

5.0 Motivational 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.

5.2 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.

5.3 Faculty and Staff Development Programmes and Service 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 are 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 of Two Times in a year for 2 Days
2	Publication of Papers in International Conference	Faculty	Rs. 1,500/- , 100% Registration Fee, 50% TA, Publication Charges and OD	
3	Publication of Papers in	Faculty	Rs. 1,000/- 100%	

	National Journals		Registration Fee and OD	
4	Publication of Papers in International Journals	Faculty	Rs. 2,000/- + 100% Registration Fee, OD, 50%TA and Publication Charges	
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

"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.

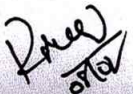
In Partial modification of clause 6.9 of Leave rules of HR Policy Manual, the following additional guidelines are given. Encashment of EL by faculty/staff is permitted subject to the following conditions:

1. 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: Deans/ HODs / I/Cs
AO/Accounts

Copy to: Secretary Office





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

No. GCET/2022-23/009

Date: 2nd 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.

To

All HODs / Deans


Head
DEPARTMENT OF MANAGEMENT STUDIES
Geethanjali College of Engineering & Technology (Autonomous)
Cheeryal (V), Keesara (M), Medchal (D), Telangana. 501301


PRINCIPAL



GEETHANJALI COLLEGE OF ENGINEERING & TECHNOLOGY

Cheeryal (V), Keesara (M), RR Dist- 501 301

HUMAN RESOURCE POLICY MANUAL ISSUED LIST - 2015

Sl. No.	Name of the Staff Member	Designation	Date of Joining	Signature of the Staff
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Dept: MBA

1	A.I.Prasanth	Assoc.Prof	19/02/2007	<i>A.I. Prasant</i>
2	Kalyan Jyothi	Asst.Prof	5/10/2009	<i>KJ</i>
3	APS Jyothi	Asst.Prof.	18.05.2011	<i>K.P.S Jyoti</i>
4	P.Upender	Asst.Prof.	13.06.2012	<i>P.U</i>
5	K. Naupal Reddy	Asst. Prof.	5/7/2012	<i>K.N.R</i>
6	V. Shravani	Asst. Prof.	9/4/2015	<i>VShravani</i>
7	T. Abhilash	Asst. Prof.	5/6/2014	<i>Abhi</i>
8	Neha Singh	Asst. Prof.	10/4/2015	<i>Neha</i>

9. Dr. J. Parthasarathi Professor 27/11/2015 *J.P* 27/11/2015
10. Y. Bala Manikanta Asst. prof 07/12/2015 *Y.B.M* Received
11. Dr A. Sita Madhavi Professor 28/05/2016 *S.M* Received 28/5/16
12. Ravi Sampangi - Asst. professor 1/12/2016. *Ravi Sampangi* 1/12/2016.
13. G. Aruna - Asst. Professor 30/12/2016 *Aruna* 30/12/2016
14. Damini shamili - Asst Professor 21/01/2017 *Damini shamili* 21/01/2017
15. K. Vijaya lakshmi Asst professor 3/1/2017 *Vijaya lakshmi* 3/1/2017
16. K. Lavanya Asst. professor 10/3/2017 *Lavanya* 11/3/17
17. RN Ushdini. Asst. Professor 11/12/2017 *RN Ushdini* 11/12/17
18. V. Sai Kishore ASSO. PROFESSOR 7/6/2019 *Sai* 7/6/19
19. V. Naga Subasini Asst. professor 13/11/2019 *Subasini* 13/11/2019
20. Shamaz begum Asst. Professor 14/11/19 *Shamaz* 14/11/19
21. A. Sashanka Ass.t professor 18/11/19 *Sashanka*
22. G.V Vigneswara Swami - Assit professor 16/7/2021 *G.V Swami* 18/11
23. Dr. V.J. Supraeven professor 16/7/2021 *V.J. Supraeven*
24. L. Deepa Asst. Professor 7/2/2022 *L. Deepa*
25. V. Shivani Asst. professor 8/4/2022 *V. Shivani* 8/4/2022
26. D. Keethana Assti Professor 8/4/2022 *Keethana* 8/4/22.

27.	G. Vijaya Lakshmi	Asst. Professor	18.04.2022	G.V. Jay 19/4/22
28	V. Bhavani	Asst. Professor	18/04/2022	v. Bay
29	K. Bhavana.	Asst. Professor	16/05/2022	Bhavya 16/5/22
30	A. Sree Divya	Asst professor	19.2023	divya 19.2023
31	V. Anusha.	Asst. professor	1/09/2023	Asho 1/9/23.
32	A. Indira Kumari Sr.	Asst. Professor	30/08/2024	Indira
33	M. Naga Sulochana	Asst. Professor	2/12/2024	1/9/24 Naga 2/12/24
34				

Swa

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