XTRACT

## 5. 0 Mativational Incentives:

## 5.1 Employees Provident Fund (EPF)

The eligible members of the staff are enrolled under EPF scheme and the contribution as fixed by the GOI is deducted from their salary. This amount together with the management contribution will be deposited in the bank account of the Government department concerned within the stipulated time.

#### Incentives and Awards

Awards are instituted for the faculty as well as supporting staff members. In case of faculty members, variables considered are academic performance measured by student feedback, student pass percentage, student grades/marks obtained by the student, no. of top ranks at university level secured by students in their respective subjects. These awards are in the form of cash, appreciation letter, commending letters, promotions, increments, interest free loans for computers etc. There is an institutional incentive for bright and meritorious students by way of fee waivers, merit scholarships, attendance awards, year and programme wise institution rankers and university rankers in any subject and/or year.

#### Faculty and Staff Development Programmes and Service 5.3 Initiatives:

As institutional development is a byproduct of developed faculty and student groups, the institution extends its efforts in this direction and offers incentives to faculty, some of which listed below:

No	Nature of Conference	Category	Amount Rs.	No. of days of OD	
1	Publication of Papers in National Level Conference	Faculty	Rs. 1,000/- 100% Registration Fee and OD	Maximum	
2	Publication of Papers in International Conference	Faculty	Rs. 1,500/- , 100% Registration Fee, 50% TA, Publication Charges and OD	of Two Times in a year for 2 Days	
3	Publication of Papers in	Faculty	Rs. 1,000/- 100%		

Geethanjali College of Engineering and Technology

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# FROM HS POLICY HAND BOOK

-	National Journals	12.0	Registration Fee and OD	
4	Publication of Papers in International Journals	Faculty	Rs. 2,000/- + 100% Registration Fee, OD, 50%TA and Publication Charges	¥1
5	Participation in FDP/TDPs/Workshops conducted by JNTUH/Premiere Universities/IITs/IIM (4 and 8 Weeks only in summer vacation)	Faculty	Registration Fee, and OD	Maximum of 8 Weeks Once in three years of Service
6	Text Book Authorship	Faculty	Maximum of Rs.10000/-	Not applicable
7	QIP and Career Development to graduate/post graduate technical staff members(B.Tech./ M.Tech./M.Phil./Ph.D.)	Faculty	Maximum of Rs.50000/-	Need Based
8	Loans and Advances, Transport Allowance, Medical Insurance and PF	All Staff members eligible	Interest Free Loans/ Advances and Transport, Medical Insurance allowances at Concessional Rates	Need Based
9	Result Oriented Financial Incentives	All Eligible Faculty Members	Rs.2000/- Cash Award / Certificate of Appreciation	Only for Theory Subjects

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"I can teach anybody how to get what they want out of life. The problem is that I can't find anybody who can tell me what they want" - Mark Twain

## 6. 0 Leave Rules and Leave Policy:

### 6.1 GENERAL

6.1.1. Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.



## GEETHANJALI COLLEGE OF ENGINEERING &TECHNOLOGY Cheeryal (V), Keesara (M), Medchal Dist-501301

No. GCET/143/2022-23

Date. 08-02-2023

## OFFICE OF THE PRINCIPAL

#### CIRCULAR

Sub:- Policy Guidelines for availing encashment of Earned Leave (EL) by Faculty/Staff - Reg.

In Partial modification of clause 6.9 of Leave rules of HR Policy Manual, the following additional guidelines are given. Encashment of EL by faculty/staff is permitted subject to the following conditions:

- Unused Vacation is converted as Earned Leave in the ratio of 07(V): 05, only when a
  faculty/staff member is required to attend to official duty during vacation as per the
  directions of the Head of the Institution.
- 2. Faculty/Staff who have completed Five years of Service in the College only are eligible for encashment of EL.
- 3. Encashment of EL by faculty/staff is permitted for a period of 15days only, after maintaining at least 15days of EL in their account.
- 4. Fifty percent of EL available in the accounts of faculty/staff can only be encashed in a particular year subject to a maximum of 15 days.
- 5. Subsequent request for encashment of EL shall not be allowed at least for the next three years excluding the year in which encashment was made.
- 6. Faculty/Staff desirous of availing the above facility have to apply through proper channel to the Principal of the College.
- 7. After availing the Encashment of EL, the Faculty/Staff concerned should continue their service to the college at least for one year.

PRINCIPAL

Circulation to: Dear

Deans/ HODs / I/Cs

AO/Accounts

Copy to: Secretary Office

Ship

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## GEETHANJALI COLLEGE OF ENGINEERING & TECHNOLOGY Cheeryal (V), Keesara (M) R.R.dist

No. GCET/2022-23/009

Date: 2<sup>nd</sup> June 2023

### CIRCULAR

## SUB: Amendment to "Recruitment and Selection" rules of HR Policy - reg

With reference to HR Policy Manual issued in 2015, the following amendment to section 4.4 governing "Recruitment and Selection" is made with immediate effect.

Section Reference No.	Nature of amendment (Revision / Addition)	Existing	Revised/New
4.4	Addition (of sub sections 4.4)	Nil	The following clause should be added.  "4.4.9: HoD's may recruit one or two faculty as adjunct faculty in their respective departments. Subject to satisfying the eligibility norms and other criteria as specified by UGC and NBA for Higher Educational Institutions."  "4.4.5: Recruitment of adjunct faculty shall be made following the UGC Guidelines for Empanelment of adjunct faculty in Universities and colleges".  4.4.6: Adjunct faculty shall engage in teaching for atleast 50 hours in an Academic year, besides providing counseling for students and guiding junior faculty in the best practices of teaching.

Note: Departments are requested to take steps to recruit Adjunct faculty from the Academic Year 2023-24.

> Head DEPARTMENT OF MANAGEMENT STUDIES

Geethanjali College of Engineering & Technology (Autonomous) Cheeryal (V), Keesara (M), Medchal (D), Telangana. 501301

To

All HODs / Deans

## GEETHANJALI COLLEGE OF ENGINEERING & TECHNOLOGY Cheeryal (V), Keesara (M), RR Dist- 501 301

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1 A.L.Prasanth Assoc. Prof 19/02/2007 A.J. La abrol.  2 Kalyan Jyothi Asst. Prof 5/10/2009 A.J.  3 APS Jyothi Asst. Prof. 18.05.2011 K. 25 Just 4. P. Upender Asst. Prof. 13.06.2012 M.J.  4 P. Upender Asst. Prof. 13.06.2012 M.J.  5 K. Naupal Reddy Asst. Prof. 5/7/2012 M.J.  6 V. Shravani Asst. Prof. 9/4/2015 V.Shravani Asst. Prof. 10/4/2015 V.Shravani Asst. Prof. 10/4/2015 M.J.  7 T. Abhilash Asst. Prof. 10/4/2015 V.Shravani Asst. Prof. 10/4/2015 M.J.  8 Neha Singh Asst. Prof. 10/4/2015 V.Shravani Asst. Prof. 10/4/2015 M.J.  10 Y. Bala Manikhanta Asst. Prof of 112/2015 J.B.  11 Dr A. Suta Maddiani Professor 28/05/2016 M.J.  12 Ravi Sampangi - Asst. Professor 1/12/2016 Low Law M.J.  13 G. Ayuna - Asst. Professor 1/12/2016 Low Law M.J.  14 Danin shornli - Asst. Professor 2/01/2017 M.J.  15 K. Vijaya hakhmi Asst. Professor 3/1/2017 M.J.  16 K. Lavanga Asst. Professor 10/3/2017 R.M. W.J.  18 V. Sai Kishote Asst. Professor 1/12/2017 R.M. W.J.  18 V. Sai Kishote Asst. Professor 1/12/2017 R.M. W.J.  19 V. Naga Suhakini Asst. Professor 1/11/19 Shaines 1/10/11/19  20 Sharnaz begum Asst. Professor 1/11/19 Shaines 1/10/11/19  21 A. Sashanka Asst. Professor 18/11/19 Shaines 1/10/11/19  22 Gr. V Vigneswaya Swami-Asst. Professor 18/11/19 Shaines 1/10/11/19  23 D. V. J. Smpaneren profund Asst. Professor 18/11/19 Shaines 1/10/11/19  24 L. Deepa Asst. Professor 8/1/2021 C.V. Supaner 2/1/2022 C.V. Shivani Asst. Professor 8/1/2022 C.V. Supaner 2/1/2022 C.V. Shivani Asst. Professor 8/1/2022 C.V. Shivani Asst. Professor 8/1/2022 C.V. Supaner 2/1/2022 C.V. Shivani Asst. Professor 8/1/2022 C.V. Supaner 2/1/2022 C.V. Shivani Asst. Professor 8/1/2022 C.V. Supaner 2/1/2022 C.V. Shivani Asst. Professor 8/1/2022 C.V. Shivani Asst. Professor	SI. No.	Name of the Staff Member	Designation	Date of Joining	Signature of the Staff
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Geethanjali College of Engg. and Tea (Autonomous)

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