

## ORGANIZATIONAL STRUCTURE

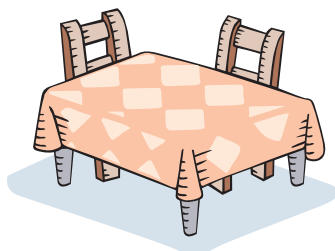
Organizational Set-Up  
Chief Operating Officer  
Chief Executive Officer  
Director - Human Resources  
Executive Council  
Principal  
Head of the Department/s  
Coordinator/s  
College Development Council





## 1

## ORGANIZATIONAL SET-UP



### 1.1 THE CHIEF OPERATING OFFICER

The Chief Operating Officer (Chairman) Shri. Raja Babu, is the person responsible for the administration of Aurora Group of Institutions. He is responsible for all the administrative decisions. He executes all his decisions through the Chief Executive Officer.

### 1.2 THE CHIEF EXECUTIVE OFFICER

Chief Executive Officer (Secretary) Shri. Ramesh Babu, is responsible for supervising all the personnel, making procedural or developmental recommendations, sanctioning the budget proposals. Representing Chief Executive Officer in all the issues related to employee management is the Director-Human Resources.

### 1.3 DIRECTOR - HUMAN RESOURCES

Director - Human Resources Dr. Ravi Paturi, is the person responsible for making all the appointments and administering all the issues related to all the staff of all categories recruited at Aurora Group of Institutions.

### 1.4 ACADEMIC COUNCIL

It is the body fully empowered to monitor the academic aspects of Aurora Group of Educational Institutions and it will play a very active role in guiding critical academic activities. The Academic Council will consist of COO, CEO & Director - HR along with eminent academicians. Presently Dr. Alladi Prabhakar is the Chairman of Academic Council.

### 1.5 GOVERNING COUNCIL

It is the body of academicians, industrialists and consultants along with representatives from the body such as AICTE, State Government and University. This functions as a broad governing setup guiding the Educational Institutions under the band of Aurora.

### 1.6 EXECUTIVE COMMITTEE

The executive committee consists of the Chief Operating Officer, Chief Executive Officer, the Director - Human Resources and all the Principals of the Aurora group colleges. This committee is empowered to take all the decisions related to the development of "Aurora" and most importantly setting the targets.

1.7 THE PRINCIPAL

Each of the college of Aurora is managed and run by Principal who will administer the activities at the college and will be responsible for achieving the goals and targets given for each of the college.

1.8 HEADS OF EPARTMENTS

Each of the department in different colleges will be manned by the Head of the Department who will be operating under the guidance of the Principal of the college so as to achieve the targets at the Departmental level.

1.9 COORDINATORS

Each of the activity or clusters of activities like student welfare, faculty welfare, placements will be looked after by coordinators. Each of these coordinators will be operating within the defined charter of duties and responsibilities.

1.10 COLLEGE DEVELOPMENT COUNCIL

Each of the college will have a college development council consisting of Head of the Department and all the Coordinators and will be responsible for setting, defining, and reviewing targets towards the development of the Institution. These targets have to be issues like Accreditation & evaluation.

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## THE CHIEF OPERATING OFFICER



The Chairman of Aurora Educational Society is the Chief Operating Officer (COO) of the Aurora Educational Group. He is the Head of all the Institutions of the Aurora Group.

### 2.1 INFRASTRUCTURE RELATED FUNCTIONS

The COO will involve himself in functions such as coordinating the development of infrastructure, liasoning functions related to procurement and construction.

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## THE CHIEF EXECUTIVE OFFICER



The Secretary & Correspondent is the Chief Executive Officer (CEO) of the Aurora Educational Group. He is the critical force supervising, controlling and managing all matters related to the Aurora group of institutions. These include academic, financial, administrative and all other activities related to Aurora Group of Educational Institutions.

### 3.1 VISIONARY FUNCTIONS

The CEO takes-up important responsibility of being the visionary for the Aurora Group of Institutions and develops vision documents working in close liaison with all the other top management members and helps all his employees share similar vision and guides the Director - HR in developing mission documents.

### 3.2 ADMINISTRATIVE FUNCTIONS

The CEO coordinates all the administrative functions related to Institutions within Aurora Group. He is responsible for taking the final decisions related to all the institutions.

### 3.3 LIASONING FUNCTIONS

The CEO is the main liasoning officer for the Aurora Educational Group, especially working in close coordination with Governmental bodies such as AICTE and Department of Technical Education and universities concerned. He will be the guiding force deciding about the courses to be introduced, redesigned, etc.

### 3.4 FINANCIAL FUNCTIONS

The CEO is the final authority for all the finance related decisions at Aurora Group of Educational Institutions. He is empowered to approve / sanction, modify, reduce the budgetary grants for different activities at different institutions operating within the Aurora Group. Annually each of the college represented by the Principal shall get the approval for the annual budget at least 2 months before the 1st April of each financial year. All expenditure incurred in is according to the budgetary provisions under each independent head. If there is any change intended in the budgetary provisions, the colleges shall take prior approval from the CEO so as to go for additional expenditure.

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## THE DIRECTOR - HUMAN RESOURCES



The Director - HR is empowered by the CEO to facilitate the right kind of culture and competence among Aurora Group of Educational Institutions and thus help the top management in realizing their vision.

### 4.1 DEVELOPING MISSION STATEMENTS

One of the important responsibilities of the Director - HR is developing individual missions related to subjects connected to the vision and mission statements. Towards this end, he / she will develop mission documents connected in achieving student excellence, faculty excellence and institutional excellence.

### 4.2 DEVELOPING STRATEGIC SYSTEMS & POLICIES

The Director - HR also will work for developing strategic systems essentially Human Resource Systems and policies which include the recruitment & selection policy, performance and counselling policy, training & development policy, rewarding and compensation policies.

### 4.3 MONITORING THE SYSTEMS & PROCEDURES

Towards putting the mission statements and policies into place, the Director - HR will monitor the functioning of various Human Resource Systems and Policies.

### 4.4 MONITORING THE TASK ACCOMPLISHMENT

The Director - HR will be the reporting authority for all the Principals working at Aurora Group of Educational Institutions. He will be responsible to monitor the task accomplishment at institutional level and thus would receive regular (monthly, quarterly, biannual, and annual) reports from each of the college Principal regarding the progress of various tasks set before the Institutions.

## 5

## THE PRINCIPAL



The Principal being the head of the Institution shall have to take up different responsibilities which include regulation / monitoring; developmental; strategic; leadership and visionary.

5.1 REGULATION / MONITORING  
One of the important responsibilities of a Principal is regulation of academic & general administration and monitoring the systems, policies, procedures and functioning of the institution so as to meet the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University; along with the expectations of the top management; students and their parents. The following are some of the important responsibilities coming under this category:

- 1 Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
- 1 Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
- 1 Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
- 1 Monitoring effective teaching as per the prescribed curriculum and as per the teaching / instructional methodology suggested by the university / AICTE / Management.
- 1 Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit, and any such other matter related to the administration of the college.
- 1 Monitoring all the liasoning activities with governmental, corporate and other academic bodies / institutions.
- 1 Monitoring the liaisoning of activities with colleges within the Aurora Group and most importantly with the top management of Aurora.
- 1 Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HOD's, Coordinators, College Development Council and the Governing Council.
- 1 Monitoring the procurement and purchase of all the necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.



- 1 Monitoring the auditing and inspections of the institution conducted by the regulatory bodies such as AICTE, government, and university apart from the ones conducted by the top management.
- 1 Maintaining the infrastructure of the institution with the help of the concerned staff and protecting the life and property of all associated with the institution.
- 1 Maintaining cordial relations with the staff, students, parents and with all those connected to the institution both directly and indirectly.
- 1 Maintaining all the required files and registers. List of all the files and registers is mentioned at the end of this manual.
- 1 Last and most important is following all the systems & procedures required for NBA Accreditation.

#### 5.2 DEVELOPMENTAL FUNCTIONS

Principal also needs to take-up developmental functions which are very important for the development of the institution.

The following are some of the developmental functions to be taken-up by the Principal:

- 1 The Principal needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
- 1 Nurturing and facilitating the faculty and giving all the necessary guidance and support.
- 1 Identifying the core competencies of the incitation either existing or probabilistic and projecting these core competencies.
- 1 Focussing on building an image for the institution at overall level or in terms of a particular strength either in terms of a department or activities.
- 1 Developing the working and learning culture in the Institution.
- 1 Developing the necessary infrastructure most importantly the library, laboratory, and providing international ambience.

#### 5.3 STRATEGIC FUNCTIONS

The Principal needs to shoulder various strategic functions which are aimed at developing network and alliances which pay rich dividends in long term. The following are some of the strategic functions.

- 1 Developing a strong association with industry, research, and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
- 1 Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.
- 1 Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.

#### 5.4 LEADERSHIP FUNCTIONS

These are the most critical functions of a Principal. By fulfilling these functions, the Principal will exhibit the true qualities of a leader and be a role model to all his / her colleagues. The following are some of the leadership functions:

- 1 The Principal shall prove himself as an excellent teacher and as one of the best among all his colleagues.
- 1 Take-up research, publication, consultancy and training and establish credentials as academican of standard so as to gain acceptability among all the faculty members as being a true academic leader.

- 1 To set high standards of discipline, commitment and involvement in work pattern.
- 1 To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them to the forefront.
- 1 Working with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

#### 5.5 VISIONARY FUNCTIONS

These are the most important functions of a Principal. The following are some of the visionary functions.

- 1 Developing a long term model for the institution and working for realizing this vision in close association with the top management.
- 1 Taking steps at regular intervals which facilitate towards realizing the vision.
- 1 Establishing necessary systems, procedures, policies facilitating towards realizing the vision.

Under each of the heads mentioned above, the Principal could take-up many more functions suiting the requirement and needs of the institution from time to time.

#### 5.6 PLANNING

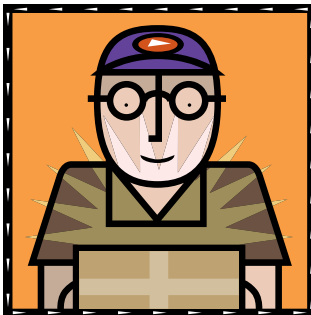
The Principals are required to prepare long term as well as short term plans (concrete documents) and present them to the top management.

#### 5.7 EXECUTION AND REPORTING

The Principals are required to submit regular reports (monthly, quarterly, biannual and annual) of every function that they have taken-up or intend to take-up to the top management (CEO, COO and Director - HR).

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## THE VICE PRINCIPAL



The Vice Principal of the college will be the second in command in the college. He / She will officiate the Principal in his / her absence and will assist the Principal in the functioning of the college. The following are the various functions of Vice-Principal. If the Principal wants to allocate any other functions other than this, he can prepare a note and send it to the HR - Department.

The functions are as follows:

- 1 Attendance
- 1 Result Analysis
- 1 Organising Faculty Meetings
- 1 Student Discipline
- 1 Ex-Officio Principal

## 7

## HEAD OF THE DEPARTMENT / S



Every Head of the Department is expected to work with a high standard of initiative, efficiency and economy and report to the Principal and take all the necessary guidance and support. They are required to be conscious of the fact that they are the ones responsible for the fulfillment of the tasks set by the top management at the Departmental level. The HoDs would be appointed by Director - HR, HR Department with strong recommendation from the Principal of the College. They need to fulfil the following responsibilities and send the monthly report to the HR Department.

- 1 Informing all his / her department colleagues regarding the tasks set forth by the top management as well as Principal pertaining to the Department.
- 1 Being a role-model for all his / her colleagues by shouldering responsibilities related to academic and administrative functions.
- 1 Coordinating the preparation of academic schedules at least one month before the actual beginning of each academic (semester) session and ensuring that the schedule is implemented in totality.
- 1 Preparing the requirement plan for

each of the laboratories at least six months in advance and coordinating the procurement at least three months in advance.

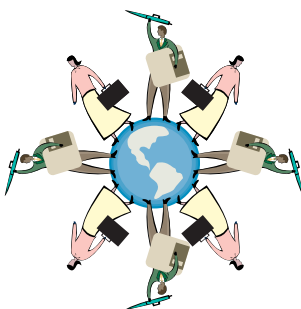
- 1 Setting-up of laboratories and preparing all the necessary manuals, protocols and registers required for maintenance of the laboratories.
- 1 Coordinating the stock verification, maintenance of the lab equipment as per prescribed norms.
- 1 Recommending to the Principal of the leaves of the staff within the department as per norms and making alternate arrangements for the fulfillment of the academic responsibilities.
- 1 Conducting regular staff meetings of the department as per the norms and maintaining the minutes of meetings in the registers and files.
- 1 Maintenance of all the records, registers, files pertaining to the department and preparing a list of the same.
- 1 Monitoring the conduct of the classes pertaining to the department / subject on daily basis and preparing a report on the mistakes or lapses if any.

- 1 Coordinating the syllabus completion at regular intervals and preparing fortnightly reports and submitting them to the Principal.
- 1 Checking the attendance register every week and signing after verification. If any mistakes/ errors are found that should be informed to the concerned faculty at the same time, so that necessary action can be taken immediately.
- 1 Overseeing the discipline of students in the concerned department and preparing lists of students who are found not following basic discipline and conduct.

- 1 Conducting monthly staff appraisals of the faculty within the department, it could be an informal talk with the faculty and sending the appraisal report to the Principal immediately.
- 1 Setting the targets for the subject concerned, against which the results will be analysed. The HR Department will help in the analysis and correlation of the targets set and the result achieved.
- 1 Any other responsibility entrusted by the Principal from time to time based on necessity.

## 8

## CO-ORDINATOR / S



Towards facilitating decentralization of work and also to nurture future leaders of the institution and for having a participative and democratic setup, the enthusiastic and interested faculty members shall be given the responsibility of being coordinators of different functions. The following is the list of the responsibilities of various Coordinators. Apart from the various Coordinators mentioned below, the college can recommend any other Coordinator also but shall take prior approval of the Director - HR. The respective Coordinators have to fulfil their respective responsibilities mentioned below and send a monthly report to their HoD's.

#### 8.1 COORDINATOR FOR LIBRARY ACTIVITIES

- 1 To coordinate among the librarians, staff and students.
- 1 To organize various functions and activities such as library week, or to install clubs such as reading club essentially to develop a very interactive and vibrant reading and library usage culture among the students and staff.
- 1 To have book reviews and reading sessions by the students in the Library.

- 1 To coordinate among students and staff and understand their needs of books and other information and thereby inform the librarian about the same.
- 1 To prepare a monthly, quarterly, half yearly and annual report and submitting to the Principal.
- 1 To ensure procurement of books which are essential and/or recommended by the respective Faculty.

#### 8.2 COORDINATOR FOR CAREER COUNSELING

- 1 To establish a centre for Career Counseling. This centre will emphasize on increasing the awareness about various courses available and job opportunities after graduation in different faculties. The centre will give importance in furnishing information to final year students about different openings. Information from various sources will be collected, collated and filed. This will be shared with students in their classes.
- 1 To invite Professional counselors and Experts to give seminars to throw light on 'Career Guidance'.

- 1 To coordinate with the centre for placements to enable interested students to procure jobs after & while doing their courses. To maintain the data of various institutions in which the faculty members have studied.
- 1 To procure and organize all the brochures, question papers and other information related to advanced courses such as GRE / TOFEL/ GMAT / GATE / CAT/etc.
- 1 To contact reputed Institutions, Companies in India / Abroad to gather information on Career Opportunities.
- 1 To prepare a monthly, quarterly, half yearly and annual report and submit it to the Principal.

### 8.3 COORDINATOR FOR STAFF MEETINGS & STAFF WELFARE

#### 8.3.1 Staff Meetings

- 1 To coordinate the staff meetings once in a month and any other emergency meeting called for a specific purpose.
- 1 To see that all the faculties are intimated about the meeting.
- 1 To prepare, submit and circulate the minutes of the meeting.

#### 8.3.2 Staff Welfare

- 1 To greet the staff members on their birth day / wedding anniversary by way of greeting cards / gifts.
- 1 To coordinate faculty picnics and retreats.
- 1 To coordinate the presentations / gifts to the faculty on occasions such as marriage.
- 1 To prepare a monthly, quarterly, half yearly and annual report and submitting to the Principal.

### 8.4 COORDINATOR FOR WALL MAGAZINE /NEWS LETTER

#### 8.4.1 Wall Magazine

- 1 To motivate students to contribute articles, sketches, clippings from newspapers or magazines.
- 1 To select articles to be displayed.
- 1 To change articles once or twice a week depending on the flow of articles.
- 1 To include puzzles, quiz, word games, etc. at least once a week and give prizes to the winners.
- 1 To prepare a monthly, quarterly, half yearly and annual report and submitting to the Principal.

#### 8.4.2 News Letter

- 1 To keep a record of events and to collect data regarding departmental activities.
- 1 To collect photographs of all college events.
- 1 To write reports of all events.
- 1 To motivate students to write articles, collection and segregation of articles.
- 1 To impart information to students regarding careers, higher study, etc.
- 1 To coordinate the Printing, Proof Reading and giving the newsletter its final shape to be printed each quarter.
- 1 Preparing a monthly, quarterly, half yearly and annual report and submitting to the Principal.

### 8.5 COORDINATOR FOR PLACEMENTS ACTIVITIES

- 1 To Maintain the data base of various companies / prospective recruiters and recruiting agencies.
- 1 To coordinate with the prospective recruiters including companies and consulting agencies.

- 1 To bring awareness of placements among the students especially informing them about the expectations of companies with regard to various jobs and informing them that having more than 60/70 per centage is necessary.
- 1 To inform students about improving their communication skills. Towards this, working in coordination with centre for communication skills.
- 1 To network and coordinate with all the faculty members in the college so as to guide the students regarding improving their technical capabilities.
- 1 To organize regular mock interviews and group discussion in association with the language faculty.
- 1 To coordinate the preparation of placement brochure and look into all the matters connected to placement.
- 1 To coordinate with the students about the placement campaign in various major cities in the country.
- 1 To correspond with various prospective and probable employers.

- 1 To coordinate with the coordinator of Networking and Public relations so as to see that cordial and positive relations are maintained with those connected with recruitment of students.
- 1 To coordinate with all the other placement coordinators working in Aurora group.
- 1 To prepare a monthly, quarterly, half yearly and annual report and submitting to the Principal.

#### 8.6 COORDINATOR FOR ALUMNI ASSOCIATION

- 1 To take the responsibility to collect data from the present outgoing students and educate them about the alumni association.
- 1 To coordinate the filling up of the alumni proforma by the outgoing students and the old students.
- 1 To maintain an alumni database.
- 1 To conduct / organize frequent meetings / get togethers / dinner parties for the alumni.
- 1 To send greetings or letters of appreciation to the alumni.
- 1 To coordinate invitation of the alumni to all the functions and events organized by the college.

- 1 To coordinate with the coordinators of Placements and Career counseling and to take the help of alumni in placements and also in increasing the awareness of existing students about various courses that they have done / are doing in India and Aborad.
- 1 To coordinate for recommendation letters.
- 1 To prepare a monthly, quarterly, half yearly and annual report and submitting to the Principal.

#### 8.7 COORDINATOR FOR ATTENDANCE

- 1 To create awareness among the students about the rules and regulations related to attendance especially during the induction and also at the beginning of the semester.
- 1 To create data base of students with addresses and phone numbers.
- 1 To coordinate the display of attendance information every fortnight on the attendance notice board.
- 1 To give one copy of attendance with spiral binding to the Principal and keeping another one in the administration department.



- 1 To coordinate sending the attendance information to the parents at regular intervals.
- 1 To monitor the attendance of those students who fall below the 75% and counsel them.
- 1 To record the examination / lab attendance separately.
- 1 To have separate record of the students who participate in the college events, programmes.
- 1 To have the record of students who inform the college about their illness.
- 1 To prepare a monthly, quarterly, half yearly and annual report and submitting to the Principal.

#### 8.8 COORDINATOR FOR STUDENT AFFAIRS & ACTIVITIES

- 1 To monitor the discipline of the students.
- 1 To prepare a report on different categories of students who require attention like notorious, mischievous, problematic, irregular and lazy from the concerned faculty and coordinate counseling them.

- 1 To coordinate action to be taken against indiscipline harming the institutional reputation. Towards this end, the coordinator will form a discipline committee with the guidance from the Principal and coordinates action to be taken as decided by the committee.
- 1 To collect the data of students who require psychological counselling or medical attention.
- 1 To coordinate with all the other coordinators in the college and most importantly the coordinator of events so as to take the help of the students in the event management.
- 1 To gather information regarding student redressal (a special mechanism shall be organized so as to facilitate the students to communicate their problems, some thing like a suggestion box) and informing the Principal.
- 1 To prepare a monthly, quarterly, half yearly and annual report and submitting to the Principal.

#### 8.9 COORDINATOR FOR EXAMINATIONS

- 1 To coordinate the conduct of various examinations
- 1 To inform the Principal regarding the scheduling, material requirement, procedures, invigilation status well in advance.
- 1 To coordinate with the administrative staff with regard to requirement of stationery, printing and any other material required for the conduct of examinations.
- 1 To maintain total confidentiality and ethics in the conduct of the examinations.
- 1 To maintain all the records and information pertaining to the examinations.
- 1 To conduct regular results analysis with the help of administrative staff and inform the Principal.
- 1 To prepare a monthly, quarterly, half yearly and annual report and submitting to the Principal.

8.10 COORDINATOR FOR EVENTS /  
CULTURAL ACTIVITIES

- 1 To coordinate all the events and festivals of the college as per schedule and procedures.
- 1 To coordinate all the resources connected to the events like audio-visual equipment, stage management material, etc.
- 1 To maintain all the files, bills, reports, records, and documentation pertaining to any events organized by the college.
- 1 To maintain the photo album, video and audio recording of all the events organized at the college.
- 1 To organize the cultural events with the help of other staff members.
- 1 To prepare a data base of highly talented students in different activities and motivate them to participate in inter college festivals organized at various places in the country.
- 1 To prepare a monthly, quarterly, half yearly and annual report and submitting to the Principal.

## 8.11 COORDINATOR FOR WEB-SITE

- 1 To coordinate periodical updation of various material on the web site like syllabus, faculty data, library details, reading materials, attendance, examination results and any other information to be on the web-site.
- 1 To coordinate with the administrative staff and other coordinators to update the data on various events.
- 1 To coordinate with the web-site administrators about the maintenance of the site
- 1 To create new mail ID's whenever they are required.
- 1 To coordinate with the Principal about the information on the website.
- 1 To keep track of the number of hits and keep educating students about the utilities of the web-site.
- 1 To come out with new ideas related to web-site.
- 1 To prepare a monthly, quarterly, half yearly and annual report and submitting to the Principal.

8.12 COORDINATOR FOR  
PROJECTS

- 1 To procure and process Information related to projects availability.
- 1 To communicate with the concerned authorities of the reputed organizations/companies/research establishments towards getting the projects.
- 1 To inform and educate the students about the projects availability and method of procuring projects.
- 1 To motivate the students to choose right projects in their respective areas.
- 1 To guide the students to make their projects effective.
- 1 To maintain records and accounts of project activities.
- 1 To prepare a monthly, quarterly, half yearly and annual report and submitting to the Principal.

8.13 COORDINATOR FOR GUEST  
LECTURES

- 1 To coordinate all the resources (audio visual facilities, transport, gift, etc.) required for organizing the guest lectures.
- 1 Maintaining a record of guest lectures happening in the college.

- 1 To display the schedule of the guest lectures taking place in the college and informing all the faculty and students.
- 1 Preparation of guest lecture reports with the help of concerned students.
- 1 To coordinate sending the feedback to the guest faculty one day after the guest lecture is organized.
- 1 To get the guest lecture proformas being filled from the college faculty and guest faculty.
- 1 To prepare a monthly, quarterly, half yearly and annual report and submitting to the Principal.

#### 8.14 COORDINATOR FOR CLUB ACTIVITY

- 1 Coordinating the club activity such as CSI student chapter, ISTE chapter.
- 1 Conducting regular meetings (monthly) of these student chapters.
- 1 Organizing events on behalf of the student chapters at a very large scale.
- 1 Conducting / Organizing invited lectures on behalf of the student chapters.
- 1 Preparing a monthly, quarterly, half yearly and annual report and submitting to the Principal.

#### 8.15 COORDINATOR FOR NETWORKING & PUBLIC RELATIONS

- 1 Having the data base of all the people, institutions, organizations connected with the college directly and indirectly under different heads such as VVIP, VIP, and Ordinary.
- 1 Having data base of the guest lectures, invited dignitaries and sending the thanks messages immediately after they visit the college.
- 1 Sending 'thanks giving messages' to the corporate people who have helped the college by giving summer projects or by recruiting the students.
- 1 Sending greeting cards on specific occasions such as New Year Day, Deepavali, etc. to as many people as possible coming under the list of VVIP, VIP, ordinarily on the advice of the Principal.
- 1 Sending greeting cards on Birthdays, Wedding Anniversaries, to all those dignitaries who are very important for the college.
- 1 Sending the corporate gifts to all the people and organizations who help the college significantly.
- 1 Preparing a monthly, quarterly, half yearly and annual report and submitting to the Principal.

## 9

## COLLEGE DEVELOPMENT COUNCIL



### 9.1 CONSTITUTION

The college will have a college development council with all the Head of the Departments, Coordinators being members apart from Principal and Vice Principal.

### 9.2 PURPOSE OF THE COUNCIL

The council is formed with an objective of having an empowered system of administration and to ensure that the faculty feels involved into the administration of the college.

### 9.3 FUNCTIONS

The college development council will take-up the following responsibilities.

- 1 To draw broad policy frame work under the guide lines provided in the organizational procedural manual by the top management.
- 1 To develop a document / plan for the development of the college.
- 1 To organize, supervise and coordinate the day to day academic administration of the college.
- 1 To frame the necessary academic structure so as to achieve the short term as well as long term objectives of the college.

- 1 To facilitate the conduct of important events of the college such as induction - faculty; induction - students; annual day, foundation day etc.
- 1 To be the pillars of the college and take collective responsibility for all the activities happening at the college.

### 9.4 MEETINGS

The college development council shall meet at regular intervals, i.e. once in a month and have detailed discussions on the development of the college and critical milestones to be achieved. A detailed report is to be prepared and to be sent to the Corporate office. Minutes of the meeting to be noted and recorded.

**ADMINISTRATIVE  
PROCEDURES**

Festivals / Functions Procedure  
Branding Procedure  
Procurement - Purchase Procedure  
Office Management Procedure



## 10

## FESTIVALS / FUNCTIONS PROCEDURE



### 10.1 IMPORTANT FESTIVALS / FUNCTIONS

The following are the important festivals / functions that all the institutions at Aurora celebrate being together. Not just the festivals / functions, but the way they are celebrated in the colleges symbolize the critical cultural features that are unique to Aurora.

#### 10.2 INDEPENDENCE DAY

Independence day, 15 August of every year, is one of the most important festivals celebrated at Aurora. Not being a mere ceremonial function, today the faculty and staff of Aurora involve in educating students and their parents apart from larger society about the spirit behind celebrating Independence day and resolve once again towards the nation building process. Various social development activities and community service are initiated on this day.

#### 10.3 REPUBLIC DAY

Celebrated on 26 January of every year, Republic Day is another occasion when the staff and students get an opportunity to commit themselves to the society and nation and reflect about their contribution to the mother land.

#### 10.4 TEACHERS DAY

The birthday of Swargeeya Dr. Sarve Palli Radha Krishnan, the former President of India on 5 September of every year is celebrated as the Teachers Day. This day in Aurora colleges is celebrated in a big way. All the students involve in bringing a festive atmosphere at the college campus by decorating the place with graffiti, posters on the importance of teachers. In each class room the faculty help students understand the important contribution of teacher in students life. A grand function is organized where the best teachers from the college are honoured apart from some select senior faculty from the outside.

#### 10.5 ENGINEERS DAY

The birth day of Swargeeya Moksha Gundam Visweswariah is celebrated as Engineers Day on 15th September. This happens to be very important day for all the faculty and students being in the engineering education. On this day at Aurora, Engineering exhibition and lectures on latest engineering marvels are organized. Best engineers are honoured on this day.

#### 10.6 INDUCTION DAY - STUDENTS

The new batch of students every year are inducted into the college culture and traditions apart from rules, regulations and norms of the college. A Week long celebrations consisting of lectures by distinguished personalities, cultural events, and formal get-together will mark induction process every year. Students will be given students hand book consisting the details of all the procedures, policies of the college with regard to discipline, examinations, attendance, results. etc. It will also contain information on various facilities provided by the college like library, canteen, transportation, etc. Apart from this, the hand book will consist of details of each and every faculty in the college, their specializations, the information pertaining to Head of the Departments, Coordinators, etc. The hand book will also have details of class room scheduling, time table, etc.

#### 10.7 INDUCTION DAY - FACULTY

Every year during May / June Induction is organized for newly joined faculty members. The faculty is introduced to the culture and tradition of the college. Lectures, presentations, discussions and orientation classes mark the induction process.

#### 10.8 FOUNDATION DAY

This is the day when the college was established and began its operations. Every year on this day 'Foundation Lecture Series' is organized and eminent personalities are invited to give Foundation Day Lecture. This is the day the college reaffirms its faith and commitment to its cause.

#### 10.9 ANNUAL DAY

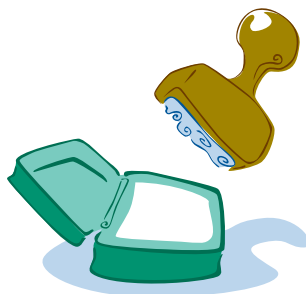
Every year during January / February Annual Day of each of the colleges is celebrated. This is an occasion for the college to inform the society at large and parents in particular how far they have fulfilled their commitments. Towards this end, the college will print an annual report consisting of its achievements and record of events and present it to the college board one week before the proposed annual day. Competitions and cultural events mark the occasion. parents, alumni and students apart from the staff of the college are invited for this event.

#### 10.10 AURORA FAMILY DAY

Family day is a unique festival organized by Aurora every year during November / December to have all the families of the staff working in Aurora group colleges to get-together. Its an opportunity for every one to know each other, to strengthen personal as well as professional relationships among themselves and their families.



## BRANDING PROCEDURE



### 11.1 LOGO & PUNCH LINE

The colleges will be given the official version of the logo and punch line which are the registered trade marks of the Aurora and shall have to use only these. They will be supplied with the logos, the punch line in different formats like eps, tiff, jpg and no change (even the smallest) shall be brought in the size, shape, colour and fonts used in the logo.

### 11.2 FONTS

All the colleges in Aurora Group will have to use the official font family, i.e. Gillsans MT in all the official documentation of the college, whether it is letters, manuals, invitations, or any other form of material being printed.

### 11.3 WEB SITE

All the colleges in Aurora Group are required to follow uniformity in designing and presentation of the data on the web site. No college shall use web site address; e-mail ID's without the information of the corporate office. The present e-mail ID's taken for the college shall be disbanded as they would harm the image of the college. The web designing and hosting services shall be coordinated with the corporate office.

### 11.4 PRINTING MATERIAL

None of the materials mentioned below shall be printed in any circumstances by any college without the knowledge of the corporate office. If the college is printing the material, the approval of the

corporate office is required before final printing is done. Faculty, staff and students are required to be informed that they can not print any letter heads and visiting cards. If any one is found printing these material, serious action will be initiated. The list of material is:

- 1 Identity Card (Student, Staff)
- 1 Various forms of Letter Heads
- 1 Visiting Cards
- 1 Various forms used by the college
- 1 Posters and invitation cards
- 1 Attendance Registers

### 11.5 UNIFORMITY IN THE PRODUCT UTILITY (BRAND USAGE)

Uniformity must be maintained in all the material used by colleges of Aurora Group. Be it equipment, furniture, or any other material.

### 11.6 UNIFORMITY IN USAGE OF SIGNAGES, POSTERS & CAPTIONS

All the colleges under Aurora Group shall use the same form of signages, posters and captions kept in the corridors and walls.

### 11.7 UNIFORMITY IN THE PATTERN OF RULES

There shall be total uniformity in the rules and regulations practised at Aurora Group of colleges. If any college wants to introduce any rule pertaining to timings, scheduling, or any other information they shall take prior approval from the corporate office.

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## PROCUREMENT - PURCHASE PROCEDURE



Procurement of Lab Equipment, Furniture, and Fittings. The following are the general norms to be followed for all kinds of purchases mentioned above at Aurora Group of Institutions.

- 1 Gathering information pertaining to requirement at least three months in advance. The Heads of the departments or concerned people shall be asked to give details.
- 1 Getting a minimum of three quotations from the approved list of vendors and according to brand formats already agreed upon (before two months of actual requirement).
- 1 Preparing a tabulated statement having details of product price, advantages over each other.
- 1 Preparing the final purchase order along with the tabulated statement in the format already supplied and sending a copy to the corporate office (45 days before actual requirement).
- 1 Waiting for five days after submission of note to corporate office and based on the response, release the purchase order. (before 40 days).

### 12.1 PRINTING

The colleges shall send the requirement of various materials to be printed, at least one month in advance (in cases of emergency 15 days) along with the details of numbers required, purpose, etc. The material will be printed as per the norms of branding and will be supplied within 15 days. The bills shall be cleared by the concerned college within three days after the supply of the material.

### 12.2 STATIONERY

As far as stationery is concerned, the colleges shall purchase the stationery from one of the official vendors and based on price factor. The stationery purchased shall be within the budget limits.

### 12.3 BOOKS

The colleges will be supplied with list of various vendors supplying the books based on the requirement and as per the budgetary provisions the college shall procure the books required at least 15 days before the actual need.

12.4 ANY OTHER MATERIAL

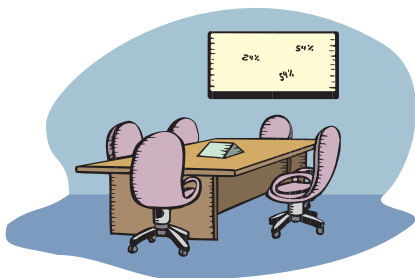
The colleges will follow the same procedure of procurement as in case of lab equipment and will see that the information is sent to the corporate office at least one month in advance and one week before the purchase order is released.

If any college is unable to purchase / procure, it can seek the help of the corporate office. The corporate office is not responsible in case of delay in procurement. The colleges will have to take all the responsibility for the delay in procurement and installation.

It is preferred that the colleges appoint purchase committee having representation of all the departments. Care should be taken to avoid delays because of the slow decision making process of the purchase committees.

13

## OFFICE MANAGEMENT PROCEDURE



### 13.1 SYSTEMS AND PROCEDURES

The college office shall establish some basic systems and procedures. The Registrar / Administrative Officer is responsible for establishing these systems and procedures.

The office will consist of the following basic staff so as to coordinate the functions.

- 1 Registrar / Administrative Officer
- 1 Deputy AO / Superintendent
- 1 Accountant
- 1 Cashier / Accounts Clerk
- 1 Office Assistant - Staff Related Functions
- 1 Office Assistant - Student Related Matters
- 1 Office Assistant - Examinations
- 1 Data Entry Operator /s
- 1 Office Receptionist / Telephone Operator
- 1 Estate Incharge
- 1 Electrician
- 1 Secretary to Principal

### 13.2 COMPUTERIZATION

The entire office must be computerized with quick entry and retrieval mechanisms.

### 13.3 FILES AND REGISTERS

The college shall have all the necessary files and registers that are required for smooth functioning of the college and shall have a register of registers and register of files. All these files and registers shall be numbered and shall be made ready for verification at any point of time. An exhaustive list of files and registers is given at the end of this manual.

### 13.4 ACCOUNTS AND AUDIT

The college shall have a systematic accounts system and computerized accounts entry and retrieval system. The methodology of accounts shall be approved by the Auditor and Chief Accounts Officer of the corporate office.

Regular audit shall be conducted at the college level (monthly) and the report shall be sent to the corporate office. The corporate office shall conduct half-yearly audit and for any error found, the Accountant and Registrar / AO shall be held responsible.

13.5 EXAMINATION / ADMISSION  
RECORDS

The office is totally responsible for up-keep of the examination and admission records to be maintained as per norms and a quarterly audit will be conducted by the corporate office in this regard. Whenever the office staff find any error / lapse in any record they shall immediately inform the Principal and the CEO of the Aurora Group. Later in the event of any lapse the office staff will be held responsible.

13.6 ATTENDANCE / STAFF  
RECORDS

The office is totally responsible for up-keep of the attendance and staff records to be maintained as per norms and a quarterly audit will be conducted by the corporate office in this regard. Whenever the office staff find any error / lapse in any record they shall immediately inform the Principal and the CEO of the Aurora Group. Later in the event of any lapse the office staff will be held responsible. It is to be noted that all the records (examination, attendance, staff attendance, acquittance, leave etc.) shall be protected and kept sealed as these are required for inspection at the time of NBA Accreditation.

13.7 DATA BANK

The college office shall have a data bank of all the people, institutions connected with the college which include, students and their parents, staff members and their families, governing council members, corporate, and others.

13.8 RESPONSIVENESS

The office staff is required to be extremely responsive and quick in providing services to students, parents, staff and all other people connected with the institution.

13.9 DRESS CODE

The office staff is required to follow formal dress code (formal shirt, trouser, black shoes and belt) on all working days.

13.10 COMMUNICATION SKILLS

It is compulsory that all the staff in the office communicate only in English and speak with good manners. Any staff found doing otherwise will be seriously punished.

13.11 ETIQUETTE & MANNERS

All office staff shall follow good etiquette and manners and shall not use at any point language that is derogatory and insulting.



**STUDENT RELATED  
PROCEDURES**

Admission Procedure  
Fee Collection Procedure  
Re-admission Procedure  
Admission Cancellation Procedure  
Student Discipline Procedure  
Student Placement Procedure  
Student College Leaving Procedure  
Teaching Learning Procedure  
Laboratory Management Procedure  
Library Management Procedure





14

## ADMISSION PROCEDURE



### 14.1 ADMISSION PROCESS

The college shall go through the following procedures while admitting a student:

- 1 Getting the admission form duly filled-in by the student.
- 1 Getting a detailed undertaking form duly signed by the student.
- 1 Collecting the following Certificates (Original + two sets of duplicate).
  - m SSC or 10<sup>th</sup> standard
  - m Inter or 10+2
  - m Degree (if necessary)
  - m Transfer Certificate
  - m Income Certificate
  - m Caste Certificate
  - m Migration Certificate

Certain certificates are optional based on requirement)

- 1 Collecting the following material
  - m 2 stamp size colour photographs
  - m 4 Passport size photographs
  - m 10 Address Slips
  - m Ten Rs.5 Stamps
- 1 Getting the Identity card form filled-up.

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### 14.2 ADMISSION COUNSELLING / COMMUNICATION OF RULES

The Head of the office / Admissions In-charge is required to inform the student and the parent in detail about various rules and regulations of the college pertaining to attendance, discipline and examination apart from rules related to fee payment. They shall also inform the student and the parent clearly in unequivocal terms about the rules pertaining to cancellation of admission and take a written undertaking for adherence to such rules, from the parent and the ward.

### 14.3 ADMISSION REGISTER

The college shall maintain an admission register which will have the admission number (this number is unique number that is given to the student and is not transferable); Roll Number; Name of the student: Parent / Guardian Name; Course Name; Date of Admission; Date of Leaving the Institute; Remarks Columns being filled immediately.

14.4 ADMISSION REPORT

The college shall submit a daily report to the Head office with the admission status in terms of reported / actually admitted / category of admission / fee paid if any and other particulars to be given. The college shall also give the data on a daily basis on the vacancy position.

14.5 CONTACTING THE STUDENTS

Collecting the data from the Head office / convener on various categories of admissions, the college shall contact the student immediately and verify about the date of reporting etc. to avoid any vacancy arising at a later date.

14.6 PREPARING THE FINAL LISTS

The college shall prepare the final list of the candidates under various categories and keep the lists prepared at least one week before the submission to the concerned office.

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## FEE COLLECTION PROCEDURE



### 15.1 CATEGORIES OF FEE

The college will receive regular communication from the office of the CEO about the various categories of fee and the timing of collection. Other than this college shall not collect any other fee.

### 15.2 TIMING OF THE FEE COLLECTION

The fee shall be collected one week before the course begins. The time could be further extended by a maximum of one week. From this day, students are given one week time to pay the fees with a fine of Rs.10 and Rs.50 per day during the next week. If the student does not pay the fee even after three weeks after the beginning of the course (each year) the student name shall be removed from rolls.

### 15.3 MODE OF FEE PAYMENT

The fee is supposed to be collected only in the form of DD to be given in favour of the said account, and not in any other format.

### 15.4 FEE RECEIPT

The student shall be given a fee receipt in the formats specified by the Corporate Office.

The college shall send a daily fee collection report to the Head of Accounts department in the Aurora Educational Society, with the details of Roll Number; Name of the Student; Course; Year; Total fee; Fee paid; DD Number; Fine collected; and Remarks.

### 15.5 FEE COLLECTION REGISTER

Each college shall maintain a fee collection register having one separate page for each student.

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**RE-ADMISSION  
PROCEDURE FOR THE  
ADMISSION IN NEXT  
YEAR**

The students have to register themselves again for the next year by filling the required admission form and depositing the fee for the same. The students are required to submit the admission form and the fee 10 -15 days before the reopening of the college. The college shall send a quarterly report on readmissions to the Corporate Office.

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## ADMISSION CANCELLATION PROCEDURE



### 17.1 ADMISSION CANCELLATION PROCEDURE

If any student intends to cancel the admission for any reason in the middle of the course, such students shall be required to pay the total fee for the remaining course period (remaining number of years). Even if it is the student who is studying with the help of scholarships is required to pay the fee. In no circumstances the college shall go against the admission cancellation procedures of the institution.

### 17.2 REPORT ON ADMISSION CANCELLATION

The college shall send a quarterly report on admission cancellation to the corporate office.

## STUDENT DISCIPLINE PROCEDURE



### 18.1 COLLEGE TIMINGS

The college timings shall be strictly followed by all the students.

- 1 If any student comes late to the college after the bell rings, he/she shall be sent to the library and would ask the librarian to take the attendance.
- 1 In case of students where the late coming is more a habit, punishments shall be initiated including suspension for a week.

### 18.2 ATTENDANCE - MINIMUM NEEDED ATTENDANCE

The college will focus on enforcing the minimum needed attendance among the students of the college.

- 1 The minimum required attendance is 75% (even 0.5% less than this is not acceptable) in each of the subject.
- 1 Medical condonation for less than 75% will be given only if the students intimate the college immediately (within three days) and submits the necessary medical certificates / documents.
- 1 Student will not be given attendance for the lab hours unless they submit practical records immediately after the completion of the lab session.

### 18.3 STUDENT ATTENDANCE - INFORMING THE PARENTS

- 1 The college will be regularly (every fifteen days) informing the students about the status of their attendance. These records shall be kept as a record (with spiral binding) in the office and these records shall be sent regularly to the corporate office of Aurora Educational Society.
- 1 If the students attendance fall below 75 % category, no college facility like bus pass, train pass, scholarships, participation in events shall be given to them.
- 1 If the student has serious problem with regard to attendance, the parents shall be informed about it through a telegram and money shall be collected from the student.

### 18.4 STUDENT DISCIPLINE

The college shall prepare category wise list of students (trouble makers). The faculty shall be asked to give names of students in each of the sections under five heads namely, notorious, problematic, mischievous, irregular, and lazy. Once the list is prepared, the Principal or concerned lecturer will counsel the students / parents as is needed and see that some change is brought in the student.

The college shall take serious action including dismissal in case of student indiscipline such as ragging, drinking or smoking in the college premises, coming to college in a drunken state, using vile and objectionable language, threatening co-students, physical assault to any one. Memos shall be issued immediately and the record must be sent to the parent through registered post asking for explanation. If the same student indulges in more than one incident during his / her education at the college, he/she shall be rusticated from the college.

#### 18.5 DRESS CODE

All the students shall be asked to follow the dress code strictly along with the hanging ID card to be displayed always while being in the campus. The meaning of the dress code for boys is formal shirt and trouser with black belt and black or brown formal shoes. For girls it is any traditional Indian dress (trousers and jeans not allowed).

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## STUDENT PLACEMENT PROCEDURE



### 19.1 STUDENT PLACEMENT PROCEDURES

Placement Officer in Placement Division at the college will be working at the directions of the Director - Placement & Training Department and will be reporting to the Principal of the college. The following are the various activities to be carried out in Placement & Training Department.

### 19.2 PREPARING COMPANY PROFILES HAVING THE DATABASE

The college will have the database of 500 top International companies and 500 top Indian companies. This database will consist of the address of the company, the details of their operations, the list of their expectations, the details pertaining to HR team. It was agreed that the students will be given responsibility of developing these profiles under the guidance of a faculty member (placements coordinator)

### 19.3 DEVELOPING STUDENT PROFILE / RESUMES

The student profiles and resumes along with their photographs will be prepared.

### 19.4 CONDUCTING PLACEMENT TRAINING

College will organize Placement training for the students and prepare students for Interviews and Group Discussions.

### 19.5 PRINTING PLACEMENT BROCHURE

The college shall print a placement brochure having all the students profiles. The college will collect a placement fee from the students after working out the total actual costs for placement and no money from the college shall be spent for printing the placement brochure.

### 19.6 DOING PLACEMENT CAMPAIGNING

The college should go ahead for a rigorous placement campaigning.



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## STUDENT COLLEGE LEAVING PROCEDURE



The college is required to take lot of care while a student or student batch is set to leave the college at the end of the course or in the middle of the course. The college should ensure that all the records and documents are ready at least one month before the student batch is set to leave. The records that need to be kept ready are:

### 20.1 STUDENT COLLEGE LEAVING RECORD

This is the record that will consist of all the necessary information pertaining to the student, like the course completion status; rank / grade / percentage of marks; etc.

### 20.2 STUDENT COLLEGE LEAVING CERTIFICATE

Hence forth the colleges in Aurora group will issue a detailed student college leaving record rather than the normal Transfer Certificate (TC). The students will be given a detailed note of their academic and other achievements. The college shall keep the data ready at least one month before the students are set to leave.

### 20.3 STUDY CERTIFICATE

The college hence forth need not give a separate study certificate for the students as all these details would be covered in the College Leaving Certificate.

### 20.4 AN ALUMNI FEED BACK FORM

The college shall ask students to fill the alumni feedback form which will be kept with the alumni coordinator and in the alumni data base.

### 20.5 GROUP PHOTOGRAPH

The college shall take a group photograph of the batch with details of all the batch mates and give to the student at nominal cost of Rs.25/-.

### 20.6 RECOMMENDATION LETTER ISSUE PROCEDURES

The college shall use a recommendation letter designed by the corporate office for this purpose. The college shall collect Rs.250/- in the form of DD for issuing the recommendation letter to the student and inform the concerned Institute / University where the student is seeking Admission through e-mail.

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## TEACHING LEARNING PROCEDURE



### 21.1 TEACHING METHODOLOGY PROCEDURES

All the faculty members shall use interactive audiovisual teaching aids such as LCD, OHP apart from conventional chalk and board.

Each of the class shall be divided into several groups consisting of 5 - 6 students. The distribution of students shall be done in such a way that the group will consist of good - average and below average students. Each group will have a group leader. These groups will actively participate in guest lectures / internships, presentations and other such academic activities.

### 21.2 GUEST LECTURES

The teaching learning process will involve a good portion of guest lectures. A minimum of one guest lecture in a subject or six guest lectures in a semester for each course will be conducted. Guest lectures will be conducted on topics connected to the subject essentially having an application orientation. Students groups shall be given responsibility of organizing the guest lectures. Student groups will be asked to review the guest lectures, make presentations, send the review to the person who gave the lecture and present it on the notice board specifically meant for it.

### 21.3 SEMINARS

Student group shall be asked to give seminars. Each group of student shall present one seminar in a subject in each semester. In a separately created seminar hour, each group shall be given 10 minutes followed by 5 minutes for question answer session.

### 21.4 STUDENT ASSIGNMENTS

Each student group shall be given assignments. Each group will submit a minimum of two assignments per semester. These assignment questions shall be drawn from the question papers of GRE/Advanced GRE / IES / GATE and other such competitive examinations.

### 21.5 COMMUNICATION SKILLS & PERSONALITY DEVELOPMENT

The college shall invest sufficient effort in improving the communication skills of the students. Regular Group Discussions, mock interviews, workshops and simulations shall be conducted so as to improve communication skills. The college shall enter into MOU's with organizations such as Vivekananda Institute of Human Excellence so as to effectively improve personalities of the students.

#### 21.6 PROJECT WORK

Each student will be doing three mini projects in first three years and Final project in the last semester. The mini project in first three years could be done on campus or off campus. But, the final project shall be done off the campus and with full knowledge and coordination from the college. For the main project, one internal examiner from college will be guiding the student along with an external guide in the field. Students will also be assisted to get projects in foreign countries. To begin with, college will make efforts in the South East Asian Countries such as Korea, Singapore, Malasia.

#### 21.7 ADJUNCT COURSES

College will be giving each student four adjunct courses (value added courses) at no additional cost. Each adjunct course will consist of 15 Hrs to 30 Hrs of learning. In the first year, the student can have adjunct course related to personality development / communication skills and the next three years they can have courses which are connected to subject matter and which add value to the students including job propensity.

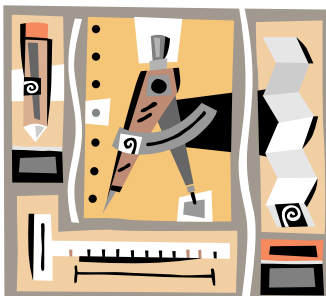
#### 21.8 INDUSTRIAL TOURS & EDUCATIONAL TOURS

The college will organize industrial tours and educational tours at the students cost. Each student will be taken to a minimum of one industrial tour in each semester, if it is a company within the city and one company per year if the company is outside Hyderabad.

Each faculty member shall be attached to a group of 15 - 20 students. The faculty shall try to motivate / counsel the students continuously and guide them to achieve their targets.

## 22

## LABORATORY MANAGEMENT PROCEDURE



### 22.1 LABORATORY MANAGEMENT PROCEDURES

The following decisions are taken with regard to laboratories.

### 22.2 LAB - DEPARTMENT RATIO

Each department shall have a minimum of 5 laboratories, computer science being the exception.

### 22.3 SHARING OF LAB EQUIPMENT

All the laboratories except in case of some like electrical lab, each student will be given one set of equipments. In case of other labs one set of equipments will be shared by a maximum of two.

### 22.4 TOOL KIT

Every student shall be insisted to buy a tool kit and component box. The college shall prepare a list of items to be in the tool kit / component box and give it to the students.

### 22.5 REDESIGNING THE LAB FURNITURE

The laboratory furniture shall be redesigned so as to give cubical structure having facility to keep the component box and tool kit.

### 22.6 LAB METHODOLOGY

The college shall prepare lab manual and lab protocols for each subject / lab.

### 22.7 LAB GUIDANCE

Excellent lab shall be given. Each faculty shall handle 20 students in each lab or 2 faculty for 30 students. Each lab shall have one lab assistant who is a (minimum) diploma holder and one lab technician with a minimum of ITI / SSC/ Short-term course qualification.

### 22.8 ADMINISTRATIVE MECHANISM

Each lab shall have a maintenance register; service log; daily purchase register; issue register; and any other register required. The stock verification shall take place at the end of each course to be verified and signed by HoD and Principal.

### 22.9 LAB ATTENDANCE

It shall be made compulsory that every student attends lab. Lab records shall be submitted very next day after the lab session. The students shall sign every day in lab log.

### 22.10 LAB MANAGEMENT

All the laboratories shall be provided with UPS wherever necessary along with stabilizers for all equipment. In case of computer laboratory the server shall have a minimum of two-hour batter back up and all the nodes having a minimum of half an hour back-up facility.

23

## LIBRARY MANAGEMENT PROCEDURE



Special emphasis will be laid on the library management procedures and in developing the library with world class literature. Library shall be made competent enough to match the premier educational institutions library. Library will be taken-up as a strategic instrument to leverage a learning and knowledge oriented culture in the college. The library will have all the possible literature that can create highly competent, committed and cultured engineers.

### 23.1 LIMITED NUMBER OF TEXT BOOKS

The college library will have a limited number of text books so as to suffice the basic needs of the students. Not more than 5 - 6 copies of each title will be purchased. In special cases like the first year subjects a maximum of 10 books of each title will be purchased.

### 23.2 FOCUS ON REFERENCE AND GENERAL BOOKS

The library will focus on having large number of reference and general books. The reference section will consist of

- 1 Advanced titles on various subjects that are needed towards the curriculum in place.
- 1 Titles which are suited for the GATE / GRE / GMAT and such other higher studies.

- 1 Titles which will usher research orientation among students.
- 1 Classics in different subjects.
- 1 Hand Books, manuals, protocols

### 23.3 THE GENERAL BOOKS SECTION WHICH SHALL CONSIST OF

- 1 Biographies of famous scientists, technocrats, and entrepreneurs.
- 1 Books on business stories, company profiles.
- 1 Books on communication skills, presentation skills, personality development.
- 1 English literature books essentially focussing on imbibing a soft, cultured orientation among students.
- 1 Popular and general reading Journals & Periodicals Journals

Library shall have a minimum of 6 national and 2 international journals for each department in case of engineering subjects and 3 national and 1 international journal in case of humanities.

### 23.4 PERIODICALS

- 1 Library shall have periodicals such as Fortune, Forbs, Business Today, Business India.

- 1 Subject oriented periodicals like Data Quest, Computers Today, Network Computing.
- 1 Competitive Examination oriented periodicals like competition success review, competition master, employment news.

#### 23.5 NEWS PAPERS

College Library shall subscribe to excellent news papers such as The Hindu, Times of India, Economic Times, Business Standard.

#### 23.6 CLIPPING LIBRARY

The college library shall have an excellent clipping library on various topics related to subject and general topics.

#### 23.7 CD LIBRARY

The library shall have a good collection of digital text books, CD Rom presentations, Lectures, Profiles, Training Programmes, Tutorials and Software tools.

#### 23.8 DIGITAL LIBRARY

The library shall have a good digital library with some on-line subscriptions and also being part of some free / paid digital library networks.

#### 23.9 COMPETITIVE EXAMINATION SECTION

The college library shall have a competitive examination section having all the question papers of GATE / GRE / Advanced GRE / GMAT / CAT / IES / IAS or any such other examination. It shall consist of books and reference material required for the preparation of these examinations.

#### 23.10 COMPUTERIZATION OF LIBRARY

The college shall have a computerized library management system which will include library book search, issue, and retrieval services, preferably through DELNET. Kiosks shall be arranged to facilitate easy and quick search of books or journals.

#### 23.11 DISPLAY SYSTEM

Library shall follow a good display system of new arrivals, notifications, or any other information to be shared with the students and staff.

#### 23.12 SUGGESTION BOX

The library shall have a suggestion box, where the students could inform the library regarding the books that they need.

#### 23.13 LIBRARY NEWSLETTER

A Library newsletter shall be started immediately and will be sent to all the colleges of Aurora Group.

#### 23.14 LIBRARY REGISTER MAINTENANCE

Library shall have student log book, staff log book to understand the frequency of usage of library by these people. Apart from this, the library shall maintain accession register, stock register; purchase register, magazine and journal entry register, library issue register.

#### 23.15 LIBRARY UTILIZATION REPORT

The library shall conduct regular library auditing on student and staff usage of books, journals and magazines and prepare an annual library utilization report.

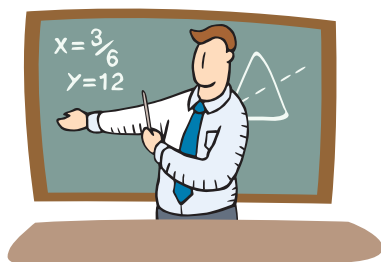
#### 23.16 AMBIENCE

An excellent ambience of library shall be created consisting of display stands and boards, news paper stands, magazine rack, new arrival notice boards, etc. The reading hall shall be air-conditioned. Separate reading sections for the staff and students with a separate reading section for the journals and periodicals and reprographic facilities shall be made.

#### SPECIAL NOTE:

The library shall subscribe to only English magazines and news papers.

## FACULTY RELATED PROCEDURES



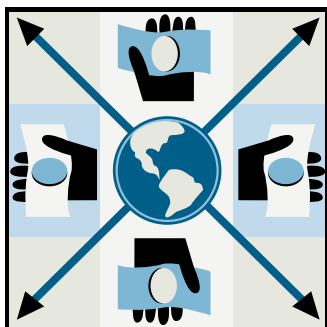
Categorization & Eligibility Procedure  
Recruitment Procedure  
Selection Procedure  
Appointment Procedure  
Joining Procedure  
Induction Procedure  
Basic Responsibilities  
Ideal Tasks of the Faculty  
Responsibility Allocation Procedure  
Performance Indicators  
Reward Management Procedure  
Reward Calculation Procedure  
Performance Management Procedure  
Performance Appraisal Procedure  
Training Procedure  
Faculty Development Procedure  
Faculty Meeting Procedure  
Faculty Timing & Holidays Procedure  
Leave Procedure  
TA & DA Utilisation Procedure  
Faculty Conduct & Discipline Procedure  
Resignation Procedure  
Suspension & Termination Procedure  
Service Procedure  
List of Files & Registers





24

## CATEGORIZATION & ELIGIBILITY PROCEDURE



The faculty at Aurora Group of Educational Institutions (engineering colleges) are divided under two major categories.

- 1 Engineering Faculty
- 1 Non - Engineering Faculty

In both these categories of the faculty, there are four levels which shall be operative in all the colleges. No other nomenclature shall be used other than these terms. The following are the faculty levels:

- 1 Professor
- 1 Asst Professor
- 1 Sr. Lecturer
- 1 Lecturer

The following are the minimum qualifications / eligibility requirements for the faculty at these four levels and for engineering and non-engineering categories. Any kind of amendment in the eligibility norms shall be decided by the Director - HR.

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24.1 PROFESSOR - ENGINEERING  
Persons with Ph.D. in concerned subject with M.Tech in the same subject with 5 years of post doctoral experience or Readers with additional 5 years experience after being appointed as Readers. In case of people with industry / consultancy and training back ground after completing M.Tech a minimum of 10 years experience essentially having research / training / consultancy / industry experience.

24.2 ASST PROFESSOR - ENGINEERING  
Persons with M.Tech in concerned subject joined through GATE and a minimum of 5 years teaching experience after M.Tech or Ph.D. in the concerned subject along with B.Tech and M.Tech. Preference shall be given to persons with industry experience / publications / consultancy work.

24.3 SR. LECTURER - ENGINEERING  
Persons with M.Tech in concerned subject joined through GATE and having a minimum of 3 years experience. Persons with B.Tech in concerned subject with 5 years experience. Preference shall be given to persons with industry experience / publications / consultancy work.

24.4 LECTURER - ENGINEERING  
Persons with M.Tech in concerned subject with or without experience, joined through GATE or B.Tech with a minimum of 3 years experience. Candidates having M.Sc & M.Tech also can be considered for the post of Lecturer. Preference shall be given to persons with industry experience / publications / consultancy work.

24.5 PROFESSOR - NON ENGINEERING  
Persons with Ph.D. in the concerned subject along with PG degree in the relevant subject having a minimum of 10 years of experience after Ph.D. or Readers with a minimum of 5 years teaching experience (at engineering or post graduate level) after being appointed as Readers will only be eligible. Preference shall be given to the persons with publications.

24.6 ASST PROFESSOR - NON ENGINEERING FACULTY  
Persons with Ph.D. and PG degree in concerned subject along with a minimum of 5 years teaching experience at PG or engineering after the completion of Ph.D are eligible. Preference shall be given to the persons with publications.

24.7 SR. LECTURER - NON ENGINEERING FACULTY  
Persons with PG degree in concerned subject along with a minimum of 3 years teaching experience at PG or engineering are eligible. Preference shall be given to the persons with publications

24.8 LECTURER - NON ENGINEERING FACULTY  
Persons with PG degree in concerned subject with a minimum of 3 years experience at PG or engineering are eligible. Preference shall be given to the persons with publications.

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## RECRUITMENT PROCEDURE



25.1 TIMING OF THE RECRUITMENT - FACULTY  
There would be a maximum of two occasions that the process of recruitment for all the Aurora Group colleges will be conducted. Once in January and if necessary the second in the month of June. Towards this end, the process of recruitment of the faculty shall begin six month before the actual requirement on the ground. This means preparing the requirement based on work scheduling at least by December 31 for the next academic year to begin from June or before April 30 for the recruitment to be held in June.

The responsibility of preparing the requirement plan based on the need lies with the principal of the concerned college. Thus, the Principal of each of the Aurora colleges shall send Manpower requirement form consisting the details of faculty cadre; subjects (specialization if necessary); qualifications required; experience required; and most importantly the numbers of vacancies to be filled on or before 31 December, to the Director - HR.

If there is a requirement further arising for the second recruitment before April 30 of every year then based on the requirements sent by the colleges, the HR -Office will release advertisements (essentially global)/ or begin the process of getting the resumes from the suitable candidates in the month of February (a minimum of one month time is required for designing the advertisements and deciding about the method of campaigning) and the actual selection could be completed by the end of March 31. This helps in giving newly recruited faculty a minimum of three months preparatory time for the staff to understand the subject allotment and prepare based on that.

In cases of emergency (which shall be avoided as much as possible) the colleges can go for ad-hoc recruitment to be done in consultation with the Director - HR.

25.2 METHOD OF RECRUITMENT  
Advertisement: The advertisements for recruitment will be given only in national newspapers. Attempts also shall be made to give global advertisements.

25.3 CAMPUS RECRUITMENT

The Principal (s) in consultation with the Director - HR shall be going to various premier institutions and conducting the campus recruitments. This process is normally completed before December 31 as this is the time for campus recruitments. If it is necessary Principals can seek the help of HR Department.

25.4 INVITATION

The Principal (s) also can use the method of invitation for getting the faculty recruited into the institution.

It is better, if invitation is limited to the readers and professors cadre only. The information regarding the invitation shall be communicated to the Director - HR for further action on the recruitment.

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## SELECTION PROCEDURE



### 26.1 PROFESSOR

The probable candidate shall be asked to give a vision document at least 15 days before the interaction with Principal. Having vision document in advance allows the Principal to understand the perspective of the person and this vision document can become the starting point for the discussions.

The probable candidate shall be invited to visit the college and make an on the spot assessment of the institution and the contribution he / she can make towards the development of the institution.

He / she shall be asked to make a presentation to the faculty members in the college about any subject topic / vision of one self about the development of the college. He / she also shall be asked to interact with all the staff members in the college. This allows for both the parties to understand the person's culture fit.

The person shall be called for a dinner / lunch with Principal / Management / Director - HR or all 3 together.

NOTE: In some cases, or in the immediate future the second step could be avoided. Even the four steps could be interchanged based on necessity.

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### 26.2 ASST. PROFESSOR

The probable candidate shall be supplied with the necessary material about the institution well in advance and shall be asked for a perspective plan to be given.

An interview of the candidate(s) with expert panel follows. Here the candidate shall be asked to make presentation on a topic of his / her choice especially on the project work / research work done. (A minimum of 5 minutes shall be given for presentation)

The candidate shall be asked to make a presentation to the faculty members in the college about any subject topic / vision of one self about the development of the college. He / she also should be asked to interact with all the staff members in the college. This allows for both the parties to understand the person's culture fit.

Psychometric / psychological testing methods could be used to assess the individual's suitability to the institution.

NOTE: The four steps could be interchanged based on necessity.

26.3 SR. LECTURER

The candidate shall be asked to be present for an interview before a panel of experts.

The short listed candidates shall be asked to make a presentation/ demonstration before the faculty, students separately for a minimum period of 10 minutes each.

The candidate shall be asked to interact with the faculty members so as to facilitate feedback regarding the culture - person fit.

Psychometric / psychological testing methods could be used to assess the persons suitability to the institution.

26.4 LECTURER

A written examination shall be conducted to assess the competence of the person.

Group discussion shall be conducted so as to assess the team orientation and personality.

Short listed candidates shall be asked to be present for the interview before a panel of experts.

Further short listed candidates after the panel interview shall be asked to make a presentation/demonstration before the faculty/ students separately for a minimum period of 10 minutes each.

The candidate shall be asked to interact with the faculty members so as to facilitate feedback regarding the culture - person fit.

Psychometric / psychological testing methods could be used to assess the individual's suitability to the institution.

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## APPOINTMENT PROCEDURE



### 27.1 AUTHORITY OF APPOINTMENT

For all the appointments to be made after 1st January 2004, the appointments are made in the Department of Human Resources, duly signed by the Director - Human Resources.

### 27.2 DURATION OF APPOINTMENT

For Lecturers & Sr. Lecturers the duration is one year and Asst. Professors & Professors the duration is three years.

### 27.3 TYPES OF APPOINTMENT

There are two types of appointment namely:

27.3.1 Appointments on probation  
Lecturers & Sr. Lecturers are appointed on probation for a period of one year after which their services are treated to be tenure appointments. In case of Asst. Professors & Professors the appointment is made for the period of three years.

### 27.3.2 Tenure appointments

After the completion of one year probation the staff will be appointed on a tenure basis. This appointment on tenure basis will be again for three year from that day to be renewed for another three year term.

### 27.4 PROCESS AND PROCEDURE OF APPOINTMENT

After the selection process is over and the candidate is recommended for appointment for the suitable post, the Department of Human Resources will prepare all the necessary documents, which include appointment order, employment agreement form and all other necessary documents. Once the candidate signs the documents, the letter of appointment order along with the details of the concerned candidate will be forwarded to the concerned college / institution for further action.

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## JOINING PROCEDURE



The office of the concerned college / institution shall check the following steps before the candidate/s is set to join the institution.

Verify with the candidate about the exact date of joining.

### 28.1 PREPARE ALL THE NECESSARY DOCUMENTS / ITEMS REQUIRED FOR THE OFFICE

- 1 Employee Data form
  - m General Data
  - m Financial Data
- 1 Format of Joining Report
- 1 PAN Application form if necessary
- 1 Bank Account Opening Form
  - m Contact the concerned banker
  - m Arrange for the form at the earliest
- 1 Employee Identity Application Form
- 1 Medi-claim Form
- 1 Children Education Allowance Form

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### 28.2 COLLECT THE FOLLOWING INFORMATION / ITEMS

- 1 All necessary certificates (Originals & Two sets of duplicate)
  - m SSC
  - m Inter
  - m B.Tech(Qualifying Examination)
  - m M.Tech
  - m Ph.D.
  - m Experience Certificates
  - m Any other relevant certificate
- 1 Four Stamp Size Photographs
- 1 Two Passport Size Photographs
- 1 Medical Certificate

### 28.3 GIVE THE FOLLOWING ITEMS/ INFORMATION

- 1 Table Keys
- 1 Almirah Keys
- 1 Necessary Stationery
- 1 List of Staff working in the college / institution
- 1 Information related to Canteen
- 1 Information related to Bus/Transport



## INDUCTION PROCEDURE



### 29.1 PURPOSE OF INDUCTION

All the faculty members need to be taken through a systematic well developed and focussed induction process aimed at

- 1 Creating awareness about the culture, norms, standards and expectations of the institution.
- 1 To enable the individual relate themselves with their department members in particular and all the staff members in general.
- 1 Making the individual conversant with the syllabi, scheduling of sessions and other related matters.
- 1 Matching the individual with the expected level of personality traits in terms of being an effective faculty (as and when necessary).

### 29.2 PROCESS OF INDUCTION

Towards this end, the college shall have a 3 - 6 day induction programme split in several parts.

- 1 In the first section, the newly recruited faculty member (specially in case of lecturers and Sr.lecturers) will have to go through one - two induction programme at the corporate level. A minimum of 10 members are required to be there for this programme. At this point the staff would be given an induction kit.

This induction kit shall consist of:

- m Faculty Hand Book
- m Brochure of the college
- m Performance Appraisal Hand Book and Proforma's
- m Bag

- m Pen, Pencil & Scribbling Pad
- m Syllabus
- m Appointment Diary
- m OHP Pen set
- m Any other item deemed fit.

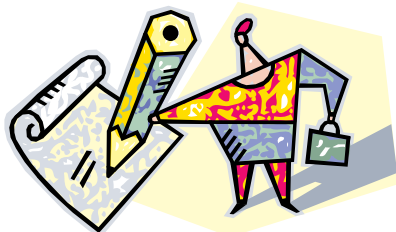
- 1 The second phase of induction takes place at the institution where one is supposed to work. This can be for two to three days where the staff would be introduced to the work scheduling, syllabi, lab guidance to be given and would be introduced to all the staff members (academic, technical and administrative.)
- 1 In the third phase of the induction, the staff / faculty will be meeting the HOD and Principal and spend time in goal setting and understanding the work load distribution and list of expectations. At least one to two days is spent based on the seniority of the staff joining.
- 1 The final phase of induction is closing ceremony with the staff completing the total induction into the institution.

### 29.3 METHODOLOGY OF INDUCTION

The methodology of induction shall consist of:

- 1 De-freezing or Ice-breaking exercises
- 1 Presentations and lecturer programmes
- 1 Simulations and group discussions
- 1 Case Analysis
- 1 Dinner / Closing ceremony

## BASIC RESPONSIBILITIES OF THE FACULTIES



The following are some of the basic responsibilities that every faculty member at Aurora Group of colleges shall follow.

- 1 To comply with college policies.
  - 1 To spend the workday effectively by performing the proper tasks and demonstrating an awareness of priorities.
  - 1 To spend every workday productively, performing each task efficiently and effectively by planning and prioritizing the activities.
  - 1 To follow college and departmental policies and procedures.
  - 1 To be courteous towards fellow faculty members, other staff, students and visitors; disruptive and/or insubordinate conduct will not be tolerated.
  - 1 To maintain appropriate workplace behavior that fosters collegiality and teamwork without which, the college cannot achieve its goals in an effective and efficient manner.
- 1 To be at work when you are scheduled to be working (for example, to attend work regularly, not to arrive late, not to abuse sick leaves or other category of leaves or lunch periods, and not to leave early without appropriate approval).
  - 1 Notify to your senior member in accordance with departmental procedures, whenever you are not able to report to work (for example, due to illness).
  - 1 To work when you are supposed to be working (for example, keeping personal phone calls to a minimum and not attending to personal matters during your work hours).
  - 1 To cooperate with reasonable requests from colleagues.
  - 1 To perform reasonable job duties, even if they are not part of your job description, as assigned by your supervisor.
  - 1 To respect the confidentiality of sensitive information. Such information should not be repeated, discussed or removed from your work area except for legitimate work reasons.

- 1 To give proper notice before resigning from the service. Please refer to resignation procedures in chapter 45.
- 1 To respect the rights of others (for example, not to threaten or to endanger any person's life or health, either deliberately or through carelessness).
- 1 To behave in a manner that does not disrupt or interfere with the workplace or the work of others. Conduct that causes or threatens to harm others or that constitutes persistent, unwanted behavior would not be tolerated.

- 1 To safeguard your personal property. (The college maintains a security service for your protection but cannot guarantee the safety of your personal property).
- 1 To respect the property of others and of the college and to use college property only for legitimate work purposes (e-mail, fax, computer, copier and other college equipment).
- 1 To cooperate with processes available to resolve employment problems.

## IDEAL TASKS OF THE FACULTY



All the faculty members (Professors / Readers / Sr. Lecturers / Lecturers) at Aurora have to complete various tasks well before the stipulated time and according to the norms prescribed by the institution. These minimum required tasks to be fulfilled by various categories of faculty members are given in this chapter. These are only minimum, required to be completed by the staff members. The faculty can come forward to take-up more responsibilities than those mentioned below. To be as guiding factor, we are also giving the ideal functions /tasks to be completed by a faculty member

### 31.1 TEACHING AND INSTRUCTION RELATED ACTIVITIES

- 1 Minimum number of teaching / lab guidance with an excellent student evaluation rating.
- 1 Development of new courses / programmes
- 1 Giving Presentations at educational or teaching conferences and meetings
- 1 Giving extension lectures / invited for lectures out side the college especially in reputed educational and technical institutions.
- 1 Writing Text Books with reputed national and international publications.

- 1 Receiving grants for teaching innovations, undergraduate lab equipment, and development of laboratory experiments and design projects.
- 1 Writing original supplementary notes / reading material, manuals, protocols, etc.
- 1 Acting as friend, philosopher and guide to the undergraduate students w.r.t. their career and future plans.
- 1 Publishing articles in recognized educational journals or proceedings of conferences on class room teaching and lab instruction.

### 31.2 RESEARCH RELATED ACTIVITIES

- 1 Publishing articles in recognized technical journals or proceedings of conferences on national and international technical conferences.
- 1 Publishing / distributing Non-technical articles.
- 1 Authoring or editing technical books and monographs issued by reputed national and international publishers.
- 1 Contributing to technical books and monographs published by reputed national and international publishers.

- 1 Getting grants from competitive research grants from external organizations.
- 1 Getting patents awarded.
- 1 Supervising Ph.D. degrees.
- 1 Supervising M.Tech / M.E. Degrees.
- 1 Research grants sanctioned from state and national level government organizations.
- 1 Making presentations at national and international meetings and seminars.
- 1 Examining M.Tech and Ph.D. thesis.
- 1 Summer / sabbaticals spent in national or international companies / institutions.
- 1 Consulting / advising companies / institutions.

### 31.3 ORGANIZATION RELATED ACTIVITIES

- 1 Taking up responsibilities such as Head of the Department, Coordinator, member of various committees, etc.
- 1 Advising and guiding professional / student organizations.
- 1 Performing any additional and special functions given by Principal/ Head of the Department.
- 1 Providing maintenance of instructional and laboratory facilities.
- 1 Making arrangements for seminars / guest lectures and hosting seminar/ guest lecture speakers.
- 1 Processing correspondence and applications of various programmes run by the college.
- 1 Participating in the recruitment of new faculty.
- 1 Fostering cordial relations with prospective students, alumni, and industrial clients.
- 1 Any other documentable service to the college.

### 31.4 SERVICE TO THE PROFESSIONAL / GENERAL SOCIETY

- 1 Raising the technical awareness of the lay-public through direct interaction or through print and electronic media.
- 1 Holding office or committee positions in professional / honorary societies.
- 1 Serving on committees of international, national, and regional technical / academic / general purposes.
- 1 Editing professional journals, technical monographs and proceedings of conferences.
- 1 Serving as peer-reviewer for journals, publishers of professional literature, and funding agencies.
- 1 Any other documentable service to the profession or public.

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## RESPONSIBILITY ALLOCATION PROCEDURE



### 32.1 PROFESSORS

#### Class Room Teaching / Lab Guidance.

Each faculty member in the rank of a professor shall handle a minimum of ..... hrs of class room teaching and .....lab guidance.

#### 32.1.1 Organizing Training Programmes

Each Professor shall organize a minimum of two training (funded) programmes per year.

#### 32.1.2 Presenting Papers in Seminars

Professors shall present technical papers in national and international conferences. Professors need to present papers in at least three national or two international seminars in a year.

#### 32.1.3 Publishing Papers

Publishing papers in technical referred journals is one of the important responsibilities of the faculty members. Professors require to publish a minimum of one article in a year in international journal or two in national referred journals.

#### 32.1.4 Writing Manuals / Protocols

Each professor shall involve in writing original manuals / protocols for the laboratories. They shall write a minimum of two manuals in a year.

#### 32.1.5 Guiding M.Tech / Ph.D. students

Takes responsibility of guiding a minimum of 6 Ph.D students if has a Ph.D guideship or at least a minimum of 6 M.Tech students (especially internal candidates of Aurora group).

#### 32.1.6 Guiding Under Graduate Students

Each Professor shall take the responsibility of guiding a minimum of 15-20 students each year for their last semester projects.

#### 32.1.7 Organizational Responsibility

Professors shall take some organizational responsibility, namely Head of the Department, Coordinator, or any other assignment given by the head of the institution and prove commitment towards the institution.

### 32.2 ASST. PROFESSORS / READERS CLASS ROOM TEACHING / LAB GUIDANCE

Each faculty member in the rank of a Asst. Prof. / Reader shall handle a minimum of ..... Hrs of class room teaching and .....lab guidance.

#### 32.2.1 Organizing Training Programmes

Each Reader / Asst. Professor shall organize a minimum of one training (funded) programme per year.

### 32.2.2 Presenting Papers in Seminars

Reader / Asst. Professor shall present technical papers in national and international conferences. They need to present papers in at least two national or one international seminars in a year.

### 32.2.3 Publishing Papers

Publishing papers in technical referred journals is one of the important responsibilities of the faculty members. Reader is required to publish a minimum of one article in two years in international journal or one in national referred journals.

### 32.2.4 Writing Manuals / Protocols

Each Reader / Asst. Professor shall involve in writing original manuals / protocols for the laboratories. They need to write a minimum of one manual in a year.

### 32.2.5 Guiding Under Graduate Students

Each Reader / Asst. Professor shall take the responsibility of guiding a minimum of 10-15 students in a year for their last semester projects.

32.2.6 Organizational Responsibility  
Reader / Asst. Professor shall take some organizational responsibility, namely Head of the Department, Coordinator, or any other assignment given by the head of the institution and prove commitment towards the institution.

### 32.3 SR. LECTURERS CLASS ROOM TEACHING / LAB GUIDANCE

Each faculty member in the rank of a Sr. Lecturer shall handle a minimum of ..... Hrs of class room teaching and .....lab guidance.

#### 32.3.1 Assisting in Training Programmes

Each Sr. lecturer shall assist a Professor / Reader in organizing training programmes. They shall be part of at least two training (funded) programmes in a year.

#### 32.3.2 Attending Seminars / Presenting Papers

Sr. Lecturers shall attend a minimum of two national seminars in a year. Of these, at least in one seminar at national level they shall present technical paper or assist a senior faculty as co-author in a minimum of two national seminars.

### 32.3.3 Technical Notes / Working Papers

Sr. Lecturers shall attempt to improve their writing capabilities and more so writing research and technical papers. Each Sr. lecturer shall write a minimum of two technical papers / working papers in a year.

### 32.3.4 Assisting in Writing Manuals/ Protocols

Each Sr. Lecturer shall assist their senior faculty in writing a minimum of one manual / protocols.

### 32.3.5 Guiding Under Graduate Students

Each Sr. Lecturer shall take the responsibility of guiding a minimum of 5 - 10 students each year for their last semester projects.

### 32.3.6 Organizational Responsibility

Sr. Lecturers shall take some organizational responsibility such as Coordinator, or any other assignment given by the head of the institution and prove commitment towards the institution.

32.4 LECTURERS  
CLASS ROOM TEACHING / LAB  
GUIDANCE

Each faculty member in the rank of a Lecturer shall handle a minimum of ..... Hrs of class room teaching and .....lab guidance.

32.4.1 Assisting in Training  
Programmes

Each Lecturer shall assist a Professor / Reader in organizing training programmes. They shall be part of at least one training (funded) programme in a year.

32.4.2 Attending Seminars /  
Presenting Papers

Lecturers shall attend a minimum of two national seminars in a year. Of these, at least in one seminar at national level they shall present technical paper or assist a senior faculty as co-author in a minimum of two national seminars.

32.4.3 Technical Notes / Working  
Papers

Lecturers shall attempt to improve their writing capabilities and more so the writing research and technical papers. Each lecturer shall write a minimum of one technical paper / working paper in a year.

32.4.4 Assisting in Writing Manuals /  
Protocols

Each Lecturer shall assist their senior faculty in writing a minimum of one manual / protocols.

32.4.5 Guiding Under Graduate  
Students

Each lecturer shall take the responsibility of guiding a minimum of 5 - 10 students each year for their last semester projects.

32.4.6 Organizational Responsibility

Lecturers shall take some organizational responsibility such as Coordinator, or any other assignment given by the head of the institution and prove commitment towards the institution.



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## PERFORMANCE INDICATORS

The staff members are required to take up different kinds of tasks / responsibilities / functions and complete them at regular intervals. There will be two categories of performance indicators which have to be fulfilled by all the faculty members. These are:

### 33.1 COMPULSORY TASKS / RESPONSIBILITIES :

(These are to be fulfilled by all the staff members. It is necessary that the staff members fulfill all these tasks without fail. These are compulsorily to be fulfilled so as to continue in the college.)

- 1 Attending the college regularly.
- 1 Taking a requisite number of teaching lab guidance hours
- 1 Producing a minimum of 75% results in subjects they are handling.
- 1 Getting a minimum rating in the feed back given by the students (3/ 5 for faculty in probation & 3.5 / 5 for others).
- 1 Fulfilling some of the necessary tasks and getting a minimum % age points to be scored under each category (60% of points for faculty in probation & 75% for others).

### 33.2 NECESSARY TASKS / RESPONSIBILITIES :

It is desired that the staff members realize and fulfill these tasks so as to gain the acceptability among the students and the colleagues. These tasks will help the institution in getting a good accreditation rating and thus help institution to gain the requisite image. The following is the exhaustive list of tasks that the staff could take-up. Each of these deliverable will consist of certain points based on weightage. The staff can pickup any of the following tasks but shall get a minimum number of points based on the rank. The following are the points that have to be earned (maximum) in an academic year by a faculty member.

S.No	Rank	Maximum Score
1.	Professor	450 points
2.	Asst Professor	350 points
3.	Sr Lecturer	250 points
4.	Lecturer	200 points

The following are various tasks and the points for each one of them. The faculty can pick and choose any of the tasks so as to earn the minimum / maximum score.

## PERFORMANCE INDICATORS

S.No.	Details of the Tasks	Score
1.	Attending Indian National Level Conference	10 points each
2.	Attending Indian National level Seminar	5 points each
3.	Attending International conference	20 points each
4.	Attending International Seminar	10 points each
5.	Authoring Technical Books of Indian editions - As First Author	125 points each
6.	Authoring Technical Books of Indian editions - As Second Author	100 points each
7.	Authoring Technical Books of International editions - As First Author	200 points each
8.	Authoring Technical Books of International editions - As Second Author	150 points each
9.	Authoring Text Books of Indian editions - As First Author	100 points each
10.	Authoring Text Books of Indian editions - As Second Author	75 points each
11.	Authoring Text Books of International editions - As First Author	150 points each
12.	Authoring Text Books of International editions - As Second Author	100 points each
13.	Being the coordinator and rated in the A Grade	50 points each
14.	Being the coordinator and rated in the B Grade	25 points each
15.	Being the Head of the Department and rated in the A Grade	75 points each
16.	Being the Head of the Department and rated in the B Grade	40 points each
17.	Designing a course	25 points each
18.	Designing a machine of utility	50 points each
19.	Designing a seminar	10 points each
20.	Designing a system / procedure code	25 points each
21.	Designing a tool of utility	10 points each
22.	Designing a training programme	10 points each
23.	Designing a Web site	25 points each
24.	Editing Books of Indian editions - As First Editor	100 points each
25.	Editing Books of Indian editions - As Second Editor	75 points each
26.	Editing Books of Indian editions - As Third Editor	50 points each
27.	Editing Books of international editions - As First Editor	150 points each
28.	Editing Books of international editions - As Second Editor	100 points each

29.	Editing Books of international editions - As Third Editor	75 points each
30.	For being on the editorial board of international journal	100 points each
31.	For being on the editorial board of national journal	75 points each
32.	For being on the governing council of Indian professional body	75 points each
33.	For being on the governing council of international professional body	100 points each
34.	For being the editor of international journal	200 points each
35.	For being the editor of the Indian Journal	150 points each
36.	For being the examiner for Ph.D.	25 points each
37.	For being the examiner for the M.Tech	10 points each
38.	For getting 100 % results in the subject being handled by one self	50 points each
39.	For getting highest marks in the university for the student in one subject	50 points each
40.	For getting highest aggregate marks in the university	100 points each
41.	For guiding B.Tech students projects	5 points each
42.	For guiding doctoral students of Aurora faculty	50 points each
43.	For guiding doctoral students other than Aurora faculty	25 points each
44.	For guiding M.Tech students of Aurora faculty	25 points each
45.	For guiding MTech students other than Aurora faculty	10 points each
46.	For registering / securing patents - As first Author	250 points each
47.	For registering / securing patents - As Second Author	200 points each
48.	For registering for M.Tech	25 points
49.	For registering for Ph.D programme	50 points
50.	Getting a faculty in the rank of Lecturer to join Aurora	10 points each
51.	Getting a faculty in the rank of Professor to join Aurora	40 points each
52.	Getting a faculty in the rank of Reader to join Aurora	25 points each
53.	Getting a faculty in the rank of Sr Lecturer to join	15 points each
54.	Getting international honours	200 points each
55.	Getting local level / state level honour	50 points each
56.	Getting national level honours	100 points each
57.	Getting research grants of more less than Rs. 10 Lakhs	200 points each
58.	Getting research grants of more less than Rs. 5 Lakhs	100 points each

59.	Giving address / programme on TV channels	25 points each
60.	Giving extension lectures at internationally reputed institutions	50 points each
61.	Giving extension lectures at locally reputed institutions	10 points each
62.	Giving extension lectures at nationally reputed institutions	25 points each
63.	Organized International seminars - Un-funded	100 points each
64.	Organized National seminars - Un-funded	50 points each
65.	Organizing a national level work shop - funded	50 points each
66.	Organizing International workshops - funded	100 points each
67.	Organizing cultural / general event - All India	100 points each
68.	Organizing cultural / general event - Local	25 points each
69.	Organizing cultural / general event - State Level	50 points each
70.	Organizing funded training programme for academicians	50 points each
71.	Organizing funded training programme for corporate	100 points each
72.	Organizing Guest lectures by Academicians of Local repute	10 points each
73.	Organizing Guest lectures by Academicians of International repute	50 points each
74.	Organizing Guest lectures by Academicians of National repute	20 points each
75.	Organizing Guest lectures by Professionals from Industry - Indian	15 points each
76.	Organizing Guest lectures by Professionals from Industry - MNC	30 points each
77.	Organizing industry visits to Industries out side Hyderabad	25 points each
78.	Organizing industry visits to Local Industries	10 points each
79.	Organizing International seminars - Funded	200 points each
80.	Organizing National seminars - Funded	150 points each
81.	Organizing technical event - All India	150 points each
82.	Organizing technical event - local	50 points each
83.	Organizing technical event - State Level	75 points each
84.	Participating as invited speakers at the training programme (academic)	20 points each
85.	Participating as invited speakers at the training programme (corporate)	30 points each
86.	Presenting paper in Indian Conference - As First Author	50 points each
87.	Presenting paper in Indian Conference - As Second Author	30 points each
88.	Presenting paper in International Conference - As First Author	100 points each

89.	Presenting paper in International Conference - As Second Author	75 points each
90.	Presenting paper in International Conference - As Third Author	50 points each
91.	Publishing articles in Indian Referred Journals - As First Author	100 points each
92.	Publishing articles in Indian Referred Journals - As Second Author	75 points each
93.	Publishing articles in Indian Referred Journals - As Third Author	50 points each
94.	Publishing articles in International Referred Journals - As First Author	150 points each
95.	Publishing articles in International Referred Journals - As Second Author	100 points each
96.	Publishing articles in International Referred Journals - As Third Author	75 points each
97.	Publishing monographs	100 points each
98.	Publishing articles in local news papers	10 points each
99.	Publishing articles in national news papers	25 points each
100.	Publishing articles in technical magazines	50 points each
101.	Publishing articles in non-technical magazines	25 points each
102.	Setting-up the lab	75 points each
103.	Scoring 4 out of 5 in each subject by a faculty on probation	10 points each
104.	Scoring 4.5 out of 5 in each subject by a faculty on probation	25 points each
105.	Scoring 5 out of 5 in each subject by a faculty on probation	50 points each
106.	Scoring 4 out of 5 in each subject by a faculty completed probation	5 points each
107.	Scoring 4.5 out of 5 in each subject by a faculty completed probation	20 points each
108.	Scoring 5 out of 5 in each subject by a faculty completed probation	40 points each
109.	Taking consultancy assignments of less than Rs. 1 Lakh	50 points each
110.	Taking consultancy assignments of less than Rs. 10 Lakhs	500 points each
111.	Taking consultancy assignments of less than Rs. 5 Lakhs	250 points each
112.	Taking additional sessions than what are allotted (for every 50 sessions)	40 points each
113.	Writing manuals for each lab	40 points each
114.	Writing protocols	40 points each
115.	Writing reading material for each subject	20 points each
116.	Writing technical / white papers	25 points each

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## REWARD MANAGEMENT PROCEDURE



The basic compensation at Aurora includes fixed pay, variable and all other pay benefits as per statute. The following are the details:

### FIXED PAY

Fixed pay is guaranteed to all the staff members over and above the AICTE pay scale.

### PROMISED FOR ALL

- 1 All the faculty members will be covered under EPF, as per norms an amount of Rs.780/- would be provided by the employer and an equal amount by the employee. At individual will he/ she can contribute more towards the same.
- 1 An amount of Rs.240/- is provided towards CCA (City Compensatory Allowance).

### DEDUCTIONS

TDS and Professional Tax would be deducted as per norms. If any body wants exemption, the college will provide free consultancy and all necessary documents for the same.

### 34.1 FIXED PAY - PRINCIPAL

#### Quality in Qualifications

Basic salary of Rs.19,400/- per month.

#### House Rent Allowance

House Rent Allowance of 15 % of the basic.

#### Dearness Allowance

Dearness Allowance as per Central Governments rules changes from time to time. Present DA is 55% of the basic.

### 34.2 FIXED PAY - ENGINEERING FACULTY

#### 34.2.1 Professor

#### Quality in Qualifications

- 1 Basic salary of Rs.16,400/- and corresponding increments based on experience and qualification.
- 1 For having Ph.D., M.Tech and B.Tech all from IIT's or from the top ten universities of US, UK, France and Germany, six additional increments amounting Rs.2,700/-.
- 1 For having only Ph.D. and M.Tech from IIT's or from the top ten universities of US, UK, France and Germany, five additional increments amounting to Rs.2,250/-
- 1 For having only Ph.D. from IIT's or from the top ten universities of US, UK, France and Germany, four

additional increments amounting to Rs.1,800/-.

- 1 For having only M.Tech and B.Tech from IIT's or from the top ten universities of US, UK, France & Germany, four additional increments amounting to Rs.1,800/-.
- 1 For having only M.Tech's from IIT's or from the top ten universities of US, UK, France and Germany, two additional increments amounting to Rs.900/-.
- 1 For having only B.Techs from IIT's or from the top ten universities of US, UK, France and Germany, one additional increments amounting to Rs.450/-.

#### Publications

One increment for every two articles published in referred international journal & one increment for every five articles published in referred national journal.

#### House Rent Allowance

House Rent Allowance of 15% of the basic.

#### Dearness Allowance

Dearness Allowance as per Central Governments rules changes from time to time. Present DA is 55% of the basic.

#### Other Allowances

- 1 Conveyance Allowance of Rs.500/- per month.

#### 34.2.2 Reader / Asst. Professor

##### Quality in Qualifications

- 1 Basic salary of Rs.12,000/- and corresponding increments based on experience and qualification.
- 1 For having Ph.D, M.Tech and B.Tech all from IIT's or from the top ten universities of US, UK, France and Germany, six additional increments amounting Rs.2,520/-.
- 1 For having only M.Tech & B.Tech from IIT's or from the top ten universities of US, UK, France and Germany, five additional increments amounting to Rs.2,100/-
- 1 For having only M.Techs from IIT's or from the top ten universities of US, UK, France and Germany, three additional increments amounting to Rs.1,260/-.
- 1 For having only B.Tech's from IIT's or from the top ten universities of US, UK, France and Germany, two additional increments amounting to Rs.840/-.

#### Publications

One increment for every article published in referred international journal and one increment for every three articles published in referred national journal.

#### House Rent Allowance

House Rent Allowance of 15 % of the basic.

#### Dearness Allowance

Dearness Allowance as per Central Governments rules changes from time to time. Present DA is 55% of the basic.

#### Other Allowances

- 1 Conveyance Allowance of Rs.500/- per month.

#### 34.2.3 SR. LECTURER

##### Quality in Qualifications

- 1 Basic salary of Rs.10,000/- and corresponding increments based on experience and qualification.
- 1 For having only M.Tech & B.Tech from IITs or from the top ten universities of US, UK, France and Germany, five additional increments amounting to Rs.1,625/-.
- 1 For having only M.Techs from IITs or from the top ten universities of US, UK, France and Germany, three additional increments amounting to Rs.975/-.
- 1 For having only B.Techs from IITs or from the top ten universities of US, UK, France and Germany, two additional increments amounting to Rs.650/-.

## Publications

Two increments for every article published in referred international journal and one increment for every two articles published in referred national journal.

## House Rent Allowance

House Rent Allowance of 15% of the basic.

## Dearness Allowance

Dearness Allowance as per Central Governments rules changes from time to time. Present DA is 55% of the basic.

## 34.2.4 Lecturer

## Quality in Qualifications

- 1 Basic salary of Rs.8,000/- and corresponding increments based on experience and qualification.
- 1 For having only M.Tech & B.Tech from IITs or from the top ten universities of US, UK, France and Germany, five additional increments amounting to Rs.1,375/-.
- 1 For having only M.Tech from IITs or from the top ten universities of US, UK, France and Germany, three additional increments amounting to Rs.825/-.
- 1 For having only B.Techs from IITs or from the top ten universities of US, UK, France and Germany, two additional increments amounting to Rs.550/-.

## Publications

Two increments for every article published in referred international journal and one increment for every two articles published in referred national journal.

## House Rent Allowance

House Rent Allowance of 15% of the basic.

## Dearness Allowance

Dearness Allowance as per Central Governments rules changes from time to time. Present DA is 55% of the basic.

## Other Allowances

- 1 Conveyance Allowance of Rs.500/- per month.

## 34.3 FIXED PAY- NON ENGINEERING FACULTY

## 34.3.1 Professor

## Quality in Qualifications

- 1 Basic salary of Rs.16,400/- and corresponding increments based on experience and qualification.
- 1 For having Ph.D. and M.Sc./ M.Tech from IITs or from the top ten universities of US, UK, France and Germany, six additional increments amounting Rs.2,700/-.

- 1 For having only Ph.D. from IIT's or from the top ten universities of US, UK, France and Germany, three additional increments amounting to Rs.1,350/-.
- 1 For having only M.Sc / M.Tech from IITs or from the top ten universities of US, UK, France and Germany, three additional increments amounting to Rs.1,350/-.

## Publications

One increment for every two articles published in referred international journal & one increment for every five articles published in referred national journal.

## House Rent Allowance

House Rent Allowance of 15% of the basic.

## Dearness Allowance

Dearness Allowance as per Central Governments rules changes from time to time. Present DA is 55% of the basic.

## Other Allowances

- 1 Conveyance Allowance of Rs.500/- per month.



## 34.3.2 Asst. Professor / Reader

## Quality in Qualifications

- 1 Basic salary of Rs.12,000/- and corresponding increments based on experience and qualification.
- 1 For having Ph.D, and M.Sc. / M.Tech from IITs or from the top ten universities of US, UK, France and Germany, six additional increments amounting Rs.2,520/-.
- 1 For having only M.Sc. / M.Techs from IITs or from the top ten universities of US, UK, France and Germany, three additional increments amounting to Rs.1260/-

## Publications

One increment for every article published in referred international journal and one increment for every three articles published in referred national journal.

## House Rent Allowance

House Rent Allowance of 15% of the basic.

## Dearness Allowance

Dearness Allowance as per Central Governments rules changes from time to time. Present DA is 55% of the basic.

## Other Allowances

- 1 Conveyance Allowance of Rs.500/- per month.

## 34.3.3 Sr. Lecturer

## Quality in Qualifications

- 1 Basic salary of Rs.10,000/- and corresponding increments based on experience and qualification.
- 1 For having Ph.D, and M.Sc. / M.Tech from IIT's or from the top ten universities of US, UK, France and Germany, six additional increments amounting Rs.1,950/-.
- 1 For having only M.Sc. / M.Tech from IIT's or from the top ten universities of US, UK, France and Germany, three additional increments amounting to Rs.975/-.

## Publications

Two increments for every article published in referred international journal and one increment for every two articles published in referred national journal.

## House Rent Allowance

House Rent Allowance of 15% of the basic.

## Dearness Allowance

Dearness Allowance as per Central Governments rules changes from time to time. Present DA is 55% of the basic.

## Other Allowances

- 1 Conveyance Allowance of Rs.500/- per month.

## 34.3.4 Lecturer

## Quality in Qualifications

- 1 Basic salary of Rs.8,000/- and corresponding increments based on experience and qualification.
- 1 For having Ph.D, and M.Sc. / M.Tech from IITs or from the top ten universities of US, UK, France and Germany, six additional increments amounting Rs.1,650/-.
- 1 For having only M.Sc. / M.Techs from IITs or from the top ten universities of US,UK,France and Germany, three additional increments amounting to Rs.825/-.

## Publications

Two increments for every article published in referred international journal and one increment for every two articles published in referred national journal.

## House Rent Allowance

House Rent Allowance of 15% of the basic.

## Dearness Allowance

Dearness Allowance as per Central Governments rules changes from time to time. Present DA is 55% of the basic.

## Other Allowances

- 1 Conveyance Allowance of Rs.500/- per month.

#### 34.4 CRITERIA FOR GIVING INCREMENTS

Increment would be done according to norms prescribed in qualification and experience required for each faculty and on fulfilment of the appraisal. It is to be noted that if the faculty fails to fulfill the conditions according to the performance indicators, then he/she may be continued but would not be given the increment. In extraordinary case the management may take decision of giving an increment to the faculty based on strong merit based recommendation.

#### 34.5 CAREER PROGRESSION / PROMOTIONS

For the career progression / promotion of the faculties from Teaching Assistant to Lecturer, Lecturer (Adhoc pay) to Lecturer (Regular pay), Lecturer to Sr. Lecturer, Sr. Lecturer to Assistant Professor, Assistant Professor to Professor the following would be adopted.

Event though the person has fulfilled necessary qualification and experience required for promotion an appraisal is to be conducted for which an appraisal committee shall be found which would recommend the promotion based on the interaction with the faculty about his/her previous performance. Appraisal committee would be consisting of the Principal of the college, Head of the department, two outside experts, Director HR and Secretary & Correspondent.

#### 34.6 TRANSFERS

The top management at its discretion can transfer any employee at any time to any other college under the band of the Aurora.

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## REWARD CALCULATION PROCEDURE



The salaries of all the faculty members are going to be designed according to the pay for performance package that will be in vogue or any other system that is introduced from time to time.

### 35.1 DESIGNING OF THE SALARY STRUCTURE & ALLOWANCES

These salary structure and various allowances will be designed by the Department of HR as per the data provided by the selected faculty member. Once the faculty member is appointed, along with the appointment order will be issued a detailed salary note. The administrative staff in the concerned college will receive a duplicate copy of the salary note.

### 35.2 UTILIZATION OF VARIOUS ALLOWANCES / SPECIAL PROVISIONS

The following is the method of utilizing various allowances and provisions made under the pay for performance package

### 35.3 BASIC PAY

The basic pay is calculated as per norms based on the rank at which the person is recruited, i.e. Professor, Reader/Asst. Prof., Sr Lecturer, Lecturer Rs.16,400; Rs.12,000; Rs.10,000; and Rs.8,000 respectively.

### 35.4 INCREMENTS FOR QUALITY OF QUALIFICATIONS

When additional increments for quality of qualifications are calculated, the

increments need to be given as per norms only if faculty has earned the requisite qualification from IITs if it is our country and top 10 ranked universities in USA and top 5 ranked universities from UK, Germany, Australia, France and Switzerland. These increments will be added to the Basic. Adding-up any other institutions to this list is the prerogative of Director - HR.

### 35.5 INCREMENTS FOR EXPERIENCE / QUALIFICATIONS

As per norms increments will be added to basic based on additional experience and qualifications.

### 35.6 INCREMENTS FOR PUBLICATIONS

Additional increments based on norms prescribed in pay for performance package will be given and added to the basic. These increments are supposed to be given for the staff recruited after 1 December 2003 and publications completed before this date.

### 35.7 HOUSE RENT ALLOWANCE

House rent allowance to Lectures, Sr.Lecturers, Asst.Professors & Professors is 15% of the basic.

### 35.8 DEARNESS ALLOWANCE

This is supposed to change as and when the Government of India announces changes in the policy.

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## PERFORMANCE MANAGEMENT PROCEDURE



Performance analysis and counseling forms important part of faculty development in the organization. The detailed performance appraisal and role/s of various people involved in the appraisal mechanism is given in the performance appraisal procedures, chapter 37. The performance of the faculty at various levels is going to be assessed on point system and having six components. Faculty is required to fillup Faculty Performance Appraisal form, this gives over all performance of the faculty. The following are the details of the six components.

- 1 Self Appraisal
- 1 Review & feedback by the peer
- 1 Review & feedback by the immediate superior (HOD)
- 1 Review & feedback by the Principal
- 1 Review & feedback by the Management
- 1 Review & feedback by the students

**Overall Performance Appraisal**  
Aimed at getting an understanding of the faculty's contribution against expectations of the institution and commonly agreed agenda. This process will include four stages namely, Planning; Coaching; Reviewing and Rewarding. The following are the details.

- 1 Planning
  - Link to Institution
  - Strategic Plans/Goals
  - Establish Performance Expectations & Development Plan
  - Gain Commitment
- 1 Coaching
  - Tracking
  - Coaching and Reinforcing
- 1 Reviewing
  - Comparing actual against expected
- 1 Rewarding
  - Link compensation to performance
  - Recognize superior performance

### 36.1 SELF- APPRAISAL

Self-appraisal is one of the critical components of the appraisal mechanism / system. This is aimed at giving an opportunity to the faculty for getting into a reflective mood and this process is aimed at self development of the individual faculty member.

### 36.2 REVIEW & FEEDBACK FROM THE PEERS

This part of performance appraisal essentially focuses on dimensions such as interpersonal relations; team work; collegiality. The colleagues will rate each other on a 10 point scale on these dimensions.

### 36.3 REVIEW & FEEDBACK FROM THE IMMEDIATE SUPERIOR (HOD)

This is aimed at getting an understanding of the faculty's attitude towards task accomplishment, responsiveness, interpersonal relations, speed / agility. The immediate superior will rate the faculty on these dimensions on a 10 point scale.

### 36.4 REVIEW & FEEDBACK FROM THE PRINCIPAL

This part of performance appraisal system is aimed at getting an understanding from the Head of the institution about the individual faculty regarding Appearance & Bearing; Discipline & Regularity; Communication skills; General Conduct & Social Behavior; Proactiveness (willingness to accept additional responsibilities); Contribution to the Institution; and Dependability. The Head of the Institution will rate the faculty on a 10 point scale for each of these dimensions.

### 36.5 REVIEW & FEEDBACK FROM THE MANAGEMENT

In this section of the appraisal process the management would rate the faculty on a point scale for dimensions such as commitment and loyalty; ethical conduct; and goal accomplishment.

### 36.6 STUDENT FEEDBACK

In this part of the appraisal mechanism, feedback would be collected from the respective students about personal knowledge; command over the class, communication skills / verbal expression; and ability to impart the knowledge. The data from the students will be collected on a five-point scale.

Together, all the sources of the performance appraisal process will represent 100 points. Based on the seniority (rank); experience, the faculty requires a minimum number of points. Based on the appraisal process, the faculty would receive the variable pay and also the other pay for performance components.

### 36.7 PERFORMANCE ANALYSIS

The performance of the faculty would be taken as comprehensive model of various points which include

- 1 Feedback from Students
- 1 Feedback from HOD
- 1 Feedback from Principal
- 1 Feedback from Peer
- 1 Feedback from Management
- 1 Feedback from Self

10 points (weightage) would be distributed among all the points mentioned above and performance analysis would be carried out.

## PERFORMANCE APPRAISAL PROCEDURE



### 37.1 INTRODUCTION

This section contains instructions and guidelines for the appraisal of faculty, which forms part of continuous professional development in accordance with the institutional policy on Staff Development and Appraisal.

### 37.2 PURPOSE AND FEATURES

Faculty Performance appraisal is a formal part of the staff development system and serves the following purposes:

- 1 Appraisee can discuss his/her role over the past year with the appraiser.
- 1 Work objectives are jointly agreed for the following year.
- 1 Professional development needs are identified.
- 1 Personal development/career plans can be discussed.

The scheme aims to achieve a balance between the needs of the institution and the needs of its staff. To be successful it needs the commitment of both appraisers and appraisees operating in a positive environment, where thoughts and views are expressed openly, therefore enhancing communication and leading to greater work fulfillment. It is important to note, however, that staff appraisal is not an end in itself, but an important part in an ongoing process of

follow-up and review. It is not a substitute for day-to-day line management where work problems and other issues should be discussed as they occur.

The process of staff appraisal will respect confidentiality. Matters of disagreement between appraisee and appraiser will be referred to the Head of the institution or the Director - Human Resources for mediation.

All appraisers will be trained in appraisal interviewing and the implementation of the appraisal process. All appraisees will be encouraged to attend appraisee awareness seminars prior to their first appraisal. Appraisals will not normally be undertaken until the appraisee has completed the probationary period and has been in post for one year.

### 37.3 BENEFITS TO STAFF

The benefits to staff are:

- They are provided with constructive feedback on their performance and attainment of work objectives.
- It provides a basis for staff and professional development on a systematic basis.
- It provides an opportunity to discuss problems and aspirations openly with their appraisers.

- It enables them to review their own performance and form a basis for future progress, development of potential and agree opportunities to widen experience. This in turn will increase their involvement with and commitment to the University College.

#### 37.4 BENEFITS TO THE INSTITUTION

The benefits to the institution include:

- Improvements of efficiency with which the institution is managed.
- Improved quality of education provision.
- Staff are actively encouraged to take a positive role in their own development.

#### 37.5 DIRECTOR - HUMAN RESOURCES

The Director - Human Resources will be responsible for the overall supervision, guidance and monitoring of the performance appraisal process. He will

- Demonstrate commitment to the appraisal scheme.
- Provide adequate resources to ensure the appraisal scheme is effective.

- Monitors overall performance appraisal process at various levels starting from the Lecture to the Head of the Institution.

#### 37.6 HEAD OF THE INSTITUTION / PRINCIPAL

The Head of each and every institution will be responsible for effective process of the goal setting aligning with institutional goals and successful fulfillment of these goals. He will

- Ensure that, for all staff for whom they have responsibility, annual appraisals are carried out and the relevant paperwork completed.
- Identify persons who will be appraisers and notify Quality Enhancement and Development of the appraisers and staff they will be appraising.
- Endeavour to plan an appraisal timetable, which will provide a complete picture of the Department and its staff development needs within an agreed three-month period.
- Ensure that all appraisers are fully updated on Faculty / Departmental and Corporate plans.
- Evaluate the appraisal process to assess its effectiveness and impact on Faculty/Departmental plans.

- Provide an annual report on staff development to Quality Enhancement and Development. This report should give details and evaluation of staff development activities in the last 12 months.
- Provides objectives and requirements for staff development for the forthcoming year.
- Provide the Department of Human Resources with any agreed changes to job descriptions.

#### 37.7 STAFF WILL BE:

- Encouraged to participate fully in the process.
- Make a positive contribution to their own development and to the aims of their Faculty / Department and the University / College.

#### 37.8 APPRAISAL PROCESS

The appraisal process will consist of four phases namely, planning, coaching, reviewing and rewarding. The following are the details.

##### 37.8.1 Planning

- The Principal reviews institution level goals and works with HOD's to set Departmental goals.
- HOD's Communicate goals to all their faculty members.

- Faculty members develops drafts of individual goals and expected results.
- Faculty meet individually the HR Team / Principal agree on goals and expected results.

Discuss competencies applicable to job

- Establish expected behavioral levels.
- Discuss developmental opportunities.
- Discuss meaning of ratings.

#### 37.8.2 Coaching

- Principal along with HR, tracks individual/team performance and reinforces/coaches.
- HOD tracks individual faculty success.
- Faculty asks for feedback.
- HOD informs regarding success of staff or barriers to success.
- HOD suggests modifications in the goals setting.
- HOD initiates interim review meetings.

#### 37.8.3 Reviewing

- Faculty provides information on actual results to their HOD.
- HOD reviews the goal achievement process.

- Principal reviews the performance.
- Quarterly presentations are made by the faculty.
- Half Yearly review is made on the performance.
- Annual performance is done before the HR team / HOD / Principal.

#### 37.8.4 Rewarding

- Throughout the year, the faculty receives appreciation letters and non cash reward.
- Principal uses pay guidelines to provide input regarding merit increases based on performance results.
- Leadership recognizes employee performance with salary increase.
- Leadership recognizes management employees/teams for Special Performance Awards.

### 37.9 THE APPRAISAL INTERVIEW

#### 37.9.1 Background

The appraisal interview is the mechanism for reviewing the effectiveness of a member of staff current performance. It should centre on job performance and should seek to reconcile corporate goals with individual objectives and personal

development. It should not contain any surprises, particularly about possible shortcomings, which ought to have been dealt with as they occur. The process should be discussion orientated with a problem solving approach. This involves a combination of self and joint assessment. Self assessment is an important feature of appraisal and each member of staff is responsible for understanding, accepting and taking ownership of his or her own performance and development. How a member of staff achieves the objectives set should be proposed by that member of staff and not imposed by an appraiser.

#### 37.9.2 Frequency

The formal appraisal interview will take place annually. In addition to the formal discussion, regular feedback through ongoing dialogue and review should take place to ensure that progress is being made. Apart from the annual appraisal the staff is required to submit monthly progress sheets to the concerned superior / HOD and make quarterly presentations before the Head of the Institution.



### 37.9.3 Appraisers

The appraiser should be an experienced and responsible member of staff, usually the immediate superior (HOD), who has knowledge of the appraisee's work. (In cases where the appraisee finds difficulty with the arrangements then a request may be made to the Head of the institution or Director - Human Resources for a different appraiser to be appointed.) As a general guide, appraisers will not be asked to appraise more than eight to ten staff in order to ensure that appraisals are conducted fairly, regularly and with an element of commitment and goodwill.

### 37.9.4 Pre-appraisal planning

- New staff will be provided with a copy of the Performance Appraisal Handbook. The Appraisal Form/s and Checklist for Appraisers and Checklist for Appraisees will be available from Human Resources office.
- Both appraiser and appraisee should prepare thoroughly for the interview using the checklist for Appraisers or checklist for Appraisees, as appropriate, as a guide. Both parties should have a copy of the Appraisal Form /s to guide their thoughts, but this should not be used to prejudge the outcome of any discussion. The appraisee's job description outlining

duties and responsibilities provides a useful focal point for the identification of objectives.

- The interview date and time will be agreed between the appraiser and appraisee at least one week in advance of the appraisal. Enough time should be set aside for the interview to allow for full discussion. The interview should be conducted in private with no distractions or interruptions, preferably on neutral territory.

### 37.9.5 The Interview

- The essence of the appraisal process is performance and career management and should involve giving and receiving feedback, therefore only the appraisee and designated appraiser should be involved in the appraisal interview; third parties would not normally be present.
- The interview should begin with the appraisee's thoughts on each point, discussion of the appraiser's views and finally reaching agreement on outcomes.
- The appraisal process looks firstly at job role, personal skills and achievements of the appraisee, then reviews the previous 12 months in terms of whether agreed work objectives have been met and what

staff and professional development has been provided. It then focuses on the forthcoming year in terms of work objectives and identified staff and professional development needs.

- Staff appraisal will only work successfully if there is a clear indication of individual objectives and standards. Each member of staff needs to know what is expected of them if they are to perform well. Work objectives are statements, which set the priorities of a job and indicate specific tasks expected to be performed within the forthcoming year. Standards (performance measures) are then applied to determine the required level of achievement. The appraisee will need to decide how these will be achieved.
- Staff and professional development needs, required to meet the objectives are identified and agreed. This needs to be done carefully and the appraiser will need to ensure that the appraisee's development aims are not in conflict with those of the Faculty/Department. It should then be agreed, where possible, how and when the development needs are going to be met. It may be necessary to seek advice from the Human Resources office.

- The Appraisal Form should be completed as a written record of the discussion and agreed action.
- It is useful to set the date and time of a follow-up meeting. Staff and professional development is interpreted as the maintenance, improvement or development of knowledge, skills or behaviour relating to the requirements of the job (i.e. professional development) or the individual (i.e. personal development).

#### 37.9.6 Post-Interview

- The appraisal form should be completed by the appraiser as a written record of the discussion and agreed actions and then signed by the appraiser and the appraisee as a true record. The appraisee may ask the appraiser for changes or clarification prior to signing.
  - A copy of the form should be retained by both parties for future reference.
- A third signed copy together with the appraisee's current job description should be sent to the Human Resources Department which will need an overview of the process. The outcome of the appraisal should be used to inform the Faculty/Department planning process.
  - If the appraisee is dissatisfied with the outcome of the interview, he or she has the right to refer the matter to the Director - Human Resources and have a personal interview who will mediate and try to resolve any differences. If still not resolved, then the appraisee will have recourse to the further stages of the Grievance Procedures.
  - Any general queries on the Staff Appraisal Scheme should be addressed to HR Department and any queries on individual appraisals should be made to the Director - Human Resources.

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## TRAINING PROCEDURE



Each college is required to organize regular training programmes in collaboration with the training division of the Department of Human Resources.

### 38.1 TRAINING ON PRESENTATION SKILLS & COMMUNICATION SKILLS

The college is required to nominate staff who are supposed to have undergone a training programme in Presentation Skills. Especially it is compulsory that each of the faculty member in category of Lecturer and Sr.Lecturer attends this training programme. It is optional in case of Readers and Professors. The colleges can suggest the contents of the programme. Normally these training programmes are conducted on Saturday and Sunday (for two days)

### 38.2 TRAINING ON TEACHING METHODOLOGY

The college shall nominate staff members for the training programmes conducted on awareness, usage of advanced teaching methodology. The colleges can suggest the contents of the programme. It is compulsory that all the staff below the rank of Professor should have attended this training programme each year.

### 38.3 TRAINING PROGRAMME ON RESEARCH SKILLS

A special training programme designed for the purpose of developing report writing skills, analytical skills will be organized twice in a calender year. Writing research articles, research reports apart from training on research methodology will be given in this course. The college can suggest the contents of this training programme. The college can nominate the faculty members based on their interest.

### 38.4 TRAINING IN MENTORING / COACHING / LEADERSHIP SKILLS / TEAM BUILDING AND TEAM WORK

The college shall nominate staff for training programmes in Leadership skills, Mentoring, Coaching, Team building as these form some of the important attributes of the personality of the faculty. This training program can be attended by all the faculty members. This training program would be conducted for 2 days per batch especially on saturday and sunday.

38.5    ADVANCED TRAINING  
PROGRAMMES

Advanced training programmes on specific subjects will be organized by the Training division of the Department of Human Resources based on the requests from the colleges. The training division will out source experts for this purpose. It must be made compulsory that all the faculty members below the rank of Reader attend at least one advanced training programme in one calender year. The colleges can come forward with any other suggestions for understanding the training needs so as to update and upgrade the competencies of individual faculty members.

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## FACULTY DEVELOPMENT PROCEDURE



The college would like to take special care that all the faculty members are given an opportunity to grow and develop with the organization. Attempt would be made to develop the faculty members not only in the subjects related to knowledge and skills but even in improving overall personality.

Towards this end, the college will utilize the data given by the faculty members in different appraisal forms apart from conducting regular training need survey.

### 39.1 SABBATICAL

College will coordinate sabbatical for the faculty members based on commitment and priority. Towards this end, the college will sign MOU's with premier educational and research institutions and industrial units.

### 39.2 IMPROVING QUALIFICATIONS

College will do all that is necessary to improve the qualification of the faculty members. Based on commitment and priority the college will sponsor candidates (at total institutional cost) to improve qualifications.

### 39.3 PERSONALITY DEVELOPMENT PROGRAMME

College will collaborate with eminent persons and institutions specializing in personality development programmes and conduct every month one personality development programme. The colleges can nominate their faculty members for these programmes.

### 39.4 MEDITATION HALL

The college will run meditation hall / centre in the college so as to develop inner strength in individual.

### 39.5 RETREATS

The college will organize retreat once in a year so as to give a break to the faculty from the regular routine and give them the inner peace.

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## FACULTY MEETING PROCEDURE



The following are details regarding the various meetings and intervals at which they have to be organized. The Principal is responsible for the regular conduct of these meetings.

### 40.1 MEETING OF THE HEAD OF THE DEPARTMENTS

The principal shall organize the meeting of the Heads of the Departments once a week and brief them about the latest developments in the college and also get feedback from them regarding fulfillment of various targets set including the academic schedule. Minutes of the meeting shall be recorded and circulated among all the HOD's. Emergency meetings can be organized whenever needed.

### 40.2 DEPARTMENTAL MEETING

Each department in the college shall conduct meeting once every fortnight and maintain the minutes of the meeting and circulate the notes among the faculty colleagues. These meetings are to be organized to smoothen the transactions within the departments. Emergency meetings could be organized whenever needed.

### 40.3 FACULTY MEETING

The college shall organize faculty meeting of the entire college once in a month. The agenda of the meeting shall be circulated and feedback on various issues to be discussed could be collected in advance. Various issues related to

college, new announcements, problems faced by the faculty and similar such other issues shall be discussed here. The minutes of the meeting are to be recorded and to be circulated immediately after the meeting. Emergency meeting could be called for whenever necessary.

### 40.4 COORDINATORS MEETING

Various coordinators in the college shall meet once in a fortnight and discuss the progress of various targets set by themselves and record the minutes of the meeting.

### 40.5 GOVERNING COUNCIL MEETINGS

The college shall organize a governing council meeting every quarter to be attended by all the governing council members. The agenda of the meeting to be circulated at least one week in advance and all the matters related to the development of the college are to be reported and discussed in the governing council and an approval is to be taken from the members present. The minutes of the meeting to be prepared and circulated.

### 40.6 REPORT ABOUT THE MEETINGS

The college shall send a monthly report to the Director - HR on the various meetings conducted in that month including all the minutes of meetings.

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FACULTY  
TIMINGS & HOLIDAY  
PROCEDURE



41.1 TIMINGS

All the faculty members are expected to be present in the college 10 minutes before the actual timing of the college and stay till the last minute of the evening. If anyone wants to go in between the college timings they are required to take special permission from the Principal of the college.

41.2 HOLIDAYS

In a year there would a total of 12 Holidays (declared as national holidays). The following is the list of holidays for the calendar year 2004 starting from 1st January to 31st December.

- Bhogi
- Sankranthi
- Republic Day
- Bakrid
- Maha Shiva Rathri
- Moharrum
- Holi
- Ugadi
- Sri Rama Navami
- Good Friday
- 1st April

- Milad-Un-Nabi
- Independence Day
- Janmashtami
- Vinayaka Chaturthi
- Gandhi Jayanthi
- Durgashtami
- Vijaya Dasami
- Deepavali
- Ramzan
- Christmas

41.3 VACATION

There would be vacation two times in an academic year. The following are the details of vacation during the calendar year 2004 starting 1st January to 31st December.

Summer Vacation

From	To
------	----

Winter Vacation

From	To
------	----

## LEAVE PROCEDURE



### 42.1 NORMS FOR AVAILING LEAVES

The following norms concerning utilization of leaves apply to all the staff members at Aurora's Group of Institutions, with effect from 1st January 2004.

- 1 The extent of Leave entitlement is calculated on the basis of calendar year.
- 1 Staff members are not entitled for any Leave of absence with Pay(LWP) during the initial period of six months from the date of their appointment. They can avail sick leave as per the norms. However a faculty who is in his first year of service can utilize one leave with pay (LWP) for every two months of completed service, in exigencies. Whereas in case of faculty who have completed one year of service with Aurora, the entire leave is available to them at the beginning of the calendar year. But in case an employee leaves the services in the middle of the calendar year, the salary for such utilized leave period shall be deducted from the last pay drawn by such employees.
- 1 The staff member cannot avail more than three leaves at a time. In case any staff member wants to take more than three leaves at a time, consequently, prior special permission from the Director - HR is required to be obtained.
- 1 Leave may either be suffixed or prefixed to the holidays. If the leave is prefixed and suffixed to holidays, all such intervening holidays which fall between the leave, shall be treated as leave.
- 1 Leave is subject to prior discretionary sanction of Principal, which depends on the demands of work situation, more so during the peak period, except in case of sick leave.
- 1 Sick leaves cannot be accumulated and carried over to the next year.
- 1 The accumulated un-utilized leaves of absence with pay (LWP) can either be carried over to the next calendar year or can be encashed, which will be equivalent to basic salary for such period of unutilised leave.
- 1 The Principal is the sanctioning authority for approving the leaves in case of all the staff members.
- 1 The staff shall use a prescribed application form, which shall consist of information about the transfer of duties during leave, including the arrangement of lecture and laboratory sessions to be handled. The person taking up such responsibility shall also sign the



leave application. This application shall be submitted at least one day in advance.

#### 42.2 CATEGORIES OF LEAVES

The faculty members working at Aurora group of Institutions are entitled to the following categories of leave, to the extent provided there under.

##### 42.2.1 LEAVE WITH PAY (LWP)

Each faculty (all categories) is eligible for Six Leaves off with pay (LWP) in one calendar year. In the first year of service the faculty can use one leave of LWP after two months of service whereas in case of faculty who have completed one year service with Aurora the six leaves of LWP can be used from the beginning of the calendar year, but if an employee leaves in the middle of the calendar year, the salary for the leaves utilized is deducted from the Last Drawn Pay (LDP).

##### 1 Reprisal

Leaves taken / availed against the normal procedure prescribed above are considered leaves in absence and necessary disciplinary measures will be initiated.

##### 42.2.2 MEDICAL / SICK LEAVES

All categories of faculty members are entitled for a maximum of four days of sick leaves. Sickness includes the sickness of the self and the dependents.

##### 1 Procedure of applying for sick leave

The staff shall use a prescribed application form and inform the sickness either in advance or immediately after the sickness along with a medical certificate.

##### 1 Reprisal

Leaves taken / availed against the normal procedure prescribed above are considered leaves in absence and necessary disciplinary measures will be initiated.

##### 42.3 ABSENCE FROM WORKPLACE ON DUTY

When a staff is away from workplace due to any work assigned by the institution, which is approved by the Principal, will be treated as Absence - on duty. The staff who is proceeding on such assignment shall duly follow the procedure as applicable for absence on leave with pay.

##### 42.4 MATERNITY LEAVE

All the Lady staff members who have completed the probation period (one year service) with the institution are entitled for a three-month maternity leave with pay. Lady faculty members are eligible to avail the maternity leave for a maximum of two times or for a maximum of two children, whichever is higher. After availing the maternity leave the lady faculty has to serve the institution for minimum one year else three months salary will be forfeited.

##### 1 Procedure of applying for Maternity Leave

The staff shall use a prescribed application form, at least three months in advance before the maternity leave is to be taken and shall give alternative measures to be taken to adjust the duties and responsibilities. The maternity leave under no circumstances shall be extended (even as Leave in Absence without Pay).

##### 42.5 LEAVE IN ABSENTIA

Any absence from the duty without prior permission from the Principal will be considered as leave in absence. A maximum of two such leaves can be availed by the employee during a calendar year.

##### 1 Procedure of using Leave in Absentia

The staff who at any point of time is unable to attend duties due to emergency work shall inform the Principal at least 3 Hours before the college opening timings and discuss alternative arrangements made if any.

##### 42.6 LEAVE IN EXCEPTIONAL CASES - LONG STUDY OR SICK LEAVE.

The Organisation would discourage any of the faculty to take long leave but in the exceptional cases where it is imperative for the faculty to go on leave

for higher studies or if a faculty has fallen sick and requires a long leave to be granted, in such cases the organisation may give special consideration based on long term commitment (in written) given by the faculty that after availing the leave he/she would continue with organisation a minimum period of one year. For the grant of this leave the faculty should have served the organisation for a minimum of 2 years.

#### 1 Procedure

Faculty intending to utilize this leave needs to give a written application to the Principal much in advance.

#### 1 Reprisal

Leaves taken / availed against the normal procedure prescribed is considered against the norms agreed and necessary disciplinary measures will be initiated.

#### 42.7 STUDY LEAVE

The faculty members are eligible for a study leave with pay for a maximum period of fifteen days during calendar year either after completion of one year service or with a commitment that they would continue for a minimum of one year after utilizing the study leave. The pay here is to be read is the basic pay along with DA with no other allowances.

#### 1 Procedure of using Study Leave

The staff intending to utilize the study leave is required to inform the Head of the Department / Head of the Institution regarding the alternative arrangements made during their absence along with a signed note from the faculty who agreed to take the sessions during that period and a letter of commitment.

#### 42.8 SABBATICAL LEAVES

All the faculty members who have completed a minimum service of two years are eligible for sabbaticals leave. A maximum of two months sabbatical leave will be sanctioned based on the commitment given by the faculty. The faculty during this period will get the salary for the period of sabbaticals leave including all allowances.

#### 1 Procedure of using Sabbatical Leave

The staff intending to utilize the Sabbaticals leave (2 months) shall discuss with the Principal along with an application in prescribed format at least six months before planning to utilize the sabbatical leave. The faculty requires to give a written commitment as per norms that they would continue for a minimum period of two years after utilizing the sabbaticals leave.

#### 42.9 FAMILY RELOCATION LEAVE

When a faculty member joins the college and his / her earlier location is more than 300 KM from Hyderabad, a maximum of three days leave with pay will be given towards family relocation.

#### 42.10 MARRIAGE LEAVE

If there is marriage of the staff, a maximum of three days leave with pay will be given.

#### 42.11 LEAVE DUE TO DEATH IN FAMILY

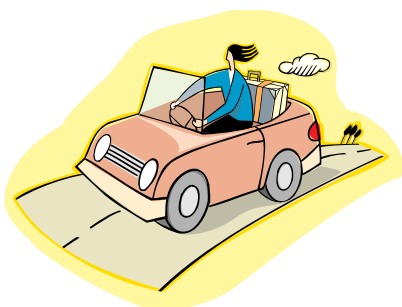
If there is a death in the employee's immediate family, three (3) days time off will be allowed with pay. Immediate family is defined to mean: spouse, child, parents, stepparents, grandparents, brother, sister, or in-laws of same.

#### 42.12 MONTHLY LEAVE REPORT

The college is required to send a monthly leave statement mentioning all the leaves utilized by different faculty members duly signed by the Principal and Administrative Officer / Registrar before 25th of every month to the Director - HR which then will be forwarded to the accounts department for processing of salaries.

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## TA & DA UTILIZATION PROCEDURE



### 43.1 TRAVEL ALLOWANCE ENTITLEMENT

While the staff is on duty, the staff can avail the travel allowance as per the following guidelines. If the staff is traveling by bus, it is the actual bus fare, which will be considered. If they are traveling by train, in case of Professors they are entitled for a maximum of II AC and Readers & Lecturers III AC. If there is no bus and train transportation, with the recommendation of the Principal the staff can rent a car. For availing the travel allowance submission of the tickets is compulsory. If the staff has availed more than what is entitled, reimbursement will be made only to the extent of entitlement and the balance shall be borne by the staff. If the staff has availed less than what is entitled only actual will be paid. In case of extraordinary circumstances the Principal is authorized to take appropriate decision and sanction accordingly.

#### <sup>1</sup> Travel Allowance:

If the journey time is more than eight hours, then the staff (all cadres) is entitled for a travel allowance of Rs. 100.

### 43.2 LOCAL TRANSPORTATION ALLOWANCE

The staff below the rank of Professors is entitled for a local transportation allowance of Rs.150/- per day in case of Category A cities and Rs.100/- per day in case of Category B cities. In case of Professors they can avail local transportation allowance on actual.

#### <sup>1</sup> Procedure of Availing the Travel Allowance

The staff is required to fill in a prescribed application form to avail travel advance and submit all the necessary bills within two days after arriving from the out station.

#### <sup>1</sup> Sanctioning Authority

The Principal of the college is the sanctioning authority for the travel allowance and in case of Principal it is the Director - HR.

### 43.3 DAILY ALLOWANCE ENTITLEMENT

While the staff is on duty they are entitled for a Daily Allowance. The maximum permissible DA is given below. The list of different cities under various categories can be had from the office

S.No	Category	A Grade City	B Grade City
1.	Professors	Rs.750	Rs.500
2.	Readers	Rs.450	Rs.300
3.	Lecturers	Rs.400	Rs.250

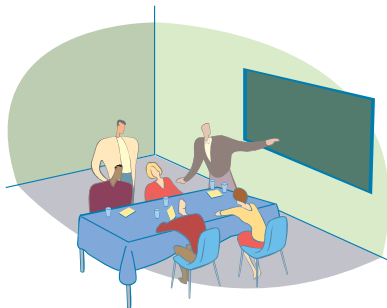
1 Procedure of Availing the Daily Allowance

The staff is required to fill in a prescribed application form to avail Daily Allowance advance and submit all the necessary bills within two days after arriving from the out station.

43.4 REPORT ON TRANSPORT ALLOWANCE / DAILY ALLOWANCE

The college is required to send a quarterly report consisting of all the details on travel and daily allowance duly signed by the Principal and Administrative Officer / Registrar before 25th of every quarter to the Director - HR which then will be forwarded to the accounts department for processing of salaries.

## FACULTY CONDUCT & DISCIPLINE PROCEDURE



As a responsible individual and employee of Aurora Education group, personal conduct is a matter of concern.

The following examples of misconduct could result in disciplinary action leading to dismissal. The list is not exhaustive of all types of misconduct but rather an illustrative of behavior, which could result in dismissal. The faculty member may also be subjected to disciplinary action or dismissal, for conduct that may not be specifically covered hereunder but at the same time the conduct is harmful to the operation of the college or to the rights, reputation, and safety of college staff & students:

- 1 Excessive, unauthorized tardiness or absenteeism.
- 1 Failure to comply with college or departmental policy or regulations.
- 1 Refusal to follow instructions duly assigned by the superior including overt or covert questioning and/or undermining authority of management.
- 1 Substandard work performance.
- 1 Use of vile, intemperate, or abusive language or fighting, pushing, or acting in a threatening manner to any college staff, student, or visitor.
- 1 Negligence resulting in damage or defacement of college property.
- 1 Falsifying employment records or other college records (examination and attendance records or any other records)
- 1 Conduct on or off campus that is in violation of college policy.
- 1 Dishonesty or stealing including irregularity in handling college assets; acts of theft from the college or colleagues; or actual or threatened destruction of the college property.
- 1 Unauthorized possession, use, copying, or reading of college records or unauthorized disclosure of information contained in such records.
- 1 Absence for three consecutive days without any prior intimation to the college.
- 1 Obtaining a leave of absence under false pretenses.
- 1 Failure to report to work upon expiration of an approved leave of absence.
- 1 Any willful act of carelessness, or conduct detrimental to the college operations or the safety and rights of other persons on college premises.
- 1 Excessive or unauthorized use of college telephones for purposes other than college business.

- 1 Use of college property for illegitimate work (email, fax, computer, copier and other college equipments)
- 1 Failure to work as per the assigned work schedule, which may include overtime assignments.
- 1 Reporting for work under the influence of alcohol or drinking in the college premises.
- 1 Smoking in the college premises.
- 1 Leaking the question papers or sharing the information pertaining to examinations.
- 1 Giving excessive marks willfully or tampering with the marks already given.
- 1 Giving attendance to the student while the student is absent or tampering with attendance already given.
- 1 Not giving attendance for whatever reasons, to student when he is present in the class.
- 1 Sharing the college information which is supposed to be confidential with outsiders including with the family members.
- 1 Taking any kind of gift or favour from any one including students for any reason.

- 1 Evading work and not attending to work while being responsible for it.
- 1 Taking-up dual employment including full time or part time work anywhere outside the college either in the college timings or outside the college timings.
- 1 Seeking employment elsewhere without informing the college.
- 1 Not cooperating with processes to resolve employment problems.

The following are illustrative actions of indiscipline for which disciplinary actions may be initiated.

#### 44.1 IRREGULARITY

Regularity to the duty is very important. If the staff is found to be irregular to work in terms of taking unauthorised leave will be considered seriously. Every occasion the staff takes such leave or absents from the duty without prior permission as prescribed for the following disciplinary measures will be initiated. In a calendar year a maximum of two absences without prior permission are permitted for emergencies (to be followed as per the norms given under this category of leave). Beyond this limit, the following measures are initiated.

#### 1 Irregularity - Measures

If a staff is absent from duty without prior permission of the sanctioning authority beyond the permitted limit, one day's leave (leave in absence with pay) is expended from the account and one day's salary will be deducted from that month's salary. If the staff continues such unauthorised absent, and when in the staff account has no leave balance, three days salary is deducted from that month's salary. If such kind of absence continues beyond five days in a calendar year, the employee will be removed from the service.

#### 44.2 TARDINESS

Tardiness for any reason will be treated as irresponsible behaviour on the part of the employee. If the employee for some reason is coming late, they shall inform the Principal at least one hour (a maximum of 30 minutes) before the commencement of college about the delay. In a calendar year a maximum of five such permissions can be taken. Beyond this such late attendance will attract the following measures.

#### 1 Tardiness - Measures

Whenever the staff attends the duty later than the prescribed time a red mark is made against that day. The first three such late marks in a month will result in deduction of one day's salary for that month.

#### 44.3 LAPSE IN DUTY / RESPONSIBILITY

Lapse of any kind will not be tolerated on the part of the employee. The lapse may include evading the work or work schedules, skipping the syllabus or non-completion of the syllabus or any other lapse, which can cost the college, students or other faculty.

##### <sup>1</sup> Measures for Lapse in the Duty / Responsibility

Whenever it is found that there is a lapse on the part of the employee, the organization will use punishments of varied nature ranging from deducting salary to removal from service.

#### 44.4 UNETHICAL CONDUCT

Unethical conduct on the part of faculty member such as giving more or wrong attendance to students, tampering with the attendance records to favour or harm any one; changing the marks in the records or awarding unreasonable marks either to favour or to harm any one; leakage of question papers or any other official information; taking bribe or threatening any one including a student or a faculty or any other willful misconduct will be considered very seriously.

##### <sup>1</sup> Measures for Unethical Conduct

At any point of time if there is a case against any faculty members in any issues involving the above or misconduct of any other nature which is against the spirit of academic learning process, a departmental enquiry will be initiated based on which the faculty may be punished which may also include dismissal from the service.

#### 44.5 ABSENTING FROM DUTY ON OCCASIONS OF NATIONAL AND INSTITUTIONAL IMPORTANCE

No staff can be absent from duty for any reason on the days of national and institutional importance such as Independence Day, Republic Day, Annual Day, Foundation Day, Induction Day, and Teacher's Day.

<sup>1</sup> Absenting from duty on occasions of national and institutional importance - Measures Absenting on the days (with or without permission) of national and institutional importance will be considered as serious matter and the erring faculty member may face punishment including dismissal.

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## RESIGNATION PROCEDURE



### 45.1 MEANING OF RESIGNATION

A letter of resignation implies the following when written:

- 1 That the resignee wishes to terminate his / her association with the college on a specified date.
- 1 That the letter of resignation is a deliberate attempt to inform all necessary personnel of this decision.
- 1 That the resignee truly believes the decision to resign will sever the resignees relationship with the college.

### 45.2 TIMING OF RESIGNATION

Before the staff resigns, s/he should give necessary / sufficient time before submitting the resignation letter.

- 1 No faculty member will be allowed to leave at the beginning or in the midst of the semester.
- 1 All the staff member working in the rank of Lecturer, Sr.Lecturer, Asst.Professor, Professor are required to give three months notice before they intend to get relieved.

### 45.3 PROCEDURES

To ensure that the preceding assumptions are upheld, the following

procedures will be observed:

- 1 When a letter of resignation is submitted, it is the responsibility of the resignee to send the original copy to the Head of the institution ie the Principal and a copy of the same to the Director - Human Resources giving sufficient time as per the contract signed at the time of joining.
- 1 It is the responsibility of the Principal to consult with the Director -Human Resources and the immediate superior of the resignee staff, as soon as possible to determine the course of action intended to be taken.
- 1 It is the responsibility of the Head of the Department to brief the Principal regarding the status on staffs completion of various assignments and responsibilities and recommend further action.
- 1 Based on the above, the Principal shall forward a letter of recommendation for the approval of the resignation to the Director-Human Resources. Before sending the recommendation on resignation to the Director-Human Resources, the Principal has the following options before him:
  - m Acceptance of the resignation; or



- m A plea for reconsideration of the resignation.
- 1 Based on the recommendation made by the Principal, the Director- Human Resources will accept / reject the letter of the resignee. Copy of this letter is sent to the Head of the Institution.
- 1 If the resignation is not accepted then the letter of resignation sent by the resignee becomes null and void.
- 1 Once the resignation letter is accepted and the college receives confirmation of the same, an exit interview needs to be arranged and ensure collection of all the records and files, equipment, or any other information to be taken from the resignee. A detailed - Faculty no due Certificate needs to be signed by all the concerned authorities including the HOD.

- 1 The college issues a relieving certificate, service certificate and all the certificates, documents pertaining to the faculty.
- 1 If any faculty member has left / resigned contrary to this procedure, such information shall immediately be brought to the notice of the Department of HR for immediate action.

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## SUSPENSION & TERMINATION PROCEDURE



### 46.1 SUSPENSION PROCEDURES

Suspension from employment may be an appropriate step in the disciplinary process which may be normally preceded by counseling and written warning. Suspension involves the temporary removal of the staff member from the workplace for a specified period of time without pay. This phase allows time for further review before a final decision is made as to whether or not the individual will be allowed to remain on the Aurora Staff List.

The college, immediately upon finding a serious lapse on the part of the employee shall place him /her under suspension and call for a departmental enquiry duly constituted for the purpose. CEO, the Director - HR or nominee; Principal; and a senior professor nominated by Principal will constitute the departmental enquiry committee. Based on their report, the college will take a decision regarding the continuation of the staff member or termination.

### 46.2 TERMINATION PROCEDURES

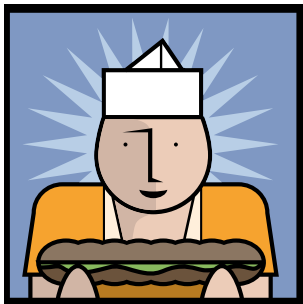
A staff member may be terminated for any reason with two weeks notice or equivalent pay in lieu of such notice. In cases where the college deems appropriate, including serious misconduct, a staff member may be terminated without notice or pay in lieu thereof. Thereafter such staff will not be eligible for employment in any college of Aurora group in future. If there is any reduction in the staff requirement or any other such need, the college will provide at least one month's notice or equivalent pay in lieu of such notice.

Termination during the introductory/probation period does not necessitate two weeks notice or equivalent pay in lieu of such notice. At the time of termination, all the property of the college must be returned/recovered.

Any staff member who is terminated should never be reappointed in any of the Aurora Group of Colleges at any point of time.

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## SERVICE PROCEDURE



### 47.1 AROUND THE CAMPUS

The following are some of the services provided within and connected to campus.

#### 1 Transportation

Providing transport facilities for all the faculty members to and from the college campus is one of the important services provided by Aurora. High quality transportation system is provided either for a subsidized price (in case of lecturers) and fully paid transportation (for Readers and Professors). A separate note with the details of the route points and other information pertaining to the transportation will be given separately to the faculty members.

#### 1 Canteen

Excellent canteen with hygienic food is provided to all the faculty members while they are at work at a very concessional price. A separate note with details of timings of the canteen and price list will be given.

#### 1 Recreation Facilities

Faculty members are provided with recreation facilities on the campus helping them to relax from hectic work schedules. These include, a gym, indoor playing facility, and a meditation hall.

### 47.2 OFF THE CAMPUS

#### 1 Accommodation

Faculty members will be provided with necessary support to locate rented as well as permanent accommodation. The college will provide free consultancy and counselling services in this regard.

#### 1 Support to Faculty Members for their Children Education

Aurora will do all that is necessary towards finding excellent educational facilities for the children of the faculty members working with them. This include, providing information and counselling regarding educational institutions along with the information pertaining to timings of admissions in schools and colleges. Faculty also will be helped in securing admission for their children in prestigious educational institutions.

#### 1 Medical Counselling & Support

Aurora will provide necessary medical counselling and support to all the faculty members. This include, having institutional medical consultants and having tie-ups with prestigious hospitals to provide quick and inexpensive medical support. As all the staff are covered under medi-claim policy the costs of medical aid is going to be minimal or nothing.

<sup>1</sup> Liaisoning Services for the Staff

All the faculty members will be provided with liaisoning services for various services related to booking hotel/ function halls for marriages, birth days or any other functions; booking vehicles; procuring driving licences, passports, etc. and any other service mentioned in the liaisoning services booklet given to you.

## LIST OF FILES / REGISTERS

### 48.1 LIST OF FILES:

- |    |  |    |  |
|----|--|----|--|
| 1  | Admission  | 26 | Bus Concession                             |
| 2  | Admission Rules                                      | 27 | Centres for Performing Arts                |
| 3  | Admissions Cancel                                    | 28 | Challan                                    |
| 4  | Affiliation  | 29 | Circular                                   |
| 5  | Affiliation Fee                                      | 30 | Co-curricular/ Extra curricular activities |
| 6  | Air Concession                                       | 31 | College Activity                           |
| 7  | Almanac  | 32 | Commissioner of Higher Education           |
| 8  | Alumni Association                                   | 33 | Compliance File                            |
| 9  | Annual Day   | 34 | Complaints                                 |
| 10 | Annual Inspection                                    | 35 | Conveyance                                 |
| 11 | AP Higher Education                                  | 36 | Correspondence - AICTE                     |
| 12 | Appraisal  | 37 | Correspondence - AICTE                     |
| 13 | Assignments File                                     | 38 | Correspondence - College History           |
| 14 | Attendance   | 39 | Correspondence - Curriculum / Syllabus     |
| 15 | Attendance - Correspondence to the parents/ guardian | 40 | Correspondence - Funding Agencies          |
| 16 | Audit  | 41 | Correspondence - NBA                       |
| 17 | Aurora Stars   | 42 | Correspondence - Ministry of HRD           |
| 18 | Bank Account   | 43 | Correspondence - Research and Development  |
| 19 | Bills - Furniture                                    | 44 | Correspondence with foreign Universities   |
| 20 | Bills - Equipment (Each Lab Wise)                    | 45 | Correspondence with other Universities     |
| 21 | Bills - Electrical Fittings                          | 46 | Correspondence with Politicians            |
| 22 | Bills - Stationary Items                             | 47 | Correspondence with Society                |
| 23 | Brochure   |    |  |
| 24 | Budget   |    |  |
| 25 | Building Plans                                       |    |  |

48	Daily Work Report - Administration Staff	75	Invoices	101	Purchase - Lab Equipment
49	Departmental meetings - Department Wise	76	Lease Deed	102	Purchase - Miscellaneous
50	Discipline	77	Library Committee	103	Purchase - Sports
51	Donation	78	Loan	104	Purchase - Stationary
52	Electricity Bills - Each Meter Wise	79	Magazine	105	Quotations
53	Examination - Inter	80	Medical Condonation	106	Railway Concession
54	Examination - Main	81	Mediclaime	107	Reading Material
55	Examination - College	82	Minutes	108	Rentals
56	Fee Concession	83	MOU	109	Requisition - Maintenance
57	Fee Structure	84	Municipal	110	Requisition - Printing / Xerox
58	Feedback	85	NCC	111	Requisition - Stationary
59	Foreign Students	86	Newsletter	112	Requisition - Work Time
60	General Correspondence	87	Notice Boards	113	Scholarship - SC
61	Governing Body	88	Other Scholarship	114	Scholarship - ST
62	Governing Council Meetings	89	Parents Meeting	115	Seminars
63	Guest Lecture	90	Placement/ Career Guidance	116	Society
64	Income Tax	91	Police Correspondence	117	Special Fees
65	Induction Day	92	Press Relations	118	Sports
66	Industry Visiting	93	Principal's Personal File	119	Staff Advertisement
67	Infrastructure - Buildings	94	Printing	120	Staff Development
68	Infrastructure - Land	95	Professional Tax	121	Staff Leaves - Administrative Staff
69	Insurance - General	96	Protocol	122	Staff Leaves - Teaching Staff
70	Insurance - Group	97	Provident Fund	123	Staff Personal Files
71	Insurance - Life	98	Purchase - Electrical	124	Staff Rules/ Regulation
72	Insurance - Medical	99	Purchase - Furniture	125	Staff Selection Committee
73	Inter University	100	Purchase - General Maintenance	126	Staff Welfare
74	Internet				

- 127 State Education
- 128 Student Clubs
- 129 Student Counselling
- 130 Student Detention
- 131 Student Discipline
- 132 Student Examination Fee
- 133 Student Recognition Fee
- 134 Student Registration Fee
- 135 Student Welfare
- 136 Students Attendance
- 137 Summer Training
- 138 Telephone - Land, Others
- 139 Time Table - College
- 140 Time Table - Examination
- 141 Tuition Fee
- 142 UGC
- 143 Undertakings File
- 144 Vehicle - Maintenance
- 145 Vision - Mission
- 146 Vouchers - Electrical
- 147 Vouchers - Furniture
- 148 Vouchers - General Maintenance
- 149 Vouchers - Lab Equipment
- 150 Vouchers - Stationary
- 151 Water Tax
- 152 Website
- 153 Workshops

## 48.2 LIST OF REGISTERS:

- 1 Accession Register
- 2 Acquaintance - Teaching Staff
- 3 Acquaintance - Administrative Staff
- 4 Appointments Register
- 5 Assets Register
- 6 Attendance - Teaching Staff
- 7 Attendance - Administrative Staff
- 8 Books Issue - Teaching Staff
- 9 Books Issue - Students (Selection Wise)
- 10 Books Purchasing
- 11 Breakage Register - Lab Equipment (Each Lab Wise)
- 12 Cash book
- 13 Cheques Issue Register (Each Account Wise)
- 14 Circular Register - Staff
- 15 Employee Register
- 16 Estate Management Register
- 17 Fee Collection Register
- 18 Incoming Calls Register
- 19 Inward - Letters / Documents
- 20 Inward - Materials
- 21 Issue Register - (Departments)
- 22 Journals (Library) Register
- 23 Journals Entries
- 24 Laboratory Issue Register (Each Lab Wise)
- 25 Ledger
- 26 Library Log Register - Student
- 27 Library Log Register - Staff
- 28 Maintenance Register - Laboratory (Each Lab Wise)
- 29 Maintenance Register - General
- 30 Minutes
- 31 Movement Register - Faculty
- 32 Movement Register - Other Staff
- 33 Other Income Register
- 34 Outgoing Calls Register
- 35 Outwards - Letters/ Documents
- 36 Outwards - Material
- 37 Periodical Register
- 38 Petty Cash Book
- 39 Purchase
- 40 Register of Files
- 41 Register of Registers
- 42 Staff Meeting Register
- 43 Stock Registers - Laboratory (Each Lab Wise)
- 44 Stock Register - Library
- 45 Stock Register - General
- 46 Student Admission
- 47 Student Examination
- 48 Student Notices Register
- 49 Student Marks Register
- 50 Vehicle Movement Register - Each Vehicle Wise).