



# R K COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to JNTUK, Kakinada & APSBTET)

(Accredited by NAAC with "A" Grade)

Kethanakonda (V), Ibrahimpatnam (M), Vijayawada, AMARAVATI – 521456



6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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## Human Resource Policy Manual

R K COLLEGE OF ENGINEERING

**Coordinator-IQAC  
RKCE**

PRINCIPAL  
R K COLLEGE OF ENGINEERING  
Kethanakonda (V), Ibrahimpatnam (M),  
Vijayawada, AMARAVATI-521 456

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## INSTITUTE VISION

“To be a world – class leader striving continuously by providing high standard technical education, research and technological service that transforms individuals into high intellectuals.”

## INSTITUTE MISSION

- To enrich the engineering skills that enhances inculcative knowledge of industrial needs.
- To create an environment to ensure culture, ethics, leadership qualities and social responsibilities among all the stake holders.
- To be a center of excellence to meet intellectual and carrier challenges.
- To create research environment with a scope to innovate, apply and disseminate quality policy.

## STAFF POLICY DOCUMENT

The staff policy document is prepared to make all staff working at RK COLLEGE OF ENGINEERING aware of rules and regulations that governs their working in the institute. The policy is effective from January 2018. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific case.

## MESSAGE FROM CHAIRMAN

Dear staff,

We are pleased to present to you a HR policy manual which will cater to the teaching and non-teaching staff for a lifelong commitment in teaching, research and administration. We look forward towards talented and vibrant individuals suffused with commitment, competence, values repository of our vision. We urge you to read the policies and bind with the spirit of these policies.

We take this opportunity to wish you a very fulfilling association with RK COLLEGE OF ENGINEERING.

With warm regards

M M Kondaiah

Chairman

## MESSAGE FROM SECRETARY

Dear staff,

The staff policy document is prepared to make all staff working at RK COLLEGE OF ENGINEERING aware of rules and regulations that governs the working of the institute. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

With warm regards

Dr.M.Mahendranath


SECRETARY

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## MESSAGE FROM PRINCIPAL


Dear colleagues,

RK COLLEGE OF ENGINEERING, VIJAYAWADA was started in the year 2008 and took a shape with a strong vision to build the state-of-the-art campus. It is a matter of great pride and privilege to be the principal of such a distinguished institute.

To assist the management to execute the policies, this concise manual has been drawn which covers issues related to human resource management. It defines the rules that staffs have to abide by, the code of conduct and their responsibilities toward the institute. It also states the staff rights and motivation policies to encourage them to work to their best potential.

I am sure this staff policy document will be useful. I profusely thank the Management, Governing body members of the institute who set clear rules and guidelines to be followed in accord to **AICTE** and **JNTUK** norms.

I acknowledge the exemplary team effort by staff members of RKCE who have assisted in preparation of the staff policy document.



Principal

Dr.K.Rama Krishnaiah

RK COLLEGE OF ENGINEERING



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## HUMAN RESOURCE POLICY

### Introduction:

The governing body of RK COLLEGE OF ENGINEERING formulates policy statements periodically and communicates the same to the staff members through the head of the institution. The Human resource policy is for internal use and the information are authenticated at the time of its publication and till a revised human resource policy is circulated.

### The Terminology:

The term 'Human Resource Policy' wherever mentioned in the book means and includes Human Resource Policy of RKCE. The term 'Institution/College/ organization' wherever mentioned in the book means and includes RK COLLEGE OF ENGINEERING. The term 'Staff Member' wherever mentioned in the Human Resource Policy means and includes teaching, non-teaching, technical, administration, ministerial staff.

### Human Resource Policy (HRP):

For a sustainable viable growth, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of Human Resource Policies which are dynamic and accommodative in creative conductive working environment, where employees can work and benefit in conformance to the vision, mission, objectives and quality policies of the institution. The institution encourages its employee to think, express and share their views in facilitating decisions and operations through the collective contribution which is noble approach in recognition of the staff member. The institution recognizes the fact that the culture, values, loyalty, motivation, involvement and development are the harbingers of glory for both the institution and employees and feels the need to encourage the same.



## HRP Focuses on:

1. Capacity building of staff through the SDPs, FDPs, Workshops, Industry interaction and professional associations.
2. Opportunity for career development.
3. Sharing personal and professional Problems.
4. Team building and team spirit in organization of institutional R and D programmes.
5. Culture, values, loyalty, commitment, dedication, discipline and Devotion.
6. Commitment to support the overall development of its human resources.

## POLICY:

The institution expects that each and every employee should have inbuilt discipline in maintaining confidentiality and not disclose information related to personnel compensation, R and D, consultancy , course material ,lab, human resource policy, training and workshop materials developed, personnel data and any other financial compensation matters. The action,which may lead even to dismissal and prosecution.

### 1.The Management and society

RK COLLEGE OF ENGINEERING was established during the academic year 2008-2009 by RKCE with the view to shine in a professional education. It is affiliated to the JNTUK and is approved by the All India Council for Technical Educations (AICTE)

### 2. Vision, Mission and Core values

#### Vision:

To be a world – class leader striving continuously by providing high standard technical education, research and technological service that transforms individuals into high intellectuals.

## Mission:

- To enrich the engineering skills that enhances inculcative knowledge of industrial needs.
- To create an environment to ensure culture, ethics, leadership qualities and social responsibilities among all the stake holders.
- To be a center of excellence to meet intellectual and carrier challenges.
- To create research environment with a scope to innovate, apply and disseminate.

## Objectives:

1. To become high quality premiere institution among JNTUK affiliated engineering colleges.
2. To disseminate knowledge and skills to students.
3. Ignite in both staff members and students a lifelong love of learning, celebrate and for learn from our diversity.
4. To develop the students to make outstanding contributions in institution and university.
5. To make the students confident and competent to be successful in their career.
6. To make students communicate coherently, rationally and convincingly.
7. To be accredited by NBA and NAAC and to attain anonymous status.
8. To provide conducive learning environment in an intellectual atmosphere to all Stakeholders.
9. To ensure students participation in co-curricular and extracurricular activities
10. To ensure better employability in placement potential among eligible students.
11. To provide quality professional education
12. To develop social ,ethical and environmental consciousness among the community
13. To take up R & D and consistency in association with JNTUK, AICTE, MHRD and industries

### Quality Policy:

1. To ensure students to uphold moral and ethical values.
2. To expose the students to understand the socio-economic strata of the society with an empathetic attitude.
3. To nurture talent and entrepreneurship and enable all-round development in students.
4. To cater to the demand-driven needs of various stake-holders.
5. To continually improve all the processes through endorsing cognizance, conducting periodical reviews and unifying trainings at all levels.

### 3. Governing Body, Administrative Setup and Functions of Various Committees

#### Governing Body, Administrative

As per the guidelines prescribed by AICTE, RK COLLEGE OF ENGINEERING owns a governing body which is the king pin of the institutes administration with a composition of eminent and renowned personalities from academic, industry and service sectors along with a representation from all of its stake-holders. It prepares institute academic, financial, physical and staffing strategies, aiming the institutes growth and development towards its vision. In order to govern and review the progress, the governing body meets at least twice in an academic year.

#### Role of the Governing Body

- 1) The governing body of the institute is the highest administrative body.
- 2) It plans future academic programs and Research activities by providing clear cut directions effective for implementation.

3) It approves the budgetary allocation towards Infrastructure, Research & Development activities.

## Functions of Governing Body

1. The Governing Body of the institute is the supreme administrative body.
2. It is constituted as per the norms fixed by AICTE, Delhi, affiliating University (JNTUK) and govt. of AP
3. The Governing body approves the mission and strategic vision of the Institution, long term plans and annual budgets in accordance to meeting the interests of the stakeholders
4. The body ensures the establishment and monitoring systems of control and accountability including financial & operational controls.
5. Governing body approves the budgetary allocation towards infrastructure and R & D activities.
6. The chairperson is responsible for leading the governing body, is also responsible for its effectiveness and should ensure that the institution is well connected with the stakeholders.
7. The chairperson supports the head of the institution in execution of the programmes.
8. Frequency of the governing body meetings is minimum once a year or whenever needed.

## Administrative setup

RK COLLEGE OF ENGINEERING has defined an effective student centric administrative setup to steer the institution towards center of excellence for engineering education. For congenial and effective functioning of the institution, various committees are established with perfect decentralized administrations which are defined with effective functionalities and responsibilities. With this kind of administrative setup RKCE tried to extend transparency in the decision making process and produced the best working culture and environment.

## 4. Human Resource Management

### Working Days and working hours:

The institution works for six days in a week (i.e., Monday to Saturday).The working hours are from 9.30 am to 4.40 pm with a lunch break of 40 minutes .The working hours may vary marginally depending on exigencies. The entire faculty including non-teaching staff is required to be present in the college during the college timings.

### Public holidays:

The institution will remain closed on public holidays adopted by JNTUK(affiliating university) which is normally as per the list of holidays declared by government of AndhraPradesh.

### Job responsibility:

The responses of various faculty positions are designed in line with JNTUK and AICTE guidelines and in line with the vision and mission of the institute.

- The work load is allotted to the faculty members as per norms prescribed from time to time

- Hierarchy of instructions needs to be followed as per the organization structure of the institution. This structure may change from time to time.
- Teachers have to perform a variety of tasks based on which will the increments and continuation of service in the organization will depend some of these include

#### A. Academic

- ❖ Teaching & laboratory instruction.
- ❖ Development of laboratory, curriculum and resource material.
- ❖ Ensuring minimum pass percentage of 70%.
- ❖ Evaluation of students in the college and university exams.
- ❖ Participating and initiating curricular and co-curricular activities.
- ❖ Self-development through upgrading qualification, knowledge and skills.
- ❖ Technical training to lab assistants and other technical staff.

#### B. R&D and consultancy

- ❖ R&D activities including guidance for mini and major projects to students.
- ❖ Providing consultancy and testing services.
- ❖ Promoting institute-industry interaction.
- ❖ Publishing papers in National & International journals of repute.

#### C. Accreditations

- ❖ Involvement in activities related to AICTE, JNTK, NBA, NAAC, UGC and other regulatory bodies.

#### D. Administration

- ❖ Academic and administrative management..
- ❖ Design and development of new programs & promotional

activities.

- ❖ Mobilizing resources for the institution.
- ❖ All works assigned with regards to accreditations and approvals.

#### E. Mentorship & guidance

- ❖ Student mentorship and guidance to all assigned students.
- ❖ Tracking the student performance and interacting with parents for improvement of performance.
- ❖ Ensuring the academic performance of the student is up to the mark.

#### F. Extension

- ❖ Every faculty must be a part of at least one departmental and one central committee as per the norms prescribed from time to time.

#### G. initiative

- ❖ Every faculty is expected to take initiatives and come forward with ideas that would help the student community and institution at large.
- ❖ Leading teams and ensuring proper execution of initiatives taken is also the staffs responsibility

#### H. Self-development

- ❖ Based on feedback reviews, faculty is expected to mould oneself to adopt to the student's needs.
- ❖ Regularly update oneself with the latest happenings in their respective fields.
- ❖ Students satisfaction is of utmost concern and needs to be achieved while professionally performing the duties of a teacher.



## 5. Service conditions:

### Cadre of staff:

#### Teaching staff

1. Principal
2. HODs
3. Professors
4. Associate professors
5. Assistant professors
6. Librarian
7. Physical director

#### Non-teaching staff

1. System administrators(technical)
2. Lab assistants(technical)
3. Accounts officer
4. Administrative officer
5. Attenders
6. Aayahs
7. Gardeners

## Qualifications and experience:

The qualifications and experience required for the candidates to fill various post shall be as per the norms prescribed by the AICTE/affiliating University /state government.

## Pay, allowances, increments:

Scale of pay, allowances and other financial benefits for various categories of staff shall be as decided by the governing body keeping in view the scales AICTE/Affiliating university/government.

Annual increments shall be sanctioned by the principal on satisfactory performance of the employee based on their commendations of the head of the department. The principal of the institute make a proposal to management and getting approval for the same.

## Recruitment and selection

The recruitment and selection of faculty members is done with open advertisement. The head of department projects the workload of the department and claims the needed of the vacant positions. The rules prescribed by the institute must be followed by the selected candidate.

### Faculty Recruitment Procedure:

- ❖ Advertisement in newspapers.
- ❖ Interview Expert Committee formation.
- ❖ Sending Interview letters to eligible candidates.
- ❖ Conduction of Interviews with subject experts & selection committee.
- ❖ Preparation of merit list.
- ❖ Issue of appointment letters.

## Resignation, relief, termination

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as follow mentioned.

S.NO:	Category	Notice period
1	HODs and professors	Three month of notice or salary in lieu of notice at the Discretion of principal
2	Teaching staff	Three month of notice or salary in lieu of notice at the Discretion of principal
3	Non-teaching staff	Three month of notice or salary in lieu of notice at the Discretion of principal

## Termination:

The service of any staff member can be terminated at anytime, without giving any reason thereof. For any of the following reasons:

- Poor academic feedback from the students.
- Threatening the students in the class or in general as well.
- Misbehavior towards girl students.
- Encouraging communal feelings/politics.
- Non-co-operation with the organization.

## 6. Motivational incentives and welfare:

### ❖ Conference reimbursement

Professor	50% of expenses includes registration fee, travel, lodging etc. or(Rs.5000) whichever is less and on duty.
Associate professor	50% of expenses includes registration fee, travel, lodging etc. or(Rs.2000) whichever is Less and on duty.
Assistant	50% of expenses includes registration fee, travel, lodging etc. or(Rs.1500)whichever is Less and on duty.

The entire above said amount is applicable for the first author only, in case of second author it is 33% and remaining authors is not applicable. Any individual faculty can avail it only once in the year. Prior permission must be obtained before proceed to Conference.

### ❖ Publications of papers in SCI indexed journals:

SCI INDEX	RS5000
Scopus index	Rs2000

The above said amount is applicable only for first author, second author is 50% and in case of third author is 30%.

### **Professional society:**

- If any faculty member joins professional membership, they will be paid 50% fees. prior permission must be obtained before Submitting application for enrolling membership.
- The faculty members are assisted with financial support for Attending FDP, seminar, workshop and trainings towards TA and DA. The prior permission must be obtained before submitting application for enrolling.

### **Welfare:**

- Group insurances are provided for all the senior staff members.
- If the faculty members meet with an accident the salary payment of the period will be provided.
- Faculty can avail advance amount on the basis of emergency after getting the prior permission.
- Transport facility available for the all faculty with the free of **COST**.
- To be provided necessary medical aid to the staff inside the campus.
- Fee concession for faculty's children.
- Paid leave can be provided to a PhD course work who are pursuing.
- The fee is paid by the institute towards his/her PhD on the condition that

he/she has to work for this institution for the minimum period of four years once he/she completes his/her research.

- Yoga, gym and sports facility can avail in the campus.

## 7. Leave rules and policy

- Leave is a privilege and the staff should not cause damage, loss to the students in enjoying the privilege. Should take prior permission; make alternate arrangements before proceeding on leave. This will ensure proper utilization of student's time and ensure discipline. This is an important aspect of a good teacher.
- All faculty and staff are allowed 12 days of leave per academic year, effective from June to May. Faculty can use it 1 day per month and unused leave be carry forwarded to the next month. Any excess leave used will be treated as loss of pay.
- Sunday is calculated for payment only if faculty is present on Saturday and on Monday. However, it is mandatory to be present on the last working day and first working day of each semester. Being absent on the last working day or the first working day shall entail complete loss for the duration of the terminal holidays.
- Faculty members are required to apply for leave at least(1)day in advance after adjusting his/her classes with another faculty and get the same sanctioned from the principal. If however, due to any reason, applying for advance leave is not possible, the faculty must telephone before the "in-time" and take permission. Unsanctioned leave non-information before in-time/absenteeism shall lead to 2 days loss of pay.
- No leaves are allowed during the time of internal/external exams.
- Discretion to give permission of leave (advance or emergency)lies entirely with principal on the recommendation/endorsement of the HOD.



- Women employees of RKCE except those on casual basis maybe granted maternity leave for a period of 3 months. Leave application is to be supported by a certificate of a qualified Doctor(M.B.B.S/M.D). The payment of maternity leave will be released.
- On duty can be provided to a PhD course work that who are pursuing and also attending professional development programmes, workshop, seminar, training and others.
- All the faculty members and all other staff are required to come before time. Every three (3)late comings shall be treated as one(1)leave resulting in 1 day loss of pay. Late permission is only for 30 minutes; thereafter it will be treated as one late coming.
- No permission to go out during the college working hours is granted .if for any reason, the faculty needs to go out, he/she is required to take leave from the principal only after getting his/her classes adjusted with another faculty ,endorsed by the HOD and authorized by the principal.

## 8. Code of conduct and discipline

### THE CODE OF CONDUCT FOR TEACHERS

- a. Shall read, understand, and comply with institute's policies.
- b. Shall abide by the institute's policy to value and support an institute community that is diverse in Gender, Caste, Creed, Religion, Region, Nationality, Educational background, Talent, Skill, and Experience.
- c. Shall be in time to the institute.
- d. Shall be regular and punctual to the classes.
- e. Must conduct one hour class and take attendance in the beginning of class.
- f. Daily lesson should be planned in advance and taught in the most effective and innovative way.
- g. Class should be well structured, interactive, and involving student cohort.
- h. Notes of units should be included in the course file.

### THE CODE OF CONDUCT FOR TEACHERS AND THE STUDENTS

- a. Teachers should prepare students for their examinations, hence be well versed with objectives and outcomes of each unit and the related scheme and policies of the affiliated university.
- b. Syllabus completion should be according to academic calendar.
- c. Student's learning should be assessed periodically, and modification of teaching and assignments done accordingly.
- d. Shall maintain the course file with all necessary documents including previous year question papers and their answer keys.

- e. Mentorship shall be fulfilled in order to enhance student's academic performance.
- f. Do not show partiality or hold grudges towards students/colleagues.
- g. The teacher is in-charge of students during the class.
- h. Be impartial when discharging one's duties and not offer preferential treatment to any student, instead should be motivating, comforting, listening to and encouraging students and radiating enthusiasm.
- i. A teacher finding a student committing any act of academic or non-academic misconduct within the college campus shall be responsible to immediately report to authorities concerned. In case of unsurity of the behavior if it is against the code then the matter should be discussed with Heads of Departments, Principal or Vice-Principal.
- j. Shall be a springboard for the student's academic success, personal growth, and placement in the national and global arena.

### THE CODE OF CONDUCT FOR TEACHERS AND THE PARENT

- a. Shall attend to the parent's queries as a true representative of the institution, clarify their doubts, give them freedom to express their views and help them understand the institute's framework. Teachers shall observe good personal conduct in terms of:
- b. Follow Dress code -Shall be in respectable attire, befitting the society's expectations.
- c. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears and also maintain personal hygiene at all times.
- d. Every staff member shall discharge the duties allotted to them within the department or other units or events with professionalism and honesty.

- e. Shall Endeavour to assist Fellow teachers to discharge their duties effectively and make adjustments flexibly.
- f. Act within the range of an allowed individual authority in all matters and in the best interests of the institute.
- g. Inform the authorities and take consent, if availing the leave, the early exit and late entry facility.
- h. Use Institutes resources (facilities, equipment, supplies, vehicles, and students) lawfully, efficiently and by finding innovative solutions.
- i. Ensure that the highest standards of scholarly conduct and academic integrity are understood and practiced. Complete the work on time, document research and citing the work of others.
- j. In-charge faculty should ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods and lab suppliers. Transact Institutes business in compliance with all applicable laws and institutes policies and procedures.
- k. Refuse any gift/favour that could place individual or institute in embarrassing position.

### THE CODE OF CONDUCT FOR TEACHERS AND COLLEAGUES

- a. Communicate opinions to others in a fair and constructive manner and respect the rights and dignity of others regardless of our differences and different perspectives.
- b. Voice any differences of opinion respectfully and directly to those colleagues with whom we disagree and not in common areas and manage conflicts appropriately.
- c. Exercise professional exemplary competence, teamwork, objectivity, dignity, innovative teaching methods, diligence.

- d. Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations.
- e. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.
- f. Adhere to the institutes grant, contractual and legal obligations and comply with all laws and regulations governing the receipt and disbursement of sponsored funds.
- g. Promote sustainability and reduce the impact on environment in all our actions.

## 9. Facilities and Amenities

### Library:

The institution has an excellent library facility with treasure of knowledge related to various disciplines in additions to its subscription to national, physical and online journal accessibility to encourage and research atmosphere.

### Digital library:

The institution has an excellent digital library with separate server, space, internet, UPS and LAN connection, with more no of-books/files, which are made use of by the good number of students and faculties.

### **Transport:**

Driven by a team of drivers, large task forces of buses ply from all places catering to the needs of students and staff members for comfortable and hassle-free transport.

### **Health center:**

To provide necessary medical aid to the students and staff in the campus a first aid center is available and in case of emergency an ambulance is readily available within the institute.

### **Canteen and fast food center:**

The canteen and fast food center is located in a spacious, well-planned building to cater to the needs of the staff and students and is well equipped cooking facilities inside campus.

### **Sports, Games and Gym:**

The physical director provides sports facilities to the student and staff members of the institution. They can actively participated in chess, caroms, volleyball, shuttle, throw ball and cricket whenever they are free during the post lunch. Fitness first specializes in safe cardiovascular exercise programmes to enable you to improve your lifestyle, health and general wellbeing of every faculty.

**Computing facilities:**

The institution provides a good number of computing facility for both students and staff members to access the internet, with freedom to download all academic activities.

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Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism.

S. NO	COMMITTEE NAME	LINK
01	Academic Committee	<a href="#">View document</a>
02	Internal Quality Assurance Cell	<a href="#">View Document</a>
03	R&D Cell	<a href="#">View Document</a>
04	Industry Institute Interactive Cell	<a href="#">View Document</a>
05	Alumni Activity Committee	<a href="#">View Document</a>
06	Anti-Ragging Committee	<a href="#">View Document</a>
07	Training, Placemen Cell	<a href="#">View Document</a>
08	ESC Cell	<a href="#">View Document</a>
09	Sports Committee	<a href="#">View Document</a>
10	Transport Cell	<a href="#">View Document</a>
11	Examination Cell Committee	<a href="#">View Document</a>
12	DISCIPLINE COMMITTEE	<a href="#">View Document</a>
13	Minority Cell	<a href="#">View Document</a>
14	Women Grievance Cell	<a href="#">View Document</a>
15	SC-ST Cell	<a href="#">View Document</a>
16	OBC Cell	<a href="#">View Document</a>
17	NAAC Committee	<a href="#">View Document</a>
18	Student Innovation and Incubation Cell	<a href="#">View Document</a>



S. NO	COMMITTEE NAME	LINK
19	Ombudsman Cell	<a href="#">View Document</a>
20	Central Library And Information Cell	<a href="#">View Document</a>
21	Grievance & Redressal Cell	<a href="#">View Document</a>
22	Website Committee	<a href="#">View Document</a>
23	Career Guidance Cell	<a href="#">View Document</a>
24	Internal Complaints Cell	<a href="#">View Document</a>
25	Electoral Literacy Club	<a href="#">View Document</a>
26	Competency Development Cell	<a href="#">View Document</a>

  
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