



College Code : T8

ESTD: 2005

# ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

Piglipur (V&P), Batasingaram (Post), Abdullapurmet (M), R.R.Dist., Hyderabad - 501 512.

(Approved by AICTE, Recognized by the GOVT. of T.S., Permanent Affiliation from JNTUH, Hyderabad.)

Accredited by "NAAC" with "A" Grade, Recognized by UGC Under Section 2(f) and 12(B).

Phone : 08415-201689 (O)  
Mobile : 9848924705

Website : aits-hyd.org  
E-mail : principalaith@gmail.com  
Fax : 08415-201688

## Code of Conduct Students:

The code of conduct for students is meant to promote professional behavior and academic integrity, leading to an effective learning environment that prepares graduates for meaningful professional pursuits.

1. Students are expected to maintain the highest standards of discipline and dignified behavior inside the campus as well as outside. They shall abide by the rules and regulations of the college and should act in such a way that maintains the dignity and prestige of the college.
2. Students are expected to strictly follow the 6-day work schedule Monday to Saturday (9.25 AM-3.40 PM). Students must attend classes regularly in order to reach the desirable standards of academic attainment.
3. Students must pay Tution fee, Transport Fee and any other fees etc. in advance or in time to avoid fines and inconveniences.
4. Harassment of juniors, ill treatment to fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence as per law, following the directives of Hon'ble Supreme Court of India.
5. All students are expected to be present in the class well within the specified time. Late coming will be punished in terms of loss of attendance, leading to shortage in attendance.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.

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7. Students must report to the lab directly in time with observation book and record.
8. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct, liable for strict disciplinary action.
9. Students must mandatorily be present for all the session(s) in seminars/project presentations etc.
10. Students can leave the campus during class hours only after getting permission from HOD and duly authorized by the Personal Officer and signing in the register available at exit gate.
11. All students shall leave the classes immediately after 3.50 p.m. No students shall wander or gather in verandah, corridor, and staircase etc. However, they can spend time at the library after the college hours.
12. While travelling by the college bus, students are strictly advised to maintain discipline and gentle behavior.
13. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
14. Students shall come to the college in approved dress code with formal shirts tucked into trousers with belt and shoes. Hawai type rubber or plastic chappals, improper shirts and pants are not permitted. In addition, students shall wear their respective lab apron in laboratories.
15. Students shall not ride bikes without helmet and avoid riding high-powered vehicles inside the campus.

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16. Students are expected to maintain silence and decorum in the academic buildings; and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
17. Students are encouraged to make use of the library, common computing facilities as well as engage in professional activities or any other program authorized by the college beyond class hours. However, under normal circumstances, students except for library visit.
18. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned HoDs; and the selection will be based on parameters such as academic performance, attendance, character, academic schedule etc.
19. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
20. Students must keep the campus neat and clean and not throw waste in the campus except in the waste baskets kept.
21. Students are strictly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
22. Students are advised to carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property follow safety precautions near moving machines and electrical installations. In the event of damage to property, the responsible students will have to bear the cost of replacement/repair with fine.
23. Students must follow Covid 19 rules, wearing masks, sanitizing hands frequently and maintaining social distance of 6 feet to avoid spread of deadly virus.



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## Code of Conduct Faculty and Staff:

Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him / her,

- a) Every employee shall maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be Courteous and polite in his / her dealings with the Management, Principal, other members of staff, students and with members of the public. He / she shall exhibit utmost loyalty and shall always act in the best interests of the college.
- b) An employee shall be required to observe the scheduled working hours during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave city except with the prior permission of the competent authority. Whenever leaving station, an employee shall inform the Principal, in writing through the respective H.O.D, or directly, if he / she happen to be the H.O.D, mentioning the contact address during the period of his / her absence from the city.
- c) No employee shall be a member of any political party or shall take part in politics or be associated with any party or organization, which takes part in political activity; nor shall aid or assist in any manner any political movement or activity.
- d) No employee shall make any statement, publish or write through any media, which has an adverse effect/ criticism of any policy or action of the college; or is deemed detrimental to the interests of the college.
- e) No employee can engage directly or indirectly in any trade or any private tuition or under take employment outside his official assignment, whether for any monetary gain or not.

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- f) An employee against whom an insolvency proceeding is pending before a Court of Law shall forthwith report full facts to the college.
- h) An employee against whom any criminal proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college with full details.
- i) No employee shall except with prior permission of the competent authority, can take recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attach defamatory character.
- j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his / her application to any higher authorities unless the competent authority has rejected his / her claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interest of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 10 days of the receipt of the orders of the decision to the Management and the decision of the Management thereon is final and binding on the employee.
- l) No employee shall engage in strike or incitements, therein or similar activities such as absence from work or neglect of duties or participate in hunger strike.



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## FUNCTIONS OF HEAD OF THE INSTITUTION/PRINCIPAL

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Advisory Committee.

He is the ex-officio member of Board of Governors as member secretary, Chairman of Academic Advisory Committee, and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.

He is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He is responsible for according extension or changes various functionaries in the administration, with the approval of Academic Advisory Committee.

### Other regular and periodic functions:

- To conduct the meetings of the Board of Governors as per the stipulated guidelines
- To hold Academic Advisory Committee meetings as per the norms.
- To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
- Shall work for the common goal of providing effective education and provide guidance to enable the students to carve out promising career and lifelong learning.
- He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education. He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic Advisory Committee, Affiliating University, State Government,



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AICTE/UGC, students, parents and all other stakeholders for the smooth and effective functioning of the college. The overall duties of the Principal may be suitably categorized as

- 1. Academic Administrator,**
- 2. General Administrator**
- 3. Functional Administrator.**

## **ROLES AND RESPONSIBILITIES OF HEAD OF THE DEPARTMENT**

- I. Responsible for all the academic affairs of the Department.
- II. Looks after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.
- III. Reports to the Principal regarding all the requirements of his/her department such as Faculty Member, supporting staff, equipment, books & journals, maintenance etc.
- IV. Represents his/her department and will report to the Principal all the requirements/short comings for the development and proper functioning of the department, during weekly/fortnightly meetings.
- V. Looks after the matter related to R & D, Consultancy and Research Publications.
- VI. Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.
- VII. Responsible for mobilizing his/her Faculty Member for different research grants.
- VIII. Responsible for innovative programs including collaboration with other Institutions, Universities and different industries.



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## RESPONSIBILITIES OF PROFESSORS, ASSOCIATE AND ASSISTANT PROFESSORS

### Professor:

- I. Teaching.
- II. Development of Curriculum, developing learning resource material & Laboratory development.
- III. Students Assessment & Evaluation including examination work of University.
- IV. Participation in the Co-curricular & Extra-curricular Activities.
- V. Student Guidance & Counseling.
- VI. Helping the student in personal, ethical, moral and overall character development.
- VII. Continuing Education Activities.
- VIII. Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc.
- IX. Self-development through upgrading qualification, experience & professional activities.
- X. Providing Industry sponsored projects, consultancy, testing services and Industry – Intuition Interaction.
- XI. Involving in the Academic and Administrative Management of the institution.
- XII. Policy-Planning, Monitoring & Evaluation which are connected to the Department.
- XIII. Promotional activities both at Departmental and institutional level.
- XIV. Involving and Assisting the HOD in the Design and development of new programs.
- XV. Preparing project proposals for funding in areas of R & D work.
- XVI. Laboratory Development, Modernization, Expansion, etc.
- XVII. Monitoring and Evaluation of academic and research activities.

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XVIII. Participation in policy planning at the Regional/National level for development of technical education.

XIX. Develop, update and maintain MIS.

XX. Assisting the HOD in Planning and implementing Staff Development activities.

XXI. Maintain accountability, Conduct performance appraisal.

XXII. Guiding Research, any other work assigned by the Principal/Management from time to time.

## **Associate Professor:**

I. Teaching including laboratory work.

II. Evaluation including administering tests, invigilation during conduct of tests.

III. Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.

IV. Leading consultancy projects and extension services

V. Curriculum development and developing resource materials.

VI. Research activities and research guidance.

VII. Assisting in conduct of and organizing seminars/workshops/guest lecturers

VIII. Development of the Curriculum and Learning Resource materials.

IX. Any other work assigned by HOD/Principal /Management from time to time.



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## Assistant Professor:

- I. Teaching including laboratory instruction and academic activities such as acting as Class review Committee member, invigilator, Lab In charge, Coordinator (Attendance), assistance in conduct of seminars, symposia, guest lecturers.
- II. Students assessment and evaluation, aside from acting as paper setter.
- III. Assisting in consultancy and R & D Activities.
- IV. Developing resource material and laboratory development.
- V. Co-curricular and extracurricular activities / student welfare activities.
- VI. Assisting in departmental administration.
- VII. Involvement in departmental / institutional developmental activities.
- VIII. Be a member in such student welfare committees as Anti Ragging Committee, Discipline Committee and a proctor.
- IX. Shall attend to the work allotted by HOD/ Principal / Management from time to time, helping in the cause of Academic development of the institute. The functions, roles and responsibilities of other administrative functionaries, staff, librarian etc. are clearly spelt out in the administrative manual of the college. The functions of various non-statutory committees are given separately along with their composition.

## ROLES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER

- I. Provides guidance to college administrative and management staff on all phases of budget development, preparation, monitoring and management; assist in projection of budget needs and provides data on current and prior years expenditures; assists the Dean in strategic planning for the college.
- II. Maintains an effective oral and written communications process between college administrators and their staff and the Office of the Dean regarding fiscal and other matters.



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- III. Acts as a liaison between the college, accounting, purchasing, and payroll departments; ensures college compliance with University policy and procedures.
- IV. Acts as a liaison with Human Resource Services to ensure that proper procedures are followed during the Faculty and Staff hiring process.
- V. Administers processes for inventory control, disbursements, and staff continuing education programs.
- VI. Prepares or supervises the preparation of financial and statistical reports.
- VII. Evaluates administration of fiscal, inventory, and other systems developed to achieve institutional goals regarding internal controls, overall administrative efficiency, and fiscal policy compliance.
- VIII. Develops and implements procedures within the college that support internal control regarding all phases of fiscal management including, but not limited to: budget preparation, assets control, expense authorization, and reconciliation of college accounts.
- IX. Manages the Office of the Dean in their respective college.
- X. Knowledge of all Microsoft Office software and able to learn and use institutional software systems.
- XI. Complies with all State and University policies. Other duties may be assigned.



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## ROLES AND RESPONSIBILITIES OF TECHNICAL STAFF

- I. To assist the faculty, research scholars and students in their research work.
- II. To provide technical assistance in their field.
- III. To maintain and operate all types of sophisticated equipment and computers.
- IV. To maintain the Lab/Computer Lab. for research work.
- V. To handle Lab/Classroom/Auditorium, LCD, Projector, Computers audio-visual equipment.
- VI. Any other duties assigned from time to time.

  
PRINCIPAL

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Annamacharya Institute of  
Technology & Sciences  
Pigllpur (V), Batasingaram (Post),  
Ranga Reddy, T.S. & Pin HYD-501 512



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## SERVICE CONDUCT RULES

### 1. General

- (a) These rules shall be called "Annamacharya Institute of Technology & Sciences, Hyderabad, Service and Conduct Rules" and comes into force from the month of August 2010. These rules supersede all the rules put into force, previously.
- (b) These rules shall apply to all categories of employees (Teaching and Supporting Staff Members).

### 2. Definition:

- (a) 'College' means Annamacharya Institute of Technology & Sciences, Hyderabad
- (b) 'Trust' means Annamacharya Educational Trust, Hyderabad.
- (c) 'Teaching Post' means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts.
- (d) 'Supporting Staff Members' means a person appointed in a Non-Teaching post to which no other person holds a lien.

### 3. Appointing Authority:

- All appointments of the faculty and Staff Members of the College shall be made by the Principal, subject to the ratification by the JNTU, Hyderabad.



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## 4. Appointment on Contract:

- Appointment of faculty and other Staff Members can be made on contract basis by the Principal subjected to the approval of the Management/Trust.

## 5. Mode of Selection:

- Selection of the faculty member shall be made by a Selection Committee constituted and approved by the Management/Trust and ratified by the concerned University.

## 6. Termination of Service/Resignation:

- (a) Based on the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, his/her retention in service is considered undesirable, his/her services may be terminated, by such appointing authority.
- (b) Any employee of the College may withdraw his/her engagement, by submitting to the appointing authority, two months' notice in writing or payment of two month salary in lieu thereof, if agreed by the appointing authority, provided that the appointing authority may, for sufficient reasons, call upon the employee concerned to continue till the end of the academic session, in which the notice is received.
- (c) The other terms and conditions of such employment shall be specified by the appointing authority in the letter of appointment.



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## 7. Retirement:

- (a) The age of retirement of teaching faculty member shall be as per AICTE Norms.
- (b) The age of retirement of other non-teaching Staff Members shall be as per the State Government Rules or as may be decided by the Management/Trust.

## 8. Leave:

- (a) Staff Members are eligible to avail "one and half day" Casual Leave for every completed month of service.
- (b) Such leave can normally be availed only with prior approval of the Head of the Institution i.e. the Principal.
- (c) Leave application should be submitted to the Head of the Institution (Principal) before 12.00 AM of the previous day/day of avail of leave.
- (d) In emergency cases whenever the Staff Member is unable to get prior sanction of leave, he/she should inform to the Head of the Department concerned, over the phone after altering the workload, about his/her absence on leave. In such case, the leave application should be submitted for approval on the immediate reporting day with relevant supporting documents; otherwise his/her absence will be treated as "Absent".



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## 9. Vacation:

- Staff Members are permitted to avail Summer Vacation on the following conditions.
- (i) The eligible period of vacation for Teaching Staff Members is as follows.
- (ii) Vacation period shall include Saturdays, Sundays and holidays (preceding, succeeding and in between).

### TEACHING STAFF MEMBERS

Experience within the Institute	Summer Vacation
Two years completed	02 weeks
One year completed	01 week

### NON-TEACHING STAFF MEMBERS

Experience within the Institute	Summer Vacation
Two year completed	01 week
Drivers	3 Days





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- The vacation shall start on any day of the week, but the last day of the vacation shall not fall on Fridays, Saturdays and Sundays and also the first day shall not fall on a Monday.
- Un-availed summer Vacation cannot be combined. Also surrendering of vacation period for "claim of salary" is not allowed.
- Staff Members must submit joining report to the Principal on the next day of completion of vacation.
- Staff Members shall be permitted to attend Spot Valuation duty only during vacation period. The period of Examination duty spent during vacation will be treated as vacation and not as OD.
- If a Staff Member is "Absent" for duty, for more than 2 times, the vacation will be deducted from his/her account at a ratio of 1:2 (i.e., for 1 day absent, 2 vacation days to be deducted).

## 10. On Duty:

- (i) Teaching Staff Members shall be permitted to avail ON DUTY for a maximum period of 10 days for University Examination duty purpose and 5 days for attending FDP/Workshop/Conference/Symposiums/Seminars etc. in an academic year. ON DUTY shall be availed only with prior approval of the Head of the Institution (Principal).



College Code : T8  
ESTD: 2005

# ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

Piglipur (V&P), Batasingaram (Post), Abdullapurmet (M), R.R.Dist., Hyderabad - 501 512.

(Approved by AICTE, Recognized by the GOVT. of T.S., Permanent Affiliation from JNTUH, Hyderabad.)

Accredited by "NAAC" with "A" Grade, Recognized by UGC Under Section 2(f) and 12(B).

Phone : 08415-201689 (O)  
Mobile : 9848924705

Website : aits-hyd.org  
E-mail : principalait@gmail.com  
Fax : 08415-201688

- (ii) Teaching Staff Members who are deputed for specific purpose on "Other Duty" should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail.
- (iii) The Staff Members who are proceeding on "Other Duty" with the approval of Principal should produce the "Attendance Certificate" immediately on the date of joining the duty after availing "OD".

## 11. Conduct and Discipline:

- The Management/Trust shall be at liberty to take necessary disciplinary action against any Staff Members for valid reasons. In such cases a formal enquiry shall be conducted and penalties like ceasing increments, ceasing promotions, dismissal from service etc. may be imposed, whenever and wherever required, based on the enquiry report.

## 12. Awards / Incentives for Staff Members and Students:

- **Certification:**
- Students who secure 1<sup>st</sup> place in class (University Exam) will be awarded with Merit Certificates.
- Students having 100% attendance in each academic year will be awarded with Merit Certificates.
- Staff Members producing 100% in the Theory Subjects during the Anna University Examinations, will be awarded with appreciation certificates.
- Staff Members who continue rendering their services to the Institution for a consecutive period of 10 years and 15 years will be awarded with appreciation certificates.



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## • Cash Prizes for Academic performance by the students:

Student obtaining University First Rank in any branch	Rs. 15,000
For students securing any of the University Ranks from 2 <sup>nd</sup> to 20 <sup>th</sup> in any branch	Rs. 10,000
For students securing any of the University Ranks from 21 <sup>st</sup> to 50 <sup>th</sup> in any branch	Rs. 5,000
For students securing Highest Mark in any one of the theory subjects in University Exam	Rs. 1,000

## Cash Prizes for Staff Members for result oriented Performances:

For subject teachers of all Theory subjects of class for producing 100% results in all subjects for the same class	Rs. 50,000 (to be shared within those who handled the class)
For subject teachers of theory producing 100% pass in the subject handled by them	Rs. 5,000 per subject

## Others:

- Presenting paper in International Conference (held abroad) - Rs. 10,000/-.
- Publishing papers in high indexed International Journals - Rs. 3000/-
- Publishing books - Rs. 5000/-
- Best Department in UG and PG.
- Best Management Review Meeting (MRM)
- Best outgoing student in UG and PG.
- Best alumni



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## 13. Amenities

- (i) The Management shall encourage faculty members to upgrade their knowledge and in this context shall undertake to bear the cost of higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefitting from such academic qualification/training.
- (ii) Minimum amount will be charged for transportation to all the faculty members to and from the Institution within the city limits (inclusive of the urban agglomeration).
- 14. Break of service can be availed for Less than one year, beyond which if it exceeds one year, the faculty member should reappear for Interview and join the duty.
- 15. Two Months in prior notice should be given to resign from the services.
- 16. The Faculty should not leave the Institute without any prior information and resigning amidst the semester is strictly not permitted.
- 17. Promotions and Increments are given to the eligible Staff Members after the successful completion of one year of service, as per the AICTE Norms.
- 18. Staff Members are permitted to pursue Higher Graduation, as part time programme, while serving the Institution.
- 19. By providing registration fees and other facilities, Staff Members are given full support to undergo their research work and submit proposals.
- 20. CCL is given to Staff Members for carrying out the assigned works during Holidays.
- 21. Contingency amount of Rs.5,000/- per year for each Staff Members to attend Workshops, Seminars, FDP, Conferences, etc, in other institution.



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ESTD: 2005

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- 22. Staff Members are allowed to do Ph.D course work through JNTUH recognized research Centre, which is also available within the Institution.
- 23. Management shall pay 50% fee for Patent registration.
- 24. Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.
- 25. If found dissuading from anything listed in these Rules, the Management/Trust shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties.

  
PRINCIPAL  
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