changing of existing policies is solely the responsibility of Staff Council.

When action must be taken and the Staff council has provided no guidelines for administrative action, the Principal has the power to act, with such decisions are subject to review by action of Staff Council. It is the duty of the Principal to inform the Staff Council promptly of such actions and the need for policy.

New policies and policy revisions shall not be adopted until a subsequent Staff Council meeting and as a second reading. Thus, time shall be given to permit further study of a policy, to provide the Principal time to make suggested changes in a proposed policy, and to give opportunity to interested members/parties to prepare comments. However, temporary approval may be granted by the Staff Council to permit resolution of emergency conditions or special events which will take place before formal action can be taken.

4. **Signature Authorization:** The Principal may designate Vice Principal or a senior Lecturer to conduct the affairs of the college and sign correspondence, documents, forms, applications, and other communications that require action in the Principal's absence except financial matters.

Upon the Principal's return, he/she shall automatically resume full responsibility of the college. Further, Principal may authorise any person of the college attesting the signatures of the respective person not below the rank of senior assistant to represent Principal in other offices.

5. **Closing of College Because of Emergencies:** The college Principal or delegated representative shall take appropriate actions to evacuate and/or close the college in the event of an emergency.

SCIM Govt Degree College looks into and takes of accountability of a variety of sources in its decision to close any or all its segments/wings/sites, for any reason. These include student and employee safety, forecast weather conditions, current road conditions, maintenance operations, possible impact on emergency responders, strikes, violence outbreak, epidemic/pandemic outbreak and other scheduling concerns.

6. **College Committees:** The purpose of standing committees is to attend to the routine work of the College on an ongoing basis. In addition to standing committees, task forces may be formed by college Principal to address issues that are episodic in

nature. All committees are advisory in nature and are organized to work on specific issues which help to accomplish the mission of the College.

Members of the staff will be expected to participate actively in the committee work of the college.

7. Standards of Good Practice of Staff Council,IQAC,CPDC,etc:

- As a member of Staff Council,IQAC,CPDC,etc,he shall be responsible to devote time, thought and study to the duties and responsibilities of a member, so that he may render effective and creditable service; work with fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates of points of issue;
- Each member stands for personal decision upon all available facts in each situation; vote his honest conviction in every case, unswayed by partisan bias of any kind; and abide by and uphold the final majority decision to the Committee/cell/council;
- Each member always remembers at all times that as an individual he has no legal authority outside the meetings of the committees/cells/council to conduct his relationships with college staff, the local citizenry, and all media of the community on the basis of this fact of adopted resolutions by the committee/cell/council to disturb the harmony atmosphere in college.The members must assure that this college,on one hand, is free from clandestine meetings ,on the other hand it is free from eaves-droppings on the resolutions once adopted .
- Each member shall resist every temptation and outside pressure to use his position as a member of cell/committee /council to benefit himself or any other individual or agency apart from the total interest of the college .
- Each member shall recognize that it is as important for the committee/cell/council to understand and evaluate the educational program of the college as it is to plan for the business of college operation.
- Each member shall bear in mind, under all circumstances that the primary function of committee/cell/council is to establish the policies by which the college is to be administered.
- Each member shall welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current college operations and proposed future developments.
- Finally,each member must strive step by step toward ideal conditions for the most effective college committees/cells/council service to student community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and preparation of our representative democracy.

8. **Concerns and Complaints;** SCIM Govt Degree College encourages communication when there is a concern or complaint about an action, or failure to act, by an employee, student, or part time contingent worker of the college.

The college encourages discussion of concerns and complaints through informal conferences with the appropriate college employee. Concerns should be expressed as soon as possible to allow for early resolution. Should informal discussions be unsatisfactory, the college provides a formal complaint procedure. The college strives to resolve all complaints in a fair and expedient manner. Complaints which are determined to be without a factual basis will not be acted upon. Administrative decisions may be appealed to the college Principal. The decision of the Principal is final.

Any concerns about threatening behaviors, harassment or discrimination, disability access, or breach of confidentiality should be immediately directed to college staff. Arrangements like Internal Complaints Committee, Anti Ragging cell, Women Empowerment Cell, Disciplinary Committee are established to address grievances. Next Principal may form a task force committee, apart from above said arrangements, to resolve the respective complicated tasks from time to time and task to task.

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7.8 Leaves Policy

ANNEXURE-1

[ANNEXURE-III OF FUNDAMENTAL RULES]

- 1] Leave salary shall be claimed in A.P.T.C. Form 47 in regular salary head of account
- 2] Ink signed copy of leave sanction proceedings should be enclosed to the Bill.
- 3] A certificate to the effect that the necessary entries have been made in the SR of the Individual should be appended on the Bill.

4] Kinds of leaves:

- [a] Earned Leave
 - [b] Half pay leave
 - [c] Commuted leave on full pay on Medical Grounds
 - [d] Leave not due on M.C.
 - [e] Surrender leave
 - [f] Leave Preparatory to retirement
 - [g] Extra Ordinary Leave[EOL]
 - [h] Maternity leave
 - [i] Hospital leave
 - [j] Special disability leave
 - [k] Study leave
- 5] Leave cannot be claimed as a matter of right
[Authority: FR 67]
 - 6] Nature of leave already sanctioned cannot be altered by the sanctioning authority
 - 7] A Govt Servant returning to duty before expiry of leave should apply for permission to cancel the un-expired portion of leave [Authority : FR. 72]
 - 8] If any employee recall to duty before expiry of leave, he is entitled for T.A.FR 70 Rule 76 of APTA Rules
 - 9] The individual should specify the clear address in his leave application in prescribed proforma Authority: Rule 3 Annexure II FR 74
 - 10] If Medical leave, Medical certificate should be enclosed to the application. Authority: Rule 9 Annexure II FR 74
 - 11] A Govt. servant after completion of medical leave should produce fitness certificate to join duty (authority: FR 72)
 - 12] For issue of MC for NGOs - Civil Asst. Surgeon and for Gazetted Officers - Civil Surgeon is competent to issue M.C.
[Authority: SR 10 in Annexure II of FR 74 and Circular Memo.No.21102-B/371/A2/FR-1/98 of 07-08-1998 of F & P (FW FR-1) Dept.
 - 13] No leave shall be granted to a Govt. servant when a disciplinary authority has to decide to dismiss, remove or compulsorily retired from service
[Authority: Rule 25 Annexure II of FR 74]

- 14] The orders of sanctioning EL/HPL shall indicate the balance of such leave at his credit [Authority: G.O.Ms.NO.384, F & P (FW FR-1) Dept.dt.5-11-75]
- 15] A Govt. servant cannot be compelled against his wishes to take leave of half pay when EL on full pay is admissible to him.
- 16] No employment should be undertaken during leave
- 17] While sanctioning the commuted leave on MC, the sanctioning authority should mention the commuted leave already availed on MC in the proceedings. In the entire service the Govt. Servant is eligible to avail commuted leave on MC is 240 days only. It should be sanctioned on Medical Certificate only and cannot be sanctioned on private affairs. [Rule 15(B) of AP Leave Rules 1933]
- 18] Will full absence from duty not covered by the grant of any kind of leave will be treated as dies-non.[Authority: Rule 5 note 1 and FR 18]
- 19] Leave may not be granted to a Govt. servant under suspension.
[Authority: FR 55]
- 20] Compulsory wait on leave for want of posting orders shall be treated as duty by the Govt. only [Authority: Rule 9(6)(a) ruling 13]
- 21] Accumulation of EL is 15 days for every six months i.e., Advance credit is allowed on 1st January and 1st July with a maximum of 300 days [G.O.Ms.NO.232 Finance (FR 1)Dept.dt.16-9-2005]
- 22] Every Govt. servant earns 20 days of Half Pay leave for every completed year of service including EOL and there is no limit for maximum accumulation.[Authority: Rule 13(a), 18(a) and 23(i)]
- 23] During the Half Pay leave a Govt. employee is entitled to half of pay + half DA only irrespective of time scale of pay.
[Memo No.3220/87/A1/PC1/05.dt.19-2-2005 of Finance (PC I)Dept.
- 24] HRA /CCA should be in full during leave upto 120 days. No compensatory allowance shall be allowed beyond 120 days.
- 25] If a Govt. servant suffering from TB/Cancer/Mental illness/ Leprosy/ Heart disease and Renal failure[kidney], compensatory allowances are payable for 8 months.
- 26] The validity for sanction of surrender leave is 90 days from the date of order. If the bill is not preferred within 90 days; the sanction order should be deemed to have been lapsed.
[Authority: Govt.Memo.No.27/423/a2/FR-1/97-1.dt.18-8-97]
- 27] For claiming HRA/CCA during leave the certificate prescribed in FR 44 should be furnished.
- 28] The maximum EL that may be granted at a time to a Govt. servant in Superior service shall be 120 days
[Authoriy: Rule 11 of A P Leave Rules 1933]
- 29] The total duration of EL and commuted leave taken in conjunction shall not exceed 180 days [Authority: Rule 15 B]
- 30] The public holidays are allowed to be suffixed or prefixed to the leave applied
[Authority: Govt. Cir. Memo.No.86595/1210/FR.1/7.dt.25-9-81.]
- 31] Local holidays cannot be suffixed or prefixed to that leave.
[Authority: Explanation 2 of SR 3 under FR 68]

32] NO Govt. employee shall be granted leave of any kind for a continuous period of exceeding 5 years.

33] If a Govt. servant suffering from TB/ cancer/ Mental illness/ leprosy/ heat diseases and renal failure(kidney), avial Half pay leave upto 6 months and it should be debited in Half Pay leave Account but he should be paid in full salary. In case of the credit of Half Pay leave is not available in his leave account, this facility should not be availed.

[Authority: G.O.Ms.No.188 F & P.Dept dt.30-7-73

G.O.Ms.No.234 F & P.Dept dt.29-8-75,

G.O.Ms.No.336 F & P.Dept dt.6-9-76

G.O.Ms.No.449 F & P.Dept dt.28-10-76

LEAVE NOT DUE [RULE 15(C),25(1,2) G.O.Ms.No.519,F & P Dept.dt.20-12-79.]

1. Leave not due should be granted when the Half Pay Leave account has become NIL and it should be adjusted by the later accumulation of Half pay leave
2. Leave not due shall be granted on MC only.
3. For entire service 180 days of leave not due shall be allowed.
4. While sanctioning leave not due, left over service for retirement shall be taken into consideration for further accumulation of Half Pay leave.
5. Temporary Govt. servant are not eligible for sanction of leave not due.

EXTRA ORDINARY LEAVE [SR 16,18 & 23]

- 1] EOL can be granted when no other leave is admissible, but it can also be granted other leave being admissible
[Authority: Rule 16 (ii)]
- 2] While on EOL the Govt servant is not entitled to any leave salary [**Authority: Rule 28(c)]**
- 3] Permanent Govt servant in superior service can remain absent on any kind of leave for 5 years.
[Authority: Rule 5 (a) & 19]
- 4] Period of absence can be regulated as EOL
[Authority: Rule 16 (iii)]
- 5] If a Govt. servant is under going treatment for TB in recognized sanitarium, he is eligible up to 12 months and if treatment taken at his residence is eligible up to 18 months
- 6] In case of a Govt Servant is under going treatment for cancer, he is eligible up to 12 months
- 7] For the purpose of prosecuting higher studies for the public interest, the employee is eligible up to 24 months.

E.O.L ON MEDICAL CERTIFICATE COUNTS FOR INCREMENTS

Upto 6 months--Head of Department is competent for sanction of increments for the period of E.O.L on M.C.

above 6 months-- Government is competent for sanction of increments for the period of E.O.L. on M.C.
[FR 26 (b)(ii) and Cir.Memo.No. 21102-B/371/A2/FR.I/98 dt. 7-8-98 and Memo.No. 4392-B/124/Admn.II/02 dt. 4-2-2002 of Finance(Admn.II) dept]

ADDITIONAL CREDIT OF EL TO THE POLICE PERSONNEL

[GO MS NO 187 F&P DT 29-6-79, GO MS NO 323 F&P DT 11-11-80, GO MS NO 355 F&P DT 17-12-80]

- 1] 30 Days of additional credit of EL should be given in 2 installments at the rate of 15 days on 1st January and 1st July to the police personnel of the rank of Inspectors and below.

MATERNITY LEAVE [FR 101] [GO MS NO 254 F&P(FW FR I)DEPT DT 10-11-95]

- 1] A regular female Govt servant is entitled to maternity leave on full pay for 120 days subject to the condition that it shall be granted to those who are having less than two surviving children.
- 2] In case of abortion the leave shall not exceed 6 weeks when supported by medical certificate.

[[Authority: GO MS NO 762 F&P DT 11-8-76]

- 3] Maternity leave may be combined with any kind of leave.

HOSPITAL LEAVE

- 1] All employees specified in SR 2 under FR 101 (b) are eligible for Hospital leave[Risk born duties]
- 2] Hospital leave on half average pay may be granted for a period of not exceeding 6 months in every 3 years of service
- 3] It may be combined with any kind of leave

STUDY LEAVE [FR 84]

- 1] It may be granted to study in scientific, technical or similar programmes, it should serve public interest.
- 2] Not to be granted to non gazetted officers
- 3] It may be granted up to 12 months at a time and 2 years in entire service
- 4] This leave may be combined with any kind of leave
- 5] During study leave, a Govt servant is eligible for HPL on half pay.

SPECIAL DISABILITY LEAVE [FR 83]

- 1] A Govt servant who is disabled /injured while on duty may be granted this leave by the Government.
- 2] Necessary Medical certificate to be issued by the Medical Board to the Gazetted Officers and Civil Surgeons to the others.
- 3] Such leave shall not exceed 24 months.
- 4] For 1st 120 days full pay is given, and for remaining period half pay may be given.
- 5] It may be combined with any kind of leave.
- 6] It may be granted more than once in service.
- 7] It may be granted to sustain injuries and road accidents while proceeding on Official Duty from the office to another office, or Court or a work spot on the field. But not road Accident while going to office from residence and vice a versa.
[Authority:GOMS NO 133 F&P FW FR-I]DEPT DT 10-6-81.]

ABROAD LEAVE [GOMS NO 214 F&P DT 3-9-96 AND UO NOTE NO 13127-A/113/FR-I/98 DT 10-5-98.]

- 1] A Govt servant who desires to work at abroad is eligible for 5 years as EOL with a permission from Govt irrespective of category.
- 2] The period of absence is treated as EOL.
- 3] The benefit of the scheme shall be given to Government employee at a single stretch or in different spells, but for a period not exceeding 5 years in all spells during entire Service
[G.O.Ms.No. 756 Finance (FR.I) Dept dt. 7-8-2002]

SURRENDER LEAVE /ENCASHMENT OF EL ON RETIREMENT

- 1] A Govt servant is eligible for Encashment of EL at the time of retirement or death subject to maximum of 300 days.Leave salary with DA, HRA,CCA and Addl HRA is eligible for entire 300 days.
- 2] A Govt servant who completed two years of service is eligible to surrender 15 days of EL in every Financial Year and receive cash in lieu of leave so surrendered.
[Authority:[Govt Memo No 84957-2175-FR-I/78-1 dated 14-12-78] and [GO MS NO 294 F&P FW FR-I DEPT DT 16-11-88]

- 3] If a Govt servant retired from service while under suspension, or when any disciplinary or criminal cases are pending against him, the competent authority shall grant the leave after conclusion of the final proceedings, and the amount so withheld after adjustment of the Govt dues if any.
[Authority: GO MS NO 11 F & P FW FR-I DEPT DT 15-1-97]

ENCASHMENT OF HPL AT THE TIME OF RETIREMENT

[GO MS NO 420 F&P(FR-I)DEPT DT 3-12-90 & GO MS NO 342 F&P FW FR-I DEPT DT 30-9-91 AND GO MS NO 234 F&P FW FR-I DEPT DT 27-10-98]

- 1] A Govt servant who retires from Govt service on superannuation is eligible for encashment of HPL at his credit. Death cases and invalidated pensioners are also eligible.
- 2] No compensatory allowances are admissible.
- 3] DA has to be calculated proportionately.
- 4] DA is admissible up to 300 days for both EL + HPL put together. And for remaining days of HPL at his credit no DA is admissible on Half pay.
- 5] Compensation pensioners, compulsory retired pensioners and contingent employees are not eligible for this benefit.

OTHER ITEMS ON LEAVE

- [1] At the time of retirement/death, the encashment of Earned Leave, the leave salary consisting of pay with DA, HRA, Addl H.R.A., CCA in full for entire period of leave so surrendered.
[G.O.Ms.No. 38 Finance dt/ 26-2-96]
- [2] The Surrender leave proceedings is valid for 90 days from the date of sanction only.
[Authority: Memo.No. 27/423/A2/FR.I/97-1 dt. 18-8-97]

The employees are entitled for the following types of leave:

1. Casual Leave
2. Earned Leave
3. Medical Leave
4. Maternity Leave
5. Special Casual Leave
6. Leave on Loss of Pay
7. Paternity Leave
8. Child care Leave
9. Study Leave
10. Sabbatical Leave
11. Half Pay Leave
12. Extraordinary Leave
13. Surrender Leave
14. Compensatory Casual Leave
15. On Duty Leave
16. Extra (5)casual leaves for women.

The Leave Year shall be January – December. Leave will be strictly monitored and will be granted only if needed. Staff members who are unable to report to work due to exceptional / unforeseen circumstances must send a leave message or inform to the principal before 10.am. Leave information will not be entertained after 10.00 a.m. and such absence will be treated as unauthorized.

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Approved by	Dr.N.Venkateswara Rao	Principal	25-09-2020

7.9 Commitment Policy

The College's Principal missions are the education of students and the generation, dissemination and scattering of knowledge. In pursuit of these missions, or as a natural outgrowth of such activities, faculty and staff often become involved in Extension activities along with core activities of the college. In some circumstances such activities give rise to conflicts of interest or commitment. This policy addresses the circumstances in which conflicts of interest or commitment may occur, provides examples of the principles and processes outlined in this policy, and specifies a process for resolving potential conflicts. Principal, Lecturers and members of different committees/cells/units should use good judgment, professional commitment and ethics to protect themselves and the college from potential conflicts. Principal and other administrative advising bodies like CPDC, Staff council, IQAC, etc. should make employees aware of this policy and create, by example, an atmosphere consistent with the college's missions. Conflicts of interest occur when members are in a position to influence a decision on policy or purchases where they might directly or indirectly receive financial benefit or give improper advantage to associates. Conflicts of commitment arise when university members' involvements in outside activities substantially interfere with their primary commitments to the college: to teach, to organise events, to complete minor research Projects, to pursue research, and to meet related obligations to students, colleagues and the college.

Amid these circumstances college adopted certain guidelines

1. All college members should make the fulfillment of their responsibilities to the college the focal point of their professional activities.
2. College members should only become involved in extramural professional activities insofar as they advance the mission or prestige of the college and the activities shall not interfere with their responsibilities to the college. However, this policy is not intended to unduly restrict involvement in outside activities.
3. College staff or members or students are traditionally allowed wide leeway in defining their professional agenda and their degree of involvement in outside activities. This tradition has served the college well. In many circumstances, involvement in outside activities promotes the college's missions and prestige. But this leeway of thought or activity must not lead to potential conflicts of interest or commitment.
4. The members in a position to influence a college business decision for which they might receive material benefit should disclose the nature of the conflict to others involved in the decision. Whenever possible, those with potential conflicts should remove themselves from involvement in the decision.
5. If the individuals should continue to participate in the decision process, discussion with supervisors and documentation of the potential conflict should be presented

to the Principal or Coordinator of respective committee/cell/unit members prior to the making of decision.

6. The college actively encourages involvement in professional organizations, panels, community organizations and elders like Alumni. However, such involvement should not become so dominant that college staff members no longer effectively satisfy their responsibilities to the college. The counsel of staff should be regarded as a valuable source of detached perspective on such conflicts of commitment.
7. College members should not engage in direct competition with the college either personally or through a firm in which they have a substantial interest.

Hence the college actively encourages an open academic environment where teaching, conducting research and disseminating knowledge are the principal goals of the institution. To further these missions, the college has relied and shall continue to rely on the good judgment, professional commitment and moral ethics of the college members to conduct themselves in a manner that promotes objectivity, fairness and appropriate use of resources.

Activity	Name	Designation	Date
Prepared by	Mr G Chandrasekhar	Lecturer in Mathematics	21-09-2020
Reviewed by	Mr P V L Narayana	Lecturer in Physics	23-09-2020
Approved by	Dr.N.Venkateswara Rao	Principal	25-09-2020

7.10 Research Policy

In view of importance given to an affiliated college in the Accreditation of NAAC to promote research, this college adopted the following research policy

1. To establish a cell of lecturers who are having Ph.Ds to assist the activities of research and development for applying grants and guides researchers for potential funding sources
2. To explore the UGC,RUSA,DST and other funding potential for research support
3. To encourage of quality research to flourish and gain prominent nationally and internationally
4. To provide academic leeway to take up research projects
5. To grant and adjustment of timings to all academic staff to pursue their research for Ph.D and to publish their findings as well as their rights where applicable to seek research fund in support of their research in accordance with the terms and conditions of funding agency. College will not interfere in it.
6. To provide guidelines and support optimum research activity in the campus.
7. The recognition by research activity of academic staff to consider for career growth like career advancement scheme in accordance with terms and conditions Govt of AP.
8. To focus on research effort to find products and solution for local needs.
9. To create scientific/technology tempers and sensitivity among the students.
10. To motivate all the staff to apply for training programs like Orientation Courses ,Refresher Courses,FDP, Short Term Courses or any such academic program which enhances the professional and research quality.
11. To publish research findings through dissemination in a peer reviewed journals.
12. To encourage the staff for participation in national and international conferences and similar meetings.
13. To subscribe Journals which require for staff for research
14. To mould the students to take up novel/innovative/non routine project works for the cluster elective papers in CBCS pattern.

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Prepared by	Mr G Chandrasekhar	Lecturer in Mathematics	21-09-2020
Reviewed by	Mr P V L Narayana	Lecturer in Physics	23-09-2020
Approved by	Dr.N.Venkateswara Rao	Principal	25-09-2020

7.11 Environment Policy

Protection of health, safety and the prevention of pollution to the environment are primary goals of the Institute. The Institute will strive to develop services that have no undue environmental impact and are safe in their intended use, efficient in their consumption of chemicals, consumed glass apparatus, etc. This institute understands that its actions might have an impact on the environment and is therefore committed to minimise this impact by following to a range of sustainable practices and setting targets to continually improve its role in environment protection.

1. To comply with relevant current and anticipated environmental legislation, regulations and official codes of practice of Govt of AP and Govt of India
2. To raise awareness of and encourage participation in environmental matters amongst its students, employees and its other stakeholders.
3. To ensure that the environmental policy is implemented and supported at all levels of the college.
4. To reduce the consumption of resources such as paper and plastic. To minimise plastic waste by encouraging to use biodegradable bags, bags of re-use and recycling.
5. To observe motor vehicle free day on last day of every month.
6. To conduct workshops on plastic free environments
7. To conduct awareness activities on plastic free environment in adopted villages.
8. To conduct extension activities such as organic farming in adopted villages.
9. To establish non conventional energy resources such as Solar Energy. With this policy, college established a set up of solar panels in which it produces around 1000kvph energy per annum.

Activity	Name	Designation	Date
Prepared by	Mr G Chandrasekhar	Lecturer in Mathematics	21-09-2020
Reviewed by	Mr P V L Narayana	Lecturer in Physics	23-09-2020
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