



ADITYA COLLEGE OF ENGINEERING AND TECHNOLOGY

Aditya Nagar, ADB Road, Surampalem-533437, East Godavari. Dt., A.P

HR POLICY

HAND BOOK - 2021



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem-533437, E.G. Dt., A.P

HR Policy – Hand Book

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Vision

To induce higher planes of learning by imparting technical education with

- International standards
- Applied research
- Creative Ability
- Value based instruction and to emerge as a premiere institute.

Mission

Achieving academic excellence by providing globally acceptable technical education by forecasting technology through

- Innovative Research And development
- Industry Institute Interaction
- Empowered Manpower

Web Link : <http://www.acet.ac.in/?p=Vision-Mission>

Goals - Short Term

- Achieving academic success by obtain a passing grade in all semesters of all programmes of the University Examination.
- Generating active research promotion among staff and students which results in national and international publications.
- Providing placement to all eligible students through the development of soft skills, technical ability, and domain knowledge.
- Improving leadership quality of Staff members and Students by involving them in college level committees, thereby grooming them to work autonomously.
- Memorandums of Understanding with prominent industries to improve Industry-Institution relations which help in student placements, internships, projects, in-house trainings and knowledge transfer on current technologies.

Goals - Long Term

- To make all Departments as Research Centre recognized by the University
- To attract more grants from funding agencies viz. AICTE, DST, SERB, MSME etc.,
- Aiming towards getting accreditations from NBA & achieve Autonomous status

Quality Policy

The Institute is committed to create and improve the teaching learning process through the following quality initiatives

- Innovative methods in teaching and learning process
- Provide good academic and research environment to students and faculty for a complete real time learning experiences
- Industry collaborations
- Inculcating moral and ethical values among the students and staff

1. Human Resource Planning

1. Every year in the month of April there will be Man power planning and submission of requirement to the management for the next Academic year.
2. The Principal will obtain the staff requirement lists from all the head of departments.
3. The principal will appoint a senior faculty of the department as Head of every discipline, along with other faculty members.
4. The principal should appoint a selection committee for each discipline's recruitment. The senior staff is made up of this group.
5. The Principal will recommend the increments based on the
6. Performance appraisal of the individual faculty HOD, members.

2. Eligibility Criteria

1. Faculty members are hired based on the qualifications required by the AICTE for various cadres time to time.
2. There will be only three teacher designations Assistant Professors, Associate Professors, and Professors.
3. No one may be appointed, promoted, or labelled as Professor unless he or she holds a Ph.D. and meets other academic requirements as set forth by the AICTE from time to time.

Engineering and Technology

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

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

S.No.	Cadre	Qualification	Experience
01	Assistant Professor	Good Academic record with at least First Class marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test	No minimum Experience require

02	Associate Professor	<p>Qualification as above that is for the Post of Asstt. Prof, as applicable and PhD or equivalent, in appropriate discipline</p> <p>Post PhD publications and guiding PhD students is highly desirable</p>	<p>Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable</p>
03	Professor	<p>Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline</p> <p>Post PhD publications and guiding PhD students is highly desirable</p>	<p>Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor</p> <p>Or</p> <p>Minimum of 13 years' experience in teaching and/or Research and/or Industry.</p> <p>In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research Paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection Committee.</p>

3. Recruitment

1. A job description and specification for the candidate to be hired must be prepared by the selection committee.
2. The committee will supplement candidates in a 1:3 ratio from any or all of the following sources for each position to be filled:
 - 2.1 Advertisements in the Newspapers and in faculty plus
 - 2.2 Direct applications
 - 2.3 Employee referral
3. If the committee believes it necessary, walk-in interviews may be conducted to supplement the requisite candidates.
4. Recruitment process are
 - 4.1. Scrutinisation of Applications
 - 4.2. Panel/Selection Committee Formation
 - 4.3. Conducting Interview – (i) Class room demonstration (ii) Personal interview
5. The committee will finalize the short-listed applicants and submit their recommendations, along with the candidates' personal data sheets, to the Principal.
6. An order of appointment for selected candidates will be given.
7. A joining report will be collected from the candidates.
8. Staff members appointed in the Institute will be given a brief introduction about the Institute by the Principal on the day of his/her joining.
9. The Principal forwards the joining letter along with credentials to the Head of the Department and to the office.
10. The HOD will give a brief overview of the department and introduce the new staff member to the members of the department.

4. Positions

1. The Institute mainly consists of two working wings – Teaching & Administration. The teaching wing comprises of following positions
 - Principal
 - Dean
 - Head of the Department
 - Professor
 - Associate Professor and
 - Assistant Professor
2. In addition each department is having supporting staff like Lab Technicians / Programmers
3. The Administration wing consists of the following positions
 - Administrative officer
 - Office Superintendent
 - Computer Operator
 - Accountant
 - Office Assistant
4. In addition to the above mentioned positions, the institute also maintains ministerial staff.

5. Leave

1. Permission

Maximum of three permissions per month can be availed by the faculty for the duration not exceeding one hour each, without affecting the routine academic activities. Permission can be availed either at the beginning of the day or at the end of the day only. Each excess permission or late will be treated as half day casual leave.

2. Intimation of Leave

2.1 Faculty member should make necessary alternate arrangements of their classes before applying leave.

2.2 Faculty should submit their leave application through HOD to the Principal.

2.3 Everyone who are taking more than one day should submit the leave application to the Principal in person after getting signature from concern HOD.

3. **Casual Leave**

Number of Casual Leave permitted is 12 days per year.

4. **Maternity Leave**

Six months maternity leave is permissible for female faculty members and this period will be accounted for service.

5. **On Duty**

5.1 The staff on Office Duty will be sanctioned as OD by the Principal.

5.2 On the following grounds on duty can be sanctioned by the Principal

- University Practical External Examiner ship
- University Representative
- University Valuation
- Attending Conferences, Training Programs

6. **Service Rule**

1. While the faculty in the service of the institute the faculty shall not enter into any contract or agreement with any other institute.
2. Staff members should not disclose any confidential information of the institute.
3. Faculty has to strictly maintain discipline and dress code.
4. Faculty should not misuse the position in the institute and involve any kind of unauthorized transactions.
5. Faculty members are required to carry out all the duties that may be assigned by the Principal or Head of the Department.
6. Faculty members may be relieved from their duties at end of the academic year and will not be relieved in the middle of the academic year. This is exempted for those who get Government / University posting or marriage (Proof should be enclosed with resignation letter)
7. You can refer all your work difficulties / grievances to the management through the Principal.

8. Faculty performance will be reviewed by the Principal and Head of the Department, as per performance appraisal submitted by the faculty at the end of the semester.
9. During the employment the faculty will be governed by the rules & regulations of the institute that are enforced and as amended from time to time.

7. Welfare Schemes

The teaching and non – teaching staff play a vital role in the growth of the institute and therefore the institute is recognizing their productiveness and acknowledges their needs and requirements. As a result, the institute is implementing various effective welfare schemes. These welfare measures enrich the physical and mental health of the employees and thus promote a dynamic and encouraging work atmosphere. This stimulates the employee productivity and commitment towards the institute.

The following list shows the various welfare schemes:

1. Children of our employees who are all studying in our group of institutions are eligible for a 50% concession in tuition fee.
2. The institute provides subsidized lunch for both teaching and non-teaching staff members.
3. The institute provides three sets of uniform per year and other safety gadgets for non-teaching staff like security, scavengers, attenders, and drivers.
4. To the teaching and non-teaching staff the institute provides health insurance policy by contributing 50% of the premium amount.
5. Residential quarters are allotted teaching staff based on the availability.
6. Provision of free exclusive transport facility for teaching and non-teaching staff from various parts of the district.
7. Extension of ESI benefits to non-teaching staff.
8. The institute has assisted the COVID-19 effected faculty with a financial support of Rs 10,000/- to meet their medical requirements.
9. Employee Provident Fund (EPF) is applicable to some of the staff of our college from their date of joining the institution.

8. Financial Assistance

The faculty members of the institute will be given financial assistance to attend Conference, Faculty Development Programs or Short Term Training Programs, the registration fee to attend the above mentioned program can be reimbursed by producing the payment receipt & participation certificate. The application has to be forwarded to the Principal for approval through Head of the Department.

a. Annexure – Research incentive policy

Revised research incentive policy document is attached in the Annexure.

ADITYA GROUP OF ENGINEERING COLLEGES

Surampalem, E. G. District, A. P.

R &D Policy

Date : 02.06.2021

This document presents the research incentives that are going to be issued by the Management for faculty publications, patents, funded projects and consultancy works, Research Targets for the faculty and its implementation policy. The new incentive policy will be implemented from May, 2021.

INCENTIVES

Publications:

International Journal with IF > 8 or H-Index > 150 : Rs. 30,000/-

International Journal 5 < IF < 8 or H-Index 100 < HI < 150 : Rs. 25,000/-

International Journal 2 < IF < 5 or H-Index 50 < HI < 100 : Rs. 20,000/-

International Journal 0.5 < IF < 2 or H-Index 25 < HI < 50 : Rs. 15,000/-

International Journal IF < 0.5 or H-Index HI < 25 : Rs. 10,000/-

International Journal (Scopus Indexed) : Rs. 10,000/-

International Journals (WOS Indexed but not in Scopus) : Rs. 5,000/-

UGC Indexed Journal (Only for English and Mgmt Studies) : Rs. 2,000/-

Scopus Indexed International Conference Registration (Max.) : Rs. 10,000/-

Incentive - after the Conference paper is indexed in Scopus : Rs. 7,500/-

National Conference Registration Fee (Max.) : Rs. 4,000/-

Publishing Text Book: : Rs. 20,000/- (International Edition by top 20 Publishers in the world)
: Rs. 10,000/- International Edition - published
: Rs. 10,000/- After the book is Indexed in Scopus
: Rs. 10,000/- (Indian Edition)

Book Chapter in Scopus Indexed International Editions : Rs. 10,000/-

Publishing Book Chapters in Non Scopus Editions : Pro rata basis

Publishing an article in a Magazine : Rs. 2,000/-

Note :

1. Impact Factor should be given by Thomson and Reuter / Clarivate
2. 20% amount will be allocated for citing three papers published by faculty of Aditya Group of Engineering Colleges or self citations.
3. Compulsory citation of 3 papers of Aditya Group in IF Journals in some cases may be exempted based on the recommendations of the Incentive Committee. Committee will investigate on case to case basis and recommend for exemption.
4. H- Index of Conference Proceedings will not be considered.
5. International or National Conferences should be organized by NIT/ IIT/ Central or State University / Deemed University / Research Laboratories / Reputed Institutes with Autonomous Status with NAAC / NBA Accreditations.
6. NAAS Score of the Journal will be considered in place of Scopus for the Publications made by the faculty of Agricultural Engineering Department.
7. Faculty who publish Scopus Indexed Conference papers with a group of UG students may be paid registration fee. Incentive will not be paid.

Patents :

Patent – National (Publication)	: Rs. 10,000/-
National (Awarded)	: Rs. 10,000/-
Patent – US Patent	: Rs. 30,000/-

Note : Filling charges will be paid by the Management and Incentives will be given only if the Applicant is AEC / ACET / ACOE.

Funded projects / Grants :

Award of Grant for Conf / Workshop / Seminar	: 5% of the Grant
Funded research project where equipment is not involved	: 10% of the Grant
Funded projects where equipment is involved	: 15% of the Grant
MODROBS (Amount > 5 Lakhs)	: Rs. 25,000/-
MODROBS (Amount < 5 Lakhs)	: Rs. 20,000/-

Note : Submission of application, follow up for getting the grant, carryout the project and submit utilization certificate should be done by the faculty.

CONSULTANCY PROJECTS

1. To encourage consultancy work from the faculty, AGECE announces a policy wherein the faculty can claim 100% of the amount charged under the consultancy work up to 5 Lakhs. This is subject to the following conditions:
 - a. Aditya faculty alone should be the sole Principal Investigator (PI) of the consultancy work and he should get the project on his own without taking any support from the Institute.
 - b. The said consultancy work should be undertaken after the approval of the Head of the Institute and the agreement should be undertaken between AEC/ACET/ACE and the concerned third party.
 - c. The payment for the consultancy work should be credited to AEC which will further be passed on to the faculty as 100% Incentive.
 - d. The expenses incurred for project personnel / technician, contingencies, travel, consumables, stay, food, overheads and other costs should be borne from the consultancy amount. Institute will consider the time spent for attending the project as on duty (OD) and pays full salary to support consultancy work. The PI will be permitted to take up the project which can be carried out at Campus or at client location.
2. The faculty will be eligible for 75% of the revenue generated after deducting all the expenses from consultancy amount, if the total value of consultancy amount is above 5 Lakh.
3. If any equipment or infrastructure is needed for executing any consultancy project, the decision for the purchase or lease for the same will be decided based on approval/suggestions from the R&D committee and Head of the Institute. The Incentive rules for such kind of projects will be separate and will be decided during the pre-approval meeting with the Head of the Institute.
4. If any consultancy project is executed with the equipment or facility sponsored by the Institute through its R&D seed grant or other funds, the Principal Investigator will be paid 50% of the revenue generated through the project after deducting all the expenses incurred as mentioned in 1(d).

5. If a Consultancy project is assigned to any faculty from the Institute or with the support of the Institute, the Principal Investigator will be paid 40% of the revenue generated through the project as incentive after deducting all the expenses incurred as mentioned in 1(d) by the Institute. 60% of the revenue retained by the college will be used for the development of the concerned laboratory or department infrastructure.
6. The consultancy works in which faculty receives 100% of the generated revenue as incentive, will be considered as research and development activity and is not counted for appraisal or for any other incentive.
7. The maximum number of 6 working days will be allowed for attending consultancy project at client location within India on OD. Extension beyond this period has to be approved by the Head of the Institute with prior notice of 2 working days.

ADITYA GROUP OF ENGINEERING COLLEGES

RESEARCH TARGETS FOR VARIOUS CADERS

	Professor	Max Mark	Doctorate (Associate Prof or Asst Prof)	Max Mark	Non Doctorate with Exp> 8	Max Mark	Non Doctorate with Exp< 8	Max Mark
GROUP-A								
SCI Journals with IF	One Journal = 2	10	One Journal = 3	9	One Journal = 4	8	One Journal = 4	8
Scopus Journal (Q1-Q3)	One Journal = 1	5	One Journal =1	5	One Journal = 2	6	One Journal = 2	6
Scopus Journal (Q4)	Not applicable	0	Not applicable	0	One Journal = 1	2	One Journal = 2	2
	Minimum = 3		Minimum = 3		Minimum = 2		Minimum = 2	
GROUP-B								
Patent	Filed =1 Awarded=3	3	Filed =1 Awarded=3	3	Filed =2 Awarded=4	4	Filed =2 Awarded=4	4
Conf./WS/FDP organized or Resource person for FDP/WS	One Conf./WS= 1	2	One Conf/WS = 1	2	One Conf./WS = 2	2	One Conf./WS = 2	2
Int Conf. Paper	One Conf. = 1	1	One Conf. = 1	1	One Conf. = 2	2	One Conf. = 2	2
	Max. Cutoff: 4		Max. Cutoff: 4		Max. Cutoff: 6		Max. Cutoff: 6	
GROUP-C								
Books	Nat. Edition =2 Int. Edition = 4	4	Nat. Edition =2 Int. Edition = 4	4	Nat. Edition =2 Int. Edition = 4	4	Nat. Edition =2 Int. Edition = 4	4
R&D Project (Sanctioned/Submitted)	One R&D Sub = 1 One R&D Awrd= 3	6	One R&D Sub= 1 One R&D Awrd= 3	6	One R&D Sub= 1 One R&D Awrd= 3	6	One R&D Sub= 1 One R&D Awrd= 3	6
Consultancy	Work<1 Lakh = 1 Work >1 Lakh = 2	4	Work<1 Lakh = 1 Work >1 Lakh = 2	4	Work< 1 Lakh = 1 Work > 1 Lakh = 2	4	Work < 1 Lakh = 1 Work > 1 Lakh = 2	4
Workshops attended	Not Applicable	0	Not Applicable	0	One WS = 0.5	1	One WS = 1	2
FDP attended	Not Applicable	0	Not Applicable	0	One FDP = 1	2	One FDP = 1	2
	Max. Cutoff: 6		Max. Cutoff: 6		Max. Cutoff: 6		Max. Cutoff: 6	
Total Points Expected from (Group A+B+C)		10		10		10		10

Guidelines for Implementation of Research Policy :

1. All faculty should obtain Minimum Points specified in Group A except faculty of Department of English and Department of Management Studies . Research publications are mandatory in all cadres.
2. Faculty working in administrative posts can be given 4 Points exemption in Group B or C.
3. If faculty publishes Scopus papers beyond the expected number, that can be used to substitute points in Group B and Group C.
4. All Doctorates should get 3 Points in Group A and Non-doctorate faculty should get 2 Points in Group A.
5. At least one Science Indexed Journal Paper is expected from Doctorate faculty in two years.
6. All Doctorates should achieve minimum 5 Points out of 10 and Non-doctorate faculty should get 3 points out of 10 every year.
7. Those faculty who get zero points may be terminated by the last week of April every year. Non-Doctorate faculty those who fail to get minimum 3/10 points and Doctorate who fails to get minimum of 5/10 points in the annual targets, may be given a chance of one more year to continue subjected to their satisfactory performance in academics. If he/she fails to get minimum points in the subsequent year also, he/she will be terminated.
8. Faculty who get 10/10 points will get reimbursement of registration fee, actual expenses for making paper presentation in the International Conference abroad to a maximum of Rs.1,00,000/- against submission of bills. (Airfare by economy class and accommodation booking will be made by office)
9. The Department in which more than 25% faculty get 8/10 points will be given Rs. 10 Lakhs for the development of research facilities in the Department.
10. Faculty who publish papers with UG students directly or as a part of Research Incubation Project, may be given 50% weightage in the allotted points.
11. Research Points will be given for presenting papers in National Conferences and publishing in National Journals only for Basic Sciences, Humanities & Management Faculty. 1 Point will be given for Non-doctorates and 0.5 for Doctorates for publishing in this category (Max. Limit - 3 points)
12. All Faculty of Engineering Departments should publish papers in Scopus Indexed Conferences/Journal to get incentive as well as points.

13. Publication in Journals indexed by WoS but not in Scopus & ESCI may be given 1 point for 'Non-doctorates with less than 8 years experience' and 0.5 point for 'Non-doctorates with greater than 8 years experience'.
14. When papers are published jointly by faculty of two different cadres, points may be awarded on pro rata basis.
15. Mining Engineering, Agri and PT faculty may be awarded double the points as there are less number of workshops/FDPs organized for them.
16. When a faculty of the same college / different colleges of the Aditya Group collaborate and publish papers, while claiming the incentive itself, all the authors should mention each author's contribution. If the contribution of any of the authors belonging to Aditya Group is Zero, in that case, he/she will not get any points.
17. If the collaboration is between faculty of the same College of the Aditya Group, then the total points allocated to it becomes 50% more. If the collaboration is between faculty of any two colleges, of the Group, then also total points allocated will be increased by 50%. In any case, the total points allotted for a particular publication cannot be increased beyond 100%.
18. First author will get 100% points and remaining is shared among the other authors. If they declare that, they have equally contributed, then, they all get equal share.
19. Collaborative publications with reputed organizations like IITs, NITs and IISc faculty, will get 50% more points. The publication must be done with the Faculty of NIT/IIT but not with the research scholars.
20. In case of collaborative publications with other Institutes, if Aditya Faculty is the first author, he/she will get 100% points. Other than first author, up to 5th author, he/she will get 50% of allotted points.
21. For all papers only up to 4th author will be considered for the award of points except one case. i.e., Only when, the publication requires huge amount of expenditure with respect to purchase of materials and for testing and involving more human effort, 5th author also may be considered.
22. **Example 1** : If an International Conference paper is authored by two faculty of same college, then total points meant for it becomes 1.5. First author will get 1 point and the second author will get 0.5 point. If there are three authors of the same college, then, 0.5 will be shared by the remaining two. If all the authors declare that they have equally contributed, then they can share all points equally.

23. **Example 2 :** If an International Conference paper is authored by two faculty of different colleges of the Aditya Group, then total points meant for it becomes 1.5. First author will get 1 point and the second author will get 0.5 Points. If there are three authors from three different colleges of the Aditya Group, then, 0.5 will be awarded to each second and third authors. If all the authors of a paper declare that they have equally contributed, then they can share all points equally.
24. **Example 3 :** If two authors from same College and one from other college collaborate, in that case, two times 50% points will be added, For an international Conference paper with 1 point becomes 2.0 and First author gets 1 Point and the remaining two get 0.5 each. If all the authors of a paper declare that they have equally contributed, then they can share all points equally.
25. **Example 4 :** If two authors from AEC and one from ACET and one from ACE collaborate and produce a research paper, in that case, only two times 50% points will be added. For an international Conference paper with 1 point becomes 2.0 and First author gets 1 Point and the remaining three authors will get 0.33 each. If all the authors of a paper declare that they have equally contributed, then they can share 2 points equally.
26. One point will be awarded for publishing one Chapter in the International Edition which is Scopus indexed. If the Text Book is not Scopus indexed, (both National & International) the points for contributing a chapter, will be on pro rata basis.
27. If the Conference is organized by AGECE, Convener, Co-Convener & Program Committee Chair will get one point each. Total 3 Points will be allotted. If they would like to share these points with other organizers who have significantly contributed, they can share these points.
28. If the Conference/Workshop is organized by some other Institution, and Aditya faculty take some role in top 5 positions, then the faculty is eligible for award of points.
29. Session chair / Scopus indexed - conference reviewer may be given 0.5 point.



DIRECTOR
Aditya Group of Engineering Colleges