

**ARM IET**  
**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
*(Run by Koti Vidya Charitable Trust)*

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**INSTITUTE RULE BOOK**





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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
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**POLICY INDEX**

1. VISION & MISSION
2. QUALITY POLICY & OBJECTIVES
3. CODE OF CONDUCT & ETHICS
4. ORGANISATION CHART
5. GRADES & DESIGNATIONS
6. PAY SCALES
7. RECRUITMENT POLICY & PROCEDURE
8. RETIREMENT POLICY
9. ADHOC EMPLOYMENT POLICY
10. INDUCTION POLICY
11. PROBATION POLICY
12. GROUP INSURANCE POLICY
13. TIME AND ATTENDANCE MANAGEMENT POLICY
14. MOBILE / TELEPHONE EXPENSES POLICY
15. LAPTOP POLICY
16. INCENTIVE POLICY FOR RESEARCH & PUBLICATIONS
17. DOMESTIC TRAVEL POLICY
18. LEAVE & VACATION POLICY
19. PROMOTION POLICY FOR TEACHING STAFF
20. PROMOTION POLICY FOR NON TEACHING STAFF
21. POLICY AGAINST SEXUAL HARASSMENT
22. GRIEVANCE MANAGEMENT POLICY
23. POLICY ON CONTINUAL IMPROVEMENT PROGRAM

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
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**VISION**

To become an institute of excellence by continuous implementation and updation of knowledge and upgradation of technical skills to serve the society and improve the quality of life.

**MISSION**

- To provide hands-on training by executing project based learning, industrial internships and value added programs.
- To teach students basic concepts of science and fundamental engineering principles by encouraging interdisciplinary approach for comprehensive broad based learning.
- To train professional thinking and attitude building to be sensitive to needs of the society.

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**ALAMURI RATNAMALA**  
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### **QUALITY POLICY**

We at Alamuri Ratnamala institute of Engineering and Technology (ARMIET), are committed to impart continual quality education & training leading to Post Graduate, Degree & Diploma in different branches of Engineering and Masters in Management studies. We would demonstrate continual improvement by complying with requirements, monitoring our abilities and implementation of quality management system.

We aim to provide a platform for research and development by understanding and meeting industrial needs by developing technical skills, leadership quality, interpersonal skills and upholding the importance of professionalism and ethical practices. The quality policy is supported by quality objectives and is communicated through different modes of channels such as notices, web site, brochure and understood within the institution and is reviewed by management from time to time for sustained development and suitability.

### **QUALITY OBJECTIVES**

1. To become a competent Educational & Research organization by cultivating research culture among faculty and students.
2. To make students of Alamuri Ratnamala Institute of Engineering and Technology globally competent with leadership qualities.
3. To strive hard for holistic development of students through co-curricular and extracurricular activities, trainings, and industrial exposure for developing industry ready technocrats.
4. To provide better career opportunities by motivating the employability and entrepreneurship skills.
5. To impart quality education to the students and to develop vision of state of art academic and professional fraternity.
6. To provide global platform to students and faculty for research, collaborative activities and education through interactive MOUs and tie ups with renowned national and international organizations and industrial groups.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
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3. CODE OF CONDUCT & ETHICS

**1. Preamble**

- 1.1 ARMIET believes that for an institute to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions.
- 1.2 The Code of Conduct and Ethics, articulated below, embodies the Institute's Values and Beliefs and endeavors to lay down guidelines for employees to follow in their day to day work life.
- 1.3 All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve institute's objectives.
- 1.4 The Institute's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

**2. Objective**

- 2.1 The Institute prides itself on the high standards embodied in its working principles. The institute expects its employees to adhere to these in their day to day activities.
- 2.2 The following Code of Conduct and Ethics is intended to provide guidelines for the Professional, Ethical, Legal and Socially Responsible behavior that the institute expects from its employees.

**3. Applicability**

- 3.1 All employees on regular rolls of the institute including employees on contract are governed by this Policy.

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**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
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(RUN BY KOTI VIDYA CHARITABLE TRUST)

- 3.2 Employees are the representatives of the institute and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.
- 3.3 Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institute, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institute and its Values.

#### 4. Policy Guidelines of Conduct

- 4.1 **National Interest:** ARMIET is committed in all its actions, to promote quality education and shall neither engage in any activity that would adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.
- 4.2 **Use of ARMIET Brand:** The use of ARMIET name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institute. No employee, third party or joint venture shall use the ARMIET Brand for any purpose without specific authorization.
- 4.3 **Group Social Responsibility:** ARMIET's Social Responsibility is aimed at anticipating and meeting relevant, emerging needs of the society in the areas of Education, Community Service, Health & Hygiene and Livelihood. ARMIET encourages its employees and their families to actively participate in CSR activities.
- 4.4 **Competition:** ARMIET shall market its services on its own merit and shall not make unfair and misleading statements about competitors' services.  
  
Any collection of competitive information shall be made only in the normal course of business.
- 4.5. **Quality of Services:** ARMIET is committed to deliver services of world class quality built to National and International standards.
- 4.6. **Equal Opportunities:** ARMIET shall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to Eligibility, Qualification and Selection of applicants in all matters will be based on merit. No discrimination shall be made based on Community, Race or Gender.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
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**4.7 Accurate and Complete Accounting:** Employees shall use Institute's funds and other property solely for the benefit of the Institute. All disbursements must be lawful and consistent with Institute's policies.

No unrecorded funds, reserves, assets or special account shall be set up or maintained for any purpose. No false or fictitious entries shall be made in books, records, accounts, or in Institute communications for any reason. No payment or transfer of funds or assets (such as tangible and intangible) shall be made for any purpose other than what is specifically authorized or is clearly within the discretion granted by the Institute.

Employees are responsible for accurate and timely record keeping of all Institute's assets, liabilities, revenues and expenses in compliance with accepted accounting rules and controls. All books, records and documents must accurately and completely describe the transactions.

**4.8 Settlement of Expenses:** Employees shall settle all the expenses incurred on account of travel, loans & advances etc, as per the guidelines stipulated in the Policy/Policies.

**4.9 Protection of Intellectual Property:** Copyright of all designs, drawings, formulas, charts, methodologies, inventions, etc., shall be treated as "Work made for hire" and the intellectual property rights over the same shall vest with the Institute

**4.10 Confidentiality and Non-disclosure:** Employees shall ensure that all information available to them in the course of employment in the Institute are kept strictly confidential and he/she shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of his/her duty to the Institute.

An employee of ARMIET and his / her immediate families shall not derive any benefit or assist others to derive any benefit from the access to the inside information about the Group, including information which is not available publicly. Such inside information may include among other things:

- a) Merger or acquisition, divestment of businesses or business units
- b) Data or information such as profits, earnings and dividends etc.
- c) Investment decisions, assets revaluation, restructuring plans etc.
- d) Major supply and delivery agreements



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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
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**4.11 Policy and Process Integrity:**

**Antitrust or Fair Trading-** Employees shall avoid any discussions or agreements with competitors about prices or credit terms, submission of bids or offers, allocation of markets or customers, restrictions on production, distribution or boycotts of suppliers or customers that would result in monopolization or anticompetitive markets.

**Falsification or Destruction of information-** No employee shall make any statement or do any act that encourages or results in unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**

A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**4.12 Using equipment and consumable resources:** Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the Department.

This excludes certain:

- a) Limited, occasional and brief private telephone calls and faxes
- b) Limited and occasional use of a photocopier
- c) Limited and occasional use of the departmental email and Internet system subject to the government policy on use of the Internet and electronic mail

**4.13 Using the Internet, Intranet, and Electronic mail**

Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material.

Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols.

Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused

The Department monitors the use of these networks and devices, and an employee may be called upon to explain his/her use of them.

**4.14 Protecting Institute's assets**

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**Misuse of Resources-** Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-business related reasons or purposes including improper use of systems and timekeeping.

**Theft-** Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Company.

**4.15 Unethical Transaction:**

No employee shall assist in the misuse of Institute's funds, irrespective of the amount involved, including, the misappropriation of such funds for his/her personal benefit, or customers.

All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority.

**4.16 Gifts and Entertainment:** Except in connection with and specifically pursuant to programs officially authorized by the institute, no employee shall accept, directly or indirectly take any money, objects of value, or favors / discounts from any person or

Other company/institute/organization that has or is doing or seeking business with the Institute. All employees must disclose authorized transactions of this nature to the officer.

All payments or transactions must be consistent with applicable laws and accepted practice and must be accurately recorded in the institute's books and records.

**4.18 Relationship with Government and Public officials:** An employee of ARMIET may occasionally contact government and regulatory officials to keep them informed about his / her operations and positions on issues. He / She is responsible for these contacts and must understand and obey the laws governing lobbying activities and reporting requirements. He / She should also be familiar with specific rules set by individual agencies or other governmental bodies.

**4.19 Compliance of applicable law by Expatriate Employees:** All Expatriate employees shall be responsible for obtaining and retaining a valid Work Permit / Residence Permit / Employment Visa, during the subsistence of his /her engagement with the Institute. The employee shall duly adhere to all rules, regulations and/or such other conditions imposed by any Government Authority. The employee shall keep the institute duly indemnified

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**

A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

against all loss, damages, costs, expenses, proceedings, prosecution etc, arising out of

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
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Any violation of the terms and conditions of the applicable laws, rules, regulations and orders passed in that regard.

**4.20 Public Representation:** No employee shall, without the express consent of the Management / Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institute.

**4.21 Charitable Contributions:** Although employees are encouraged to be socially responsible and politically active, Employees may not contribute the institute's funds or assets to any Charitable Institution or similar Institution, unless such contribution is permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute.

**4.22 Political Activity:**

No employee shall involve in any political activity directly or indirectly.

No ARMIET employee shall canvas for any political party or candidate at any point of time.

Employees may not contribute the Institute's funds or assets to any Political Candidate, Party unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute.

Any ARMIET employee who stands in elections for any public office may do so after informing the concerned authority within the Organization. Further, if elected to the post, the employee has to resign from the services of the ARMIET Group to pursue his public / political career.

**4.23 Regulatory Compliance:** Every employee shall, in her/his business conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.

**4.24 Third Party Representation:**

Third Parties which have business dealings with ARMIET but are not members of the

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**ALAMURI RATNAMALA  
INSTITUTE OF ENGINEERING AND TECHNOLOGY**

**A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)**

ARMJET, such as Consultants, Agents, Contractors and Suppliers are not authorized to

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
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Represent ARMIET without the written permission. A Non-disclosure agreement is to be signed with the Third parties to support the confidentiality of the information. Third Parties and their employees are expected to abide by the Code in their interaction with and on behalf of ARMIET.

**4.25 Sexual Harassment and other harassment policy:**

ARMIET recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior as per the ARMIET's policy against Sexual Harassment.

**4.26 Other Harassment:**

ARMIET prohibits harassment of one employee by another employee or supervisor on any basis including but not limited to race, color, religion, marital status, national origin, physical or mental disability and/or age.

The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, no employee harasses another.

Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.

**4.27 Whistle Blower policy:** ARMIET provides a platform for employees to disclose information internally, which he / she believes shows serious malpractice, impropriety, abuse or wrong doing within the institute without fear of reprisal or victimization.

**4.28 Ethical Conduct**

ARMIET expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, equity in interpersonal and professional relationships as well as in our day-to-day activities. An ARMIET employee is supposed to inform in case, if he deviates from the above standard.(or if any case is filed against him)

No ARMIET employee shall engage himself in any business activity. Further, if he directly or indirectly recommends any of his friends / relatives for any business dealing with ARMIET, he must disclose the nature of such relationships and transactions beforehand.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**4.29 Dress Code:**

ARMIET expects its employees to follow a dress code which helps them to work comfortably at the workplace and at the same time project a professional image for our customers, potential employees and the community we are a part of. Hence, it is essential that all employees take pride in his / her appearance and maintain proper dress code and general appearance during office hours. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed.

**4.30 Environment, Health & Safety**

**Environment, Health, Safety and Laws of the land** – Employees shall adhere to the laws of the land – wherever they are – and shall not violate, cause or any action that impacts the Environment and the Health and Safety of ARMIET Employees, Customers and at the Community at large.

**Substance Abuse-** To meet our responsibilities to Employees, Customers and Investors, shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol on the job is absolutely prohibited.

**Threats and Physical Violence-** No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere.

The list of behaviors, while not inclusive, provides examples of conduct that is prohibited by this policy:

Causing physical injury

Making threatening remarks

Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress

Intentionally damaging employer's property or property of another employee

Committing acts motivated by or related to sexual harassment or domestic violence.

**No Smoking-** Smoking is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code.



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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

#### **4.31 Disciplinary Actions**

All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including disciplinary action against the employee who is found to violate these principles.

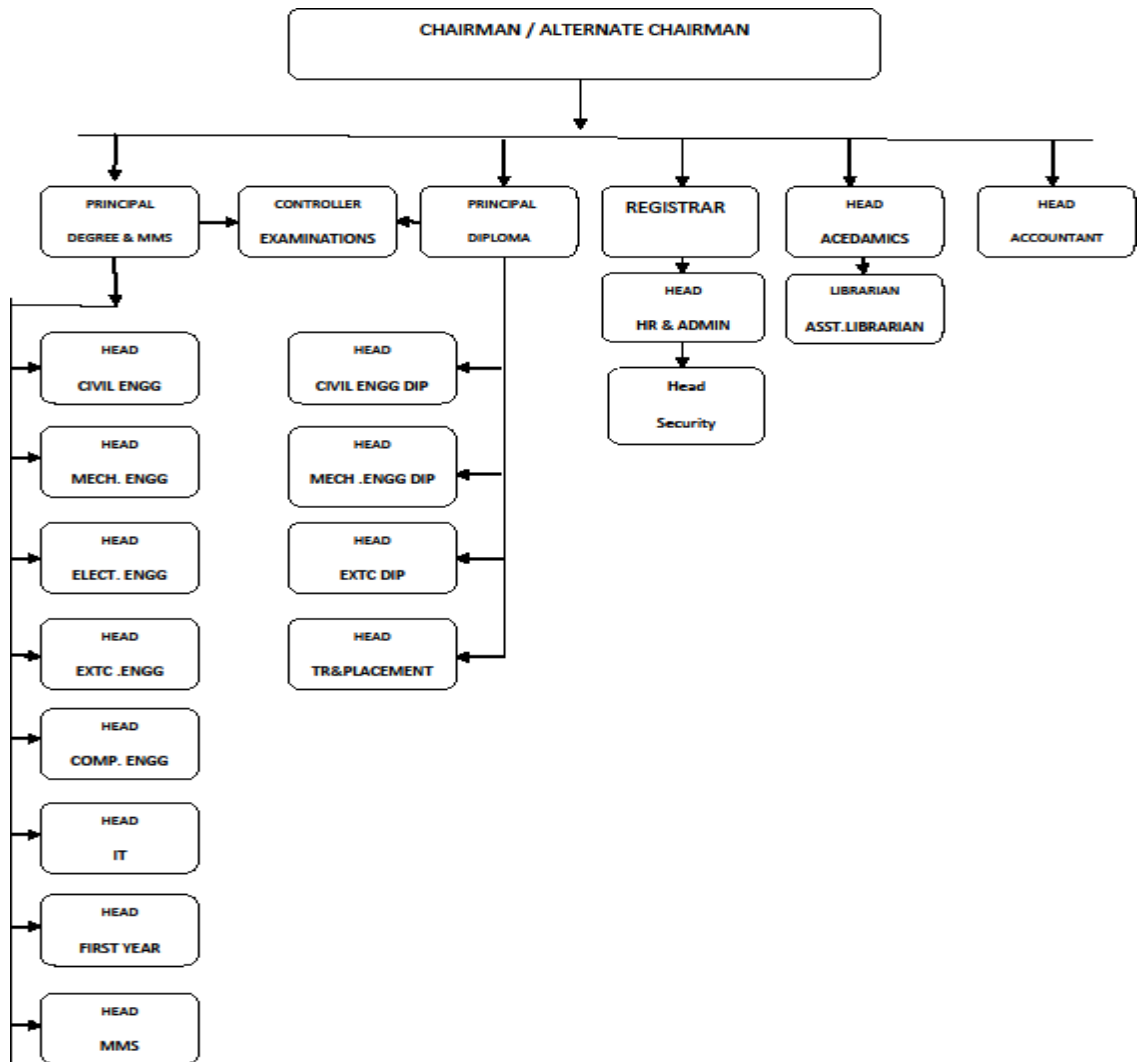
Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institute will recover any loss suffered by it due to violation of the provisions of this code by any employee.

Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.

The employees of the Compliance Committee and/or employees of Audit Committee will be notified of any concerns about violations of standards for conduct of business, ethics, laws, rules, regulations or this Code.

**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
 A S RAO NAGAR, SHAHAPUR  
 (RUN BY KOTI VIDYA CHARITABLE TRUST)

4. ORGANIZATION CHART



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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**

A S RAO NAGAR, SHAHAPUR  
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## **5. GRADES & DESIGNATIONS**

The Grade structure for Teaching and Non-Teaching are as under.

### **Teaching Faculty**

<b>Grades</b>	<b>Designations</b>
1	Principal
2	Deans, Professors
3	Associate Professor/ Sr. Lecturers / Training and Placement Officer
4	Assistant Professors/ Lecturers

### **Non-Teaching Staff**

<b>Grades</b>	<b>Designations of supporting staff</b>
1	General Manager – HR and Admin
2	Registrar , Head Finance and Accounts ,Assistant General Manager
3	Librarian , Senior Manager – TPCGC, CRO, System Administrator
4	Asst. Manager , Office Superintendent , senior executive HR , Manager – TPCGC, Senior Programmer
5	Lab Assistant , Clerk, Asst. Physical Director, Junior Programmer , Security Supervisor ,Telephone operator , Personal secretary, Assistant Librarian , Accountant ,Cashier
6	Attendant ,Skill assistant , Driver , Gardener , Security guard

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**

A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

## 6. PAY SCALES

The scales of pay for various teaching /non-teaching positions will be as follows.  
6<sup>th</sup> pay as per AICTE norms, commensurate with the qualifications and experience.

### Teaching faculty members

Principal	Rs 37,400 – 67,000 – Grade pay 10,000.
Deans, Professors	Rs 37,400 – 67,000 – Grade pay 10,000.
Associate Professor/ Sr. Lecturers / Training and Placement Officer	Rs 37,400 – 67,000 – Grade pay 9,000.
Assistant Professors/ Lecturers	Rs 15, 600 – 39,100 – Grade Pay 6000

### Non-Teaching staff members

General Manager – HR and Admin	Rs 37,400 – 67,000 – Grade pay 10,000.
Registrar , Head Finance and Accounts ,Assistant General Manager	Rs 37,400 – 67,000 – Grade pay 9,000.
Librarian , Senior Manager – TPCGC, CRO, System Administrator	Rs 15,600 – 39,100 – Grade pay 8000
Asst. Manager , Office Superintendent , senior executive HR , Manager – TPCGC, Senior Programmer	Rs 9300 -34800 – AGP 4200
Lab Assistant , Clerk, Asst. Physical Director, Junior Programmer , Security Supervisor ,Telephone operator , Personal secretary, Assistant Librarian , Accountant ,Cashier	Rs 5200 – 20200 – AGP 2400
Attendant ,Skill assistant , Driver , Gardener , Security guard	Rs 4440 – 7440 – AGP 1300/1400/1600

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

## 7. RECRUITMENT POLICY & PROCEDURE

### 1. Objective:

- 1.1 Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

### 2. Applicability

- 2.1 All new recruits in all grades.

### 3. Policy & Procedure

- 3.1 The concerned HOD is to get in touch with HR Department with the details of the manpower required. HR will then seek approval of the Chairman, and only then proceed with the process of recruitment.
- 3.2 HR shall prepare a detailed job description for the position to be filled up, in consultation with the concerned department
- 3.3 HR shall source the profiles for the required position, through various sources viz., advertisements (newspapers, portals...), consultants, internal reference etc.
- 3.4 HR shall screen and shortlist the profiles depending on their suitability for the position. The list of shortlisted profiles will be communicated to the concerned HOD and Principal.
- 3.5 HR will coordinate the entire process of conducting the interviews.
- 3.6 Depending on the grade/level of the position being recruited, the interview panel / selection committee will consist of the concerned HOD, Principal, Chairman external members (in case of USSC) and HR representative.
- 3.7 The Institute shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker section of societies.

## 8. RETIREMENT POLICY

All teaching and non-teaching staff shall retire on completing the age of superannuation which is 65 for teaching and 60 for non-teaching. The college will communicate in writing before 6 months of retirement as a measure of assistance to the retiring employee. If the retiring employee has accumulation of annual leave to his / her credit, the same can be availed in the period preceding his / her retirement by making application to the principal and appropriate sanction by authority. The age of superannuation as mentioned above shall not be applicable to the professors of special category appointments.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
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## 9. ADHOC EMPLOYMENT POLICY

### 1. Preamble

- 1.1 *Nontechnical Staff* under this policy are candidates with graduation /under-graduation, applying for positions like Attenders / Junior Assistants / Office Assistants/ Senior Assistants/Lab Assistants/ Secretaries, etc.
- 1.2 This policy is aimed at preparing a framework in which nonteaching staff with nontechnical qualifications will be recruited only on ad-hoc basis.
- 1.3 However, nonteaching staff with technical qualifications, who may typically be diploma holders, will be employed on regular rolls of the organization.

### 2. Objective

- 2.1 The objective of this policy is to provide guidelines and procedure to recruit employees in nonteaching and non-technical positions on ad-hoc basis.

### 3. Eligibility and Applicability

- 1.1 Nonteaching staff of ARMIET with nontechnical qualifications.
- 1.2 The employees on outsourced rolls are not covered under this policy

### 4. Recruitment Procedure

The procedure for contractual engagement of staff involves the following:

- 4.1 That a position is contractual, and the duration of the contract must be clearly outlined even before the process of recruitment begins, and so specified in advertisements, or other communication
- 4.2 All subsequent process of recruitment of nonteaching and nontechnical staff shall be done as per the normal recruitment process of the organization.
- 4.3 Interviews shall be conducted by the selection committee which shall consist of –

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)  
concerned HOD, Principal / Chairman and HR representative.



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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

- 4.4 After the finalization of the candidate, and before doing the salary negotiation, it will once again be reiterated to the candidate that this is a contractual position.
- 4.5 Salary fitment will be done as per the existing band in that particular grade and take into account concerns of internal consistency.
- 4.6 Salary details will not be provided to potential candidates either via email or on paper, before the day of joining. This is to prevent the potential employee using the offer to negotiate other offers elsewhere as bargaining chips.
- 4.7 Appointment letter, together with salary break up, will be issued for the contractual employment after taking final approval from the Chairman.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

10. INDUCTION POLICY

**1. Objective**

- 1.1 To facilitate smooth assimilation of *new employees* into the institute and help them understand the institution as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the institute.

**2. Applicability**

- 2.1 All new employees of the institute

**3. Policy**

- 3.1 The HR Department shall ensure that every employee, irrespective of grade, goes through an Orientation Program (OP), which will be mandatory for the employee to attend.
- 3.2 The duration and scope of Orientation program may vary with the grade of the employee and the width and depth of information that needs to be shared during induction.
- 3.3 The Orientation Program shall include the following:

Sr.no.	Particulars	Responsibility	Content
1	ARMIET Staff	ARMIET - HR	1. Introduction to ARMIET 2. Brief introduction of the organizational structure 3. Presentation of HR rules and Regulations.
2	ARMIET Department faculty Orientation	ARMIET – HR	Introduction to the current employees of the organization.
3	HR Orientation	ARMIET - HR	Introduction to HR Policies

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**Employee Orientation Form**

**Name of the Employee:**

**Date:**

**Designation :**

**Dept:**

Sr. No	Particulars	Evaluation	
		Yes	No
1	Did you get a proper orientation of ARMIET?		
2	Have you understood your Job Profile adequately?		
3	Did you understand the Department structure and its Functions?		
5	Have you been told about the applicable HR Policies?		
6	Were you satisfied with the orientation program?		
7	Anything else you would like to know or suggestions you would like to make?		

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
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11. PROBATION POLICY

**1. Objective**

1.1 To provide a policy framework for confirmation of regular employees after completion of the probation period.

**2. Eligibility & Coverage**

2.1 All new recruits of the institute on regular rolls

**3. Policy & Procedural Formalities for Completion of Probation**

3.1 All new employees will be on probation for a period of 24 months from the date of joining.

3.2 While the formal probation appraisal shall be at the end of 12 months, the concerned HOD will review the performance of the probationer at quarterly intervals. These assessments will be on the broad parameters of Discipline, Attitude, Application, Job Knowledge, and group values. The performance evaluation report will be submitted to HR Department.

3.3 During probation, the notice period on either side will be maximum three month and minimum one month. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee including allowances, if any.

3.4 HR Department will send the Probation Appraisal form to the concerned HOD at least one month before completion of the probation period.

3.5 The HOD will discuss the performance of the probationer and record the employee's strengths and required areas of improvement in the personal file of the employee.

3.6 Duly completed Probation Appraisal Form with the recommendation of the HOD for confirmation, will be sent to HR Department at least one week before the

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**

A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

completion of the probation period for the issue of Confirmation Letter.

#### **4. Extension of Probation Period**

4.1 In such instances where an employee does not meet the required standards of performance, the HOD may recommend extension of the probation for a maximum of six months.

4.2 Probation period may be extended under any of the following circumstances:

- Performance of the Probationer is not upto expectations;
- The role and the skills of the probationer are not aligned;
- Probationer's values are not aligned with the Institute's values.

4.3 A mutually agreed and detailed Performance Improvement Plan (PIP) involving counseling and training will be documented, and areas of improvement clearly communicated to the employee in the prescribed format.

4.4 The probation may be extended only once. When the probation is extended for an employee, the HOD shall send the Probation Appraisal Form to HR Department at least 15 days before the expiry of probation, clearly stating the reasons for extension. HR will send necessary reminder in time.

4.5 Based on the recommendation of the HOD, HR Department will formally communicate the extension of the probation through a letter to the employee through the HOD

4.6 The performance will be reviewed once again at the end of the extended probation period. The probationer's services may be confirmed subject to satisfactory performance.

4.7 If the probationer's performance remains unsatisfactory after the PIP, his or her services may be summarily terminated.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**5 Confirmation of services**

5.1 On successful completion of the probation, the services of the probationer will be confirmed as per the terms of appointment.

5.2 HR shall send the confirmation to the employee through the HOD within one week of the end of probation.

5.3 Upon confirmation, the notice period on either side will be three months.

5.4 It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary (CTC - Annual and Statutory components) of the employee.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
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12. GROUP INSURANCE POLICY

**1. Objective**

- 1.1 To provide employee welfare through basic assurance of healthcare to employees and help them to meet unforeseen personal expenses arising from medical emergency.

**2. Eligibility & Applicability**

- 2.1 All regular and contractual employees of the Institute, will be covered.  
2.2 Mediclaim Insurance coverage is applicable for the employee and her/his family members. The Family Members shall include:  
2.2.1 Spouse  
2.2.2 Two Dependent Children.  
2.3 The employee is required to declare his/her dependents under this scheme in the prescribed format at the time of joining.

**3. Policy and Procedure**

GTL Insurance coverage	
Plan name	Group term life insurance (GTL)
Cover	Unfortunate death
Sum Insured	INR 3 Lacs / employee
Group Medical coverage	
Hospitalization	OPD Only
Family definition	Self only
Age band	18 to 80 years
Sum insured	2 lacs
Pre & post hospitalization	30 & 60 days
PED	Covered
Maternity benefit	Covered
Addition – Deletion	Pro- rata basis



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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
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Group Personal Accident Coverage	
Business	Diploma & Engineering college
Occupation of employees	Teachers & college staff
Risk class	1
Accidental death	Yes
Permanent total disability	Yes
Temporary total disability	Yes
Maximum sum insured per employee	INR 2 ,00,000 /-

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**13. TIME AND ATTENDANCE MANAGEMENT POLICY**

**1. Objective :**

**1.1 To communicate the general office / college timings of the institute.**

**1.2 To lay down the general guidelines to record the attendance of everyone in the Institute as per the applicable timings.**

**2. Applicability :**

**2.1 All employees on regular roles and on contract are covered under this policy.**

**3. Procedure :**

**3.1** The institute timings are from 9:00 AM to 5:45 PM for Engineering and 12:15 pm to 7:00 pm for Diploma on all days except Saturday. Saturday timing for diploma is 9:00 AM to 5:45 PM and Sunday is declared off day

**3.2** All the staffs are expected to complete their bio metric IN PUNCH and put their signatures in the attendance register books latest by 9 A. M & 12:15 PM. 10 minute grace time is allowed.

**3.3** A thirty minutes grace time, maximum of monthly three times, is allowed in the incoming time However, beyond this, late punching attracts penalty of half day salary.

**3.4** The OUT PUNCH timing for all the staff is at 5:45 PM & 7 PM. Once in a month, early departure with approval from Principal in writing up to a maximum of 30 minutes is permitted However, beyond this, early out punching attracts penalty of half day salary.

**3.5** All the staff leaving the campus for temporary official or personal work need to fill the prescribed ON DUTY FORM and submit the approved form by Principal at the security gate and ensure justification for the period of absence from the campus on weekly basis .

**3.6** Staff leaving the Campus for attending meetings at HO during the day on urgent basis, need to sign in the attendance register kept at HO after completion of the work, so as to ensure their out timing registered in the system.

**3.7** For accounting purposes matching of bio metric punching system with that of hard copy signature in register is mandatory.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

## 14. MOBILE / TELEPHONE EXPENSES POLICY

### 1. Objective:

- 1.1 To facilitate communication for employees where such facilitation is considered necessary for greater effectiveness in one's official role.
- 1.2 To provide for reimbursement of such expenses.

### 2 Eligibility & Applicability

- 2.1 Regular employees of ARMIET, working in HR, Administration, Accounts, Training & Placement, other shared services, etc., depending upon work exigency and special approval of Principal or Chairman.
- 2.2 The eligibility limits specified for each grade are:

<b>Grade</b>	<b>Eligibility limit (Rs. Per month)</b>
Chairman / Alternate chairman	2500
Principal / Vice Principal	1200
Registrar , Head HR , Admin Officer , Accounts Officer Placement Officer	900
Senior Clerk , PR In charge	500

### 3 Policy & Procedure

- 3.1 The mobile / Telephone allowance is provided strictly on need basis with special approval of the Principal / Chairman.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**

A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

- 3.2 All mobile phone bills shall be settled directly by the employees and reimbursement claimed at actual or based on eligibility, whichever is lower.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

- 3.3 In case the bill amount exceeds the grade-wise eligibility mentioned in point no. 2.2, the reimbursement shall not exceed the specified limit mentioned against each grade, unless there is a special approval. The approval powers are as under:
- If the bill exceeds by 10% but less than 15% of the grade-wise eligibility, it shall be approved by the Principal.
  
  - If the amount is more than 15% it shall be approved by Chairman
- 3.4 Any exception to the reimbursement limit would be approved only upon proper justification and will be done as an exception and not resorted to as a routine practice.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
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15. LAPTOPPOLICY

**1. Preamble:**

1.1 This policy describes provision of laptop facility to selected ARMIET employees..

**2. Objective**

2.1 To provide a more technology-enabled work culture, and move towards a paperless work environment, a select few ARMIET employees will be provided lap top facility at the discretion of the Chairman.

**3 Eligibility & Applicability**

3.1 All key positions from Teaching / Non-teaching staff on special approval of Chairman, based on need and role and additional responsibilities.

**4. Policy & Procedure**

4.1 ARMIET will provide a good , working condition, with in the available laptop with IT department

4.2 The maintenance and safe keeping of laptop rests with the employee only.

4.3 The employee is expected to return on exit from the institute in its original condition, failing which , appropriate amount , based on the judgment of Head IT , will be adjusted in the final settlement bill .

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# ALAMURI RATNAMALA INSTITUTE OF ENGINEERING AND TECHNOLOGY

A S RAO NAGAR, SHAHAPUR  
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## 16. INCENTIVE POLICY FOR RESERCH & PUBLICATIONS

### Introduction

1. Training and Research are the main functions assigned to any institute. Teaching is a prime function and needs to be performed at the highest level of competence .that is possible only when the faculty is involved in the research activity. Research is an original contribution to the existing stock of knowledge making for its advancement .it is the pursuit of truth with the help of study, observation, comparison, experiment, collection of facts and data, analyzing the facts to reach certain conclusions either in the form of solution(s) towards the concerned problem or in certain generalizations for some theoretical formulation. In short, the search for knowledge through objective and systematic method of finding solution to a problem is research.

2. Research essentially nourishes the academic program and such engagement helps teachers to remain at the cutting edge, with advances in their own subject .It also sustains the interest in academic activities and widens the scope of learning. Importantly, it helps the institute to stand at the global level.

### R&D Cell

The R&D Cell comprises of faculty members from various departments in the institute .This committee oversees the smooth and efficient coordination of research activities in the Institute, thus fostering overall growth. A senior faculty heads this cell in the capacity of Head R&D. Principal ARMIET is the executive head and the Head R&D is the functional head of the cell and advisory to R&D processes to be carried in the institution to Principal ARMIET. The faculty members that constitute the R&D Cell are:

SL.N O.	NAME OF FACULTY	DESIGNATION
1		
2		
3		
4		
5		
6		
7		

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**PREAMBLE:**

History has shown that educational institutions across the globe played an indispensable role in the phenomenal progress of humankind. In medicine or space, in technology or economics, battle lines are being drawn. To remain as a vanguard of discovery, one should be inquisitive like a scientist, resourceful like an engineer, and creative like an artist. To triumph one needs results, publishable and applicable results. Research & Development flourishes where young minds and experienced faculty work synergically. At ARMIET R&D is pursued with the following objectives.

**OBJECTIVES:**

1. To acquire new scientific knowledge.
2. To design novel methodologies in all the fields of Engineering & Technology
3. To develop new tools and techniques to expedite problem solving with special emphasis on rural and socially relevant issues.
4. To enhance research awareness by conducting various national level conferences and guest lectures.
5. To establish links with different industries, R&D Organizations, which provide funding for research activities.
6. To enhance team work between researchers for interdisciplinary research.
7. To encourage every faculty member in R&D activities, which lead to Ph D degree and research proposal writing.

**Policy and Guidelines:**

- a. Incentive for completing Ph.D. Degree when in service of ARMIET (If acquired on or after 1/7/2017)
  - i. For the purposes of incentive under this clause, ordinarily, the degree awarding Institution will be a UGC-approved University or an Institution of national standing. In case the institution is a deemed University or a private one, a duly appointed Committee shall certify the credibility of the Institution awarding the degree. The faculty undertaking their PhD pursuit is advised to check with the Institute about the Institution they are registered



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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**

A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

under, to ascertain the credibility of such Institution. The Institute will also pro-actively advise the faculty on the credibility of relevant institutions.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

- ii. For the purposes of the award, a Ph.D will be deemed to have been completed when a Certificate of Successful Thesis Defence is formally issued by the Institution awarding the degree.
- iii. A One-time ex-gratia award of Rs.75,000/- and Rs.50,000/- for Engineering and Basic Sciences respectively, shall be given, provided the faculty has served for a minimum of three years at the Institute and submitted the thesis within the stipulated time of 5 years from the date of registration.

The cash Incentive will not be applicable to faculty who join with a special stack up sheet which already captures the completion of Ph.D. shortly. Nor shall it apply in cases where Ph.D. is the mandatory qualification for the position.

- 3.1.5 Another Rs.25,000 will be awarded if the PhD thesis results in at least two reputed publications (listed in Annexure I and II) with the affiliation of ARMIET, within a year of completion of the PhD.
- 3.1.6 Two Additional non-compounded increments over and above the standard annual increment upon successful completion of PhD, payable when the next regular increment falls due. These increments being non- compounded in the current position, shall not get carried forward in case of a future promotion. However, in case a faculty is promoted along with completion of PhD, two additional increments over the minimum basic salary applicable to the new position will be payable.

### **3.2 Incentive for Externally Funded Research**

- 3.2.1 The Institute shall pay the research team an incentive equivalent to 10% of the research grants received from external funding agencies (in case of a team, the amount shall be shared equally among team members).
- 3.2.2 The timing of the disbursement of the incentive (by cheque or transfer to the bank account) will be linked to the actual receipt of research funds.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**3.3 Award for Publications of text books in relevant engineering discipline**

**3.3.1 Rs. 75,000/-** if the text book is published by an international publisher like McGraw Hill, Prentice Hall, Oxford University Press or other internationally reputed publishers.

**3.3.2 Rs. 30,000/-** if the text book is published by a national publisher like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage publications India.

**3.3.3 Rs. 15,000/-** if the text book is published by Regional / Local publishers.

**5.5 Incentive for publishing Technical Paper in National/International journals:**

**Engineering Stream**

Rs.20,000/- for each paper published in any of the reputed International Journals. The list of which is available with the respective HODs of each department. In case the Journal is in the list, a designated committee shall ascertain the International standing of the Journal).

Rs.10,000/- for each paper published in any of the reputed National Journals. The list of which is available with the respective HODs of each department. In case the Journal is not in the list, a designated committee shall ascertain the National standing of the Journal).

The comprehensive list of journals will take into account the quality of the journal, the publishing University, age of the Journal, impact Factor etc.

**Basic Sciences**

Rs.10,000/- for each paper published in any of the reputed International Journals. The list of which is available with the respective HODs of each department. In case the Journal is not as per the list, a designated committee shall ascertain the international standing of the Journal).

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

Cash Award of Rs.5,000/- for each paper published in any of the listed journals. The list of which is available with the respective HODs of each department. In case the Journal is not as per the list, a designated committee shall ascertain the international standing of the Journal).

This comprehensive list of journals will take into account the quality of the journal, the publishing University, age of the Journal, impact Factor etc.

**4 Award for Publishing a Professional Articles:**

4.1 Rs. 3,000/- for International magazine/Newspaper.

4.2 Rs. 1,500/- for National magazine/Newspaper.

**5 Incentive for Presenting a paper at National/ International Seminars/Conferences:**

5.1 Cash award of Rs.2,000/- in case of a paper presented at a Seminar/Conference at an institute of repute outside India.

5.2 Cash award of Rs.1,000/- in case of a paper presented at an International Seminar/Conference at an institute of repute in India.

**6 Entitlements for Registration & Travel for presenting papers at National & International Seminars/Conferences**

6.1 For the faculty attending national conferences as a first author, the institute will pay the registration charges (maximum ceiling of Rs. 2000/- per paper) and eligible DA with sleeper class fare at actual for presenting the paper.

6.2 For the faculty attending international conferences held in India as a first author, the institute will pay the registration charges (maximum ceiling of Rs, 5000/- per paper) and eligible DA with sleeper class fare at actuals for presenting the paper.

6.3 For the faculty merely participating in international conference, the Institute shall pay travel grant within India plus registration fee with a combined ceiling of Rs 5000/- to

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

10% of the faculty members from each department, on first come first served basis, provided the conference/seminar is hosted by a reputed institution. The ceiling of faculty members will not apply when the travel expenses have been provided for in the project/research budget.

6.4 Faculty members will be eligible for travel outside India (50% of travel expenses or a maximum of Rs. 50,000) and registration fee (100%), for paper presentation, provided the conference/seminar is hosted by a reputed institution. Preferably, such expenses should have been factored into the project/research grant. This entitlement will be over and above the entitlement specified in 8.1.

When more than one faculty wishes to present a single paper, the travel grant shall remain unchanged (to be divided between/among the faculty) and the registration fee shall be limited to one.

## **7 Guidelines for Externally Funded Research**

Typically, funded research projects are collaborative works and have multiple team members. Thus, the incentive will be divided equally across all the participating team members of ARMIET.

### **7.1 Guidelines for claiming the incentives for paper publications in National/ International Journals**

7.1.1 When a publication has multiple authors, the cash award shall be divided equally among the first three authors. Only ARMIET's authors shall qualify for the award.

The award shall apply to any number of papers, subject to the condition of Intellectual Property Rights. Plagiarised works, claims on duplicated papers with different titles of the same content in different journals, seminars or dailies and such other irregularities shall attract severe disciplinary action, including recovery of awards made earlier and loss of faculty position at the Institute.

7.1.2 The Author(s) shall make a presentation of the paper in the department before submitting the claim for incentive.

7.1.3 Appeals, if any, relating to the application of the incentive system, will be

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**ALAMURI RATNAMALA  
INSTITUTE OF ENGINEERING AND TECHNOLOGY**

**A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)**

addressed by the Research Committee of the Institute, with oversight by  
Chairman.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**7.2 Guidelines for claiming incentives for paper presentations in National or International Seminars/ Conferences**

- 7.2.1 When a paper being presented has multiple authors, the right of travel for presentation of the paper will be restricted to the first author; and if the first author so permits, to the second author in lieu of the first. In case of papers with multiple authors, the incentive will be divided equally between the first three.
- 7.2.2 Author(s) shall make a presentation of the paper in the Department before submitting the claim for any incentive.

**8 Faculty Development Programme (FDP)/ Staff Development Programme (SDP):**

- 8.1 Members of the faculty are encouraged to participate in Workshops/SDP/FDP, as may be decided by the Institute from time to time.
- 8.2 Faculty members attending a program of more than three days duration shall plan their participation in the semester break/summer vacation so that the academic schedule of the students remains undisturbed. Members of the faculty pursuing their PhD part time are also encouraged to attend summer training programs organized by NITs and IITs.
- 8.3 Faculty sent for such programs shall be eligible for TA and DA for the duration of the training program.
- i. Eligibility for such programs shall be restricted to two faculty members per semester from a department. In general, programmes sponsored by AICTE/ISTE/DTE and other instances where the host institution takes care of significant portion of the training cost shall be given priority, and the faculty will be given Academic Leave for the period.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

17. DOMESTIC TRAVEL POLICY

**1. Objective**

1.1 To govern reimbursement of expenditure towards travel, boarding and lodging.

**2. Eligibility and Applicability**

2.1 All regular and contract employees of ARMIET

**3. Policy and Procedure**

3.1 Official travel would be treated as “tour”.

3.2 Tours up to 2 days will be approved by Principal.

3.3 Tours exceeding 2 days will be approved by Chairman.

3.4 For the purpose of allowances, a day is considered as 24 hours from the time one leaves home, with 12 hours intervals counted as half-day.

3.5 Hotel bookings irrespective of location are to be handled through the designated official in Administration Department.

3.6 When touring together, twin-sharing accommodation shall be utilized, except for Principal, Registrar, Deans, and HODs.

3.7 Employees shall stay in guest house or authorized service apartment, wherever applicable. Only in case of non-availability of guest house/service apartment, employees can request for hotel stay. Booking shall be done through Administration Department.



**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**

A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

The applicable rates for reimbursement of tour expenses are given below.

**Lodging (per day Stay) Eligibility:**

Grade	Designation	Eligibility limit exclusive of taxes in Rs	
		Metros	Non – Metros
1	Principal, Dean ,Registrar , Chief Accountant	4000	3200
2	Professors	3000	2400
3	Asso. Prof, Sr. Managers , T&P Officer , System Administrator	2700	2200
4	Librarian, AGM, Sr. Manager – TPGCC, CRO, Asst. Manager	2000	1600
5	Office Supt, Senior Executive – HR, Senior Programmer , Manager – TPCGC, CRO, Asst. Manager	1500	1200
6	Lab Asst., Clerk, Security Supervisor, telephone operator, Personal secretary, Asst. librarian, Accountant, cashier, Jr. Programmer.	1000	1000 with food
7	Attendant, skill assistant , driver, Gardner ,	800	800 with food

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**ALAMURI RATNAMALA  
INSTITUTE OF ENGINEERING AND TECHNOLOGY**

A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

	security guard		
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Note: All bills shall be settled by the employees and reimbursement claimed at actual or based on eligibility , which ever is lower .

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**

A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**4. Boarding (Food) expenses in case of Hotel Stay:**

Grade	Designation	Eligibility limit exclusive of taxes in Rs	
		Metros	Non – Metros
1	Principal, Dean ,Registrar , Chief Accountant	1000	800
2	Professors	800	600
3	Asso. Prof., Sr. Lecturers , T&P Officer , System Administrator	700	500
4	Librarian, AGM, Sr. Manager – TPGCC, CRO, Asst . Manager	500	400
5	Office supt., Senior executive – HR, Senior programmer , Manager – TPCGC, CRO , Asst. Manager	500	400
6	Lab asst, clerk, Asst. Phy. Director , security supervisor , telephone operator, personal secretary, asst. librarian, accountant , cashier , Jr. Programmer .	400	300
7	Attendant, skill assistant , driver, gardener , security guard	300	200

**NOTES:**

1. Only 50% of eligible boarding expenses is admissible without bills
2. In case of tours to multiple locations on the same day which falls under different city categories (Metros & Non-Metros), the boarding allowance applicable for the higher most city category for the day will be uniformly applied for the visit for entire day. However the eligibility for Lodging will be determined by the actual location of the place of stay In case of stay in guest house which includes of boarding facility, no boarding or lodging expenses can be claimed. However, in such cases, a miscellaneous expense to the extent of 10% of boarding expenses may be claimed.
3. All bills shall be settled by the employees and reimbursement claimed at actual or based on eligibility, whichever is lower.

**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**

A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**4.1 Travel: i)** The mode & class of travel while on tour is specified below:

Grade	Designation	Eligibility Amount in Rs .	
		Metros	Non – Metros
1	Principal, Dean ,Registrar , Chief Accountant	II / III AC TRAIN / ECO AIR	II / III AC TRAIN / ECO AIR
2	Professors	II / III AC TRAIN / ECO AIR	II / III AC TRAIN / ECO AIR
3	Asso. Prof, Sr. Managers , T&P Officer , System Administrator	II / III AC TRAIN	II / III AC TRAIN
4	Librarian , AGM, Sr. Manager – TPGCC , CRO, Asst . Manager	Sleeper	Sleeper
5	Office supt., Senior executive – HR, Senior programmer , Manager – TPCGC , CRO , Asst. Manager	Sleeper	Sleeper
6	Lab asst, clerk, Asst. Phy. Director , security supervisor , telephone operator, personal secretary, asst. librarian, accountant , cashier , Jr. Programmer .	Sleeper	Sleeper
7	Attendant, skill assistant , driver, gardner , security guard	Sleeper	Sleeper

**4.3 Local Conveyance**

In general, metered taxis are recommended at all levels . However, when a whole day of travel is involved, the following entitlements shall apply:

- Grades 1 & 2 : A/C Car (Indigo, Esteem, Scorpio) \*
- Grades 3 to 5 : A/C Car (Indica /Sumo /Omni)\*
- Grades 6 & 7 : Bus /Auto

*\*The type of vehicle is indicative.*

*Notes:*

1. Travel statements shall be submitted within 7 days of taking travel.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**Local Conveyance Reimbursement**

**1. Objective**

- 1.1 To govern the reimbursement of local conveyance (not amounting to a *Tour*) expenses when own vehicle is used for official purposes

**2. Eligibility & Applicability**

- 2.1 All employees on regular and contract rolls of ARMIET

**3. Policy & Procedure**

- 3.1 Employees in grade I using their own vehicles for official work in lieu of taxis are entitled to claim reimbursement at the following rates:
- 3.1.1 For four wheeler in Mumbai Rs 1000 / per day and outside Mumbai: on actual km basis.
  - 3.1.2 Parking charges at actual subject to production of bills.
- 3.2 Employees using public transport or Autos will be allowed reimbursement at actual.
- 3.3 Reimbursement should be claimed on a weekly basis.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**4. LEAVE & VACATION POLICY**

**A) LEAVE POLICY**

1. Academic year runs from July-June every year. 15 Casual Leaves in an academic year will be allowed. Unused CL's lapse at the end of academic year. Staff should not avail more than one CL in a month unless accumulated CL's are available in credit.
2. Unused CL's in a quarter period shall be allowed to be used as a bundle during semester provided staff have not availed any leave in their previous two months of service in case of confirmed staff members.
3. Bundling of Unused CL's allowed only during "Preparation Leave" or after the exam but without any disloyalty towards Term work assessment  
/ Oral, Practical examination & Correction of Answer Papers.
4. Compensatory Off's (CO) should be availed any time during next six months after date of extra duty and there after CO's get lapsed. In Case of C. O, prior permission is compulsory.
5. 10 leaves on full pay or 20 leaves on half pay on medical grounds per a year of service should be awarded with effect from one year after confirmation of services. Unused medical leaves get accumulated throughout the length of service. They can never be encashed nor are they allowed to avail during notice period.
6. For all medical leaves beyond 2 days, "Hospital admission, medical certificate & clinical support is necessary".
7. Staff extending leaves beyond permitted leaves will be kept on leave on loss of pay and in case of abuse it should be recorded in their service book. Maximum three memos will be issued and thereafter their services will be terminated.
8. For all leaves beyond 2 days, 8 day prior notice necessary with proper adjustment of lectures/duties.
9. In case of CL, intimation to respective HOD is necessary for adjustment of any other duty except exam duty.

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# ALAMURI RATNAMALA INSTITUTE OF ENGINEERING AND TECHNOLOGY

A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

10. All confirmed (Approved USSC selected candidates and MSBTE approved after probation) teaching staff and non-teaching staff members attached to academics (viz., Lab assistants and Lab attendants) will be awarded vacation in summer and as well as in winter with effective from one year after confirmation of services as per University Norms and MSBTE Circular but completion of all kinds of assessment at College and University are binding on them.
11. General staff (Non-teaching staff not attached to academics including those working in library) will be given 21 days EL. Rules for availing EL are the same as that of “CL” (Employees are not allowed to club different types of Leaves (Such as CL+EL or Sick Leave +EL.)
12. Any time during each semester on a “One time basis” staff shall be allowed to avail only CLs in between public holidays.
13. All leaves stand cancelled during examination period.
14. In exceptional and genuine cases, the HOD & Head of the Institute both will permit LWP beyond permitted leaves , however prior approval necessary with adjustment/substitution of responsibilities’ for these kind of leaves. The special LWP’ will not be permitted during the period of academics and examination.
15. Any Spl. LWP leaves availed without prior intimation will be treated as “Penal-LWP ” i.e. For every LWP availed one additional LWP will be attached and the amount equal to leave period will be credited to staff welfare fund by deducting from employees salary.
16. Any intentional violation of the “Leave policy / Service rules” consecutively thrice will be rendering services to get terminated.
17. Management reserves the right to amend the policies from time to time.

## B) VACATION POLICY:

- ❖ Teaching Staff Selected through USSC and MSBTE Approved Staff are eligible for vacation of 70 days in two parts of 40 & 30 days including Sundays & Holidays after 2 years of service after selection i.e. 1 year of probation & 1 year of confirmed service. For Example:-

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

- If selection done on 8<sup>th</sup> Feb 2011, Probation Appointment is from 8<sup>th</sup> Feb 2011 to 7<sup>th</sup> Feb 2012, after that confirmation will be issued.
  - Case 1: Assume if confirmation is issued on 10<sup>th</sup> Feb 2012, that candidate is eligible for vacation after 9<sup>th</sup> Feb 2013.
  - Case 2: If the Probation Period is extended for another 6 months and confirmation is issued on 10<sup>th</sup> Aug 2012, that candidate is eligible for vacation from 9<sup>th</sup> Aug 2013.
- ❖ Teaching Staff still not selected in USSC / Management Selection
- Candidate should complete 2 years of service in ARMIET.
  - He/ She will apply for 15 days of special vacation. Based on Candidate's commitment & extra administrative responsibility handled during academic years, the candidate will be recommended by HOD & Principal for special vacation.
  - At the discretion of the Management the special vacation may or may not be given.
- ❖ Non-Teaching Staff
- Candidate should complete 2 years of service in ARMIET.
  - 30 days of earned leave will be given apart from 9 CL as per existing rules.
  - Non-Teaching staff can encash their 15 days EL by not taking leaves, per annum.



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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

18. PROMOTION POLICY FOR TEACHING STAFF

**1. Preamble**

- 1.1 This policy governs the promotions for the faculty so as to encourage scholarship through high quality teaching, research and Institutional commitment.

**2. Eligibility**

- 2.1 From Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines

2.1.1 PhD Qualification

2.1.2 5 years in the current position(from the date of joining/attaining previous promotion/completing PhD)<sup>#</sup>

2.1.3 Prescribed research output

2.1.4 Acceptable teaching feedback

2.1.5 Demonstrated academic administration

- 2.2 The Eligibility shall stand modified in the following cases:

2.2.1 For those whose probation may have been extended, the 5 year period will commence only after confirmation

2.2.2 For those who may not have cleared the ratification on the first attempt, the 5 year period will commence only after the date of ratification

- 2.3 The Eligibility conditions may be extended at the discretion of the Management, in the following cases:

2.3.1 Faculty whose annual increments are on hold/delayed/deferred for want of fulfillment of academic commitments

2.3.2 Faculty with track record of misconduct

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**3. Policy and Procedure:**

3.1 When PhD is just completed, completion shall mean possessing certificate of completion of PhD from the degree awarding Institution (or provisional degree certificate)

3.2 Indicated Output (Assistant Professor/Lecturers to Associate Professor/Senior Lecturers)

3.2.1 At least 2 papers in peer-reviewed and respected journals (with not more than two co-authors); 2 conference / seminar papers in reputed conferences/ seminars. Participation in sponsored research projects will add significantly to the credit.

3.2.2 Teaching feedback from the students above 4 on a 6 -point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 85%.

3.2.3 Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management.

3.3 Indicated Output (Associate Professor to Professor)

3.3.1 At least 3 papers in peer-reviewed and reputed journals as the first author\* (with not more than two co-authors); 3 conference/seminar papers in reputed conferences/seminars (which are shortlisted in the Dept.). Leading role in sponsored research projects will add significantly to the credit.

3.3.2 Teaching feedback from the students above 4 on a 6-point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 85%.

3.3.3 Proactive and enthusiastic participation in such tasks of academic administration as may have been asked, required or expected of the faculty by the Management.

3.4 Assistant Professor to Senior Assistant Professor

3.4.1 Hitherto, movement from Assistant to Senior Assistant Professor was considered a “promotion”. However, this policy views movement to Senior Assistant

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**

A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

Professor as an “early recognition system” of a promising Assistant Professor.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

Those making it to Senior Assistant Professors are more likely to make it to Associate Professor in the minimum prescribed time, if their performance remains at a sustained high level.

3.4.2 The eligibility conditions for moving from Assistant Professor to Senior Assistant Professor shall be as follows:

3.4.2.1 PhD: Significant progress ((completion of pre Ph.D course work, and literature survey)

3.4.2.2 Three years #as Assistant Professor

3.4.2.3 Prescribed research output (At least two published paper in peer- reviewed and respected journals (with not more than two co-author); 2 conference/seminar papers in reputed conferences/seminars)

3.4.2.4 Teaching feedback above 4.5 on a 6-point scale

3.4.2.5 Demonstrated initiatives in institutional affairs

3.4.3 The Senior Assistant Professor shall be eligible for two additional increments

3.4.4 The additional increments will be applicable as long as the faculty remains in the Senior Assistant Professor and will not be carried forward to the next grade

3.5 The UGC is planning to introduce a system of *Academic Performance Indicator (API)*. In due course, ARMIET shall endeavor to link the promotion conditions to API. Until such time, the above framework shall be applied

#### **4. Administration of the Promotions:**

4.1 Two separate Promotions Recommendations Committee, one each for Assistant Professor to Associate Professor, and Associate Professor to professor, shall be constituted.

4.2 Each Committee shall comprise

4.2.1 Chairman

4.2.2 Principal

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

4.2.3 Head of the Department to which the Faculty belongs

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**5. Grievance Redressal**

- 5.1 Faculty shall have the right to represent their grievance to their HOD.
- 5.2 The HOD shall redress the grievance within 7 working days, failing which the grievance may be escalated to the next higher level.
- 5.3 If the grievance persists for over one month, the matter may be escalated to the Chairman.

**Note: The above are only eligibility criteria. Mere eligibility to promotion does not entitle one to promotion.**

**The management may in exceptional circumstances relax or extend the eligibility criteria, at its discretion.**

\* When the faculty is a second author and not the first author, two publications as the second author shall be counted as equivalent to one publication as the first author.

# When a faculty joins ARMIET from another Institution, if that institution is regarded comparable to ARMIET, the earlier experience may be counted for the purpose of eligibility period.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

19. PROMOTION POLICY FOR NON TEACHING STAFF

**1. Objective**

- 1.1** To provide a detailed framework for advancement of career for the staff in a manner that shall incentivize superior work performance and provide for greater recognition of efforts

**2. Eligibility**

- 2.1** All non-teaching staff.

**3. Policy & Procedure**

**3.1 Pre-requisites for promotion**

- Promotions shall always be subject to appropriate vacancy in the higher grades, except when the management, at its discretion, enhances a job at a given grade to a higher grade.
- A promotion must always lead to an enhanced responsibility in the organization.
- The Employee shall have the potential, beyond mere eligibility, to take up higher role / responsibility.

**3.2 Eligibility for promotion**

- Requisite performance rating in the previous years (Annexure-1)
  - No adverse remarks/reprimand in the personal file in the preceding three years.
  - Requisite educational qualifications as per Job Description
  - No. of years of experience in the existing grade
- However, mere eligibility is not a criteria for promotion.

**3.3 Promotion Process**

The process governing the promotion cycle is as under:

**List of eligible employees (LEE):** HR Department shall prepare LEE by April 30<sup>th</sup>.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**Communicate LEE to HODs:** The LEE shall be sent to the respective HODs for their Recommendation

**Promotion Recommendation Form (PRF):** The HOD shall fill in the PRF for the employee recommended for promotion and send it to the HR department by specified timeline.

**Verification and submission of PRFs by HR Department to Principal and Chairman:** In order to ensure due justification for a promotion, new job description shall be entered in the PRF. HR shall then submit the PRFs to the Principal and Director Education.

**Review of PRFs:** A duly constituted Promotion Recommendation Committee (PRC) shall review all the LEE cases and submit their final recommendations to the Chairman for approval. The PRC will comprise the following:

- Chairman
- Principal, ARMIET
- Heads of Departments
- Manager-HR (Corporate office, ARMIET )

**4. Approving Authority:** The Chairman will be the approving authority for all promotions. A proper statement giving all the details of the employee being recommended for promotion, together with the justification for the promotion, shall be submitted to the Chairman. Upon approval, Chairman shall review and approve the PRFs. All the promotion letters will then be signed and issued by the Chairman.

**5. Responsibility of the Promotion Recommendation Committee**

- To scrutinize, review and discuss all PRFs diligently in terms of eligibility, ascertain the staff member's ability to take up higher responsibility in the promoted position, before making the final recommendation.
- HR shall verify the job description and the new JD provided by the HOD.

**6. Implementation**

Promotions shall be taken up only once in a year during the PMS cycle.



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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

As a rule, all promotions shall be effective from July 1<sup>st</sup>. Exceptions, if any, shall be approved by the Chairman .Promotion letter along with the JD shall be prepared by HR and handed over to the HOD.

All promotions letters shall be handed over to the employee by the HOD.

**Annexure-1**

<b>Performance Rating</b>	<b>Eligibility for promotion</b>
Outstanding	Minimum of 2 years of Outstanding rating
Excellent	Minimum of 3 years of outstanding or excellent rating
Good	Minimum of 4 years of consistent performance
Previous year: Outstanding 2 years before: Excellent	An increasing trend of performance is ok

The details mentioned above are only the eligibility criteria, but does not mandate promotion.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

20. POLICY AGAINST SEXUAL HARASSMENT

**1. Introduction**

**1.1** ARMIET recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior. Sexual Harassment is a criminal offence and punishable under relevant laws of the Country.

**2. Policy against sexual harassment**

**2.1** For this purpose, "Sexual Harassment" includes any unwanted or unwarranted gesture or verbal sexual advances, sexually explicit and derogatory statements or remarks, sexually coloured remarks, avoidable and unwarranted physical contacts, willfully touching or patting, suggestive sexual remarks, sexually slanted and obscene jokes, vulgar comments about physical appearance, indecent invitations, use of pornographic material, demand for sexual favors, demanding sexual favor by making telephone calls or sending SMS/Mails, threats of physical assault or molestation on refusal by the employee by their superiors, colleagues or anyone who for the time being is in a position to sexually exploit or harass the employee at any work place which may contain :

2.1 Implied or overt promise of preferential treatment in that employee's employment

2.2 An implied or overt threat of detrimental treatment in that employee's employment or an implied or overt threat about the present or future employment status of that employee and includes the creation of a hostile working environment.

2.3 The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

2.4 Such conduct that is humiliating and may constitute a health and safety problem

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**2.2** Sexual Harassment” amounts to serious misconduct in employment under the service rules / regulations governing employment.

**2.3** This policy on Sexual Harassment applies to men and women; to like and opposite gender relationships; to relationships between supervisors and subordinates; teachers and students; doctors and patients; and peer relationships. ARMIET employees, customers, vendors, consultants, and anyone else doing business on our premises, as well as to those involved in activities in which our name is associated. All must comply with this policy.

### **3. Objective**

**3.1** ARMIET is strongly committed to having a workplace that ensures Equal Employment Opportunity. Group endeavors to ensure a congenial environment where employees can work without any inhibition and contribute their best without any fear or favor.

### **4. Applicability**

**4.1** This policy applies to all ARMIET employees, In-House Consultants, Advisors and Employees on Contract. As a policy it applies to all locations, situations where ARMIET’s business is conducted, in activities run in partnership with us and to all Institute-sponsored social events.

### **5. POLICY & PROCEDURE**

**5.1** The Committee against sexual harassment will be represented by minimum 50% of members being women and the committee head will also be a woman.

**5.2** Any person who wants to complain on sexual harassment is required to promptly inform the Committee against sexual harassment of such complaint, in writing and duly signed.

**5.3** All complaints of sexual harassment shall be addressed in a confidential manner.

**5.4** The Complaint will be investigated in a time-bound manner in accordance with principles of natural justice and a detailed report shall be maintained.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

- 5.5** Based on the recommendations of the committee the Management will initiate action, as deemed appropriate.
- 5.6** Where the alleged conduct amounts to misconduct in employment under any policy, appropriate disciplinary action shall be taken.
- 5.7** In case the employee who has made the complaint feels that the Committee against sexual harassment has not provided her/him due justice, the complaint can be escalated to the Chairman.
- 5.8** The committee will maintain Complaints Register/Soft Copy, keeping a track of complaints received, when the process began, procedure followed and date of closure.
- 5.9** Action will be taken based on the recommendation of the committee and will commensurate with the degree of offence.
- 5.10** The policy also prohibits retaliation against any employee who brings an accusation of discrimination of sexual harassment or who assists with the investigation or resolution of sexual harassment.
- 5.11** This policy shall be displayed prominently in our ARMIET Intranet Portal, ensuring that all employees are aware of the same.
- 5.12** The time frame for investigating and closing the case is 3 months from the time it is brought to the notice of the Committee.

## **6. Frivolous or false charges**

- 6.1** This policy shall not be used to bring forth frivolous or malicious charges against fellow employees. The ARMIET may take Disciplinary action under appropriate policy concerning personal misconduct as per the Code of Business Conduct and Ethics shall be taken against any employee bringing a false Accusation/ Charges of Sexual Harassment.

## **7. Committee against Sexual Harassment**

- 7.1** The registration of the complaint could be through e-mail to [ashwiniKshrisagar2@gmail.com](mailto:ashwiniKshrisagar2@gmail.com) or Way of a written complaint. Necessary arrangements shall be made for both modes and details will be displayed prominently at every business location and on the ARMIET Intranet Portal.

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

21. **GRIEVANCE MANAGEMENT POLICY**

**1. Introduction**

**1.1** Individual employee grievances and complaints which are primarily a manifestation of their dissatisfaction about working conditions , managerial decisions , if not properly attended to may affect morale and productivity .

**1.2** There is a need for formal grievance process to address such matters.

**2. Objectives**

**2.1** The objectives of grievance process will be to settle:

- i. Grievances of the employees in the shortest possible time
- ii. At the lowest possible management level
- iii. With appellate stages so that it is fair, transparent and reasonable.

**3. Eligibility & Applicability**

**3.1** All employees on regular rolls of the institute including contract employees.

**4. Scope & coverage**

**4.1** Grievance for the purpose of this policy would mean dissatisfaction arising out of the decision of the management concerning the employee.

**4.2** Grievance for the purpose of this policy will cover individual grievances such as : Payment of salary Recovery of dues Increment Working conditions / health and safety Leave Non extension of benefits under rules Promotion Administration or academic issues HR policy administration Compensation and benefits Related to appraisals Reimbursements Interpersonal issues / conflicts Issues with HOD or team members

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

Role fit  
Separation or retention

**Note: only grievance affecting an individual may be raised.**

**4.3** The grievance arising out of the following will not come under the purview of the grievance procedure

- . Terms of appointment settled prior to joining
- . Matters related to disciplinary enquiry / action
- . Where the grievance does not relate to an individual employee.

**5. Procedure for handling grievances:**

The individual can raise grievance according to the procedure given below.

**5.1**  
**Stage 1**

5.1.1 The aggrieved employee may take up the grievance in writing to the HOD, who must try to resolve the grievance at that level within 5 working days

5.1.2 In case any grievance needs more than 5 working days to resolve, the respective employee should be informed in writing in form 1 within 5 working days of the receipt of the grievance by the HOD.

5.1.3. In case the employee is not satisfied with the redressal of the grievance he / she may submit the grievance, in writing to the principal within 2 working days from the end of stage above with a copy to HR.

5.1.4. The principal will record the comments on the grievance form within 5 working days after making necessary enquiries and discussion with HR.

5.1.5 In case of any delay in resolving the grievance the principal will inform the aggrieved employee with a copy to HR of such a delay with reason from 5 working days of receipt of the grievance and commit to a resolution date not exceeding an extension time of 4 working days.

**5.2**  
**Stage 2**

**5.2.1** In case the employee is not satisfied with decision communicated to him / her at stage 1 or if she / he fails to receive the reply within the stipulated period, he / she may submit the grievance within a period of 2 working days from the date of he

/ she receives final reply in stage 1 to principal who must give a personal hearing to the grievance and a brief of the same to be documented

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**

A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**5.2.2** The principal will examine the grievance in detail including discussions with the aggrieved employee, as necessary. The principal will give his / her reply to the aggrieved employee within 10 working days from the date of receipt of the grievance. principal may consult an expert neutral consultant or committee before taking final decision on the grievance

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

**5.2.3** Grievances pertaining to PMP such as promotion , compensation and benefits or performance management process on whole , the normalization process followed in the business will be invoked subject o there being a strong prima facie case for review as decided and recommended by principal .

**5.3** Stage 3

**5.3.2** The aggrieved employee who is not satisfied with the decision of the principal will have an option to appeal to the SECRETARY with the detailed reasons for the appeal

**5.3.3** The SECRETARY will take a decision and communicate the same within 7 working days from the receipt of the appeal and the decision will be final and binding.

**6. GENERAL CONDITIONS :**

**6.0** If the grievance is against the HOD then employee can skip one level and escalate her/ his grievance to next level.

**6.2** The executive shall bring up the grievance immediately within a reasonable period of the time not exceeding 3 months

**6.3** Only an aggrieved employee can raise the grievance.

**6.4** If the grievance arising out of an order given by the management, the said order be complied with before the executive concerned invokes the procedure laid down for the redressal of the grievance.

**6.5** All the written complaints made, and the annexure provided, if any, will be given to the employees as an acknowledgement .

**6.6** Quarterly MIS to SECRETARY will be provided on the various grievances raised by the employees of the institute .



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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

22. POLICY ON CONTINUAL IMPROVEMENT PROGRAM

A) Ph D program :

1. Preamble :

- 1.1. This policy is in line with the CEP Policy outlined by AICTE
- 1.2. The policy is aimed at supporting the existing faculty in pursuing full time Ph.D with study leave.

2. Applicability :

- 2.1. Only for pursuing Ph.D with premier institutions or as approved by the management.
- 2.2. Ordinarily only one faculty per 10 faculty in a department shall be eligible (on first cum first serve basis) to avail the facility of study leave under this policy .
- 2.3. However, depending up on other considerations, the management may entertain more or less candidates than indicated in clause 2.2
- 2.4 Faculty should have completed at least two years of service in ARMIET to be eligible for study leave under this policy.

3. Procedure:

3.1. Faculty planning to proceed for their Ph.D will inform the principal of the Institution and the time frame over which he / she plans to pursue Ph.D. The Principal shall give in – principle recommendation to proceed. However the actual sponsorship of the candidate QIP will be subject to the overall criteria governing the number of candidates in each department and other considerations governing the scheme, and will be decided by the committee (mentioned in 3.2 )

3.2 The faculty shall submit a formal application in prescribed form for Sponsorship under CEP (annexure) to the HOD, who shall forward application to the committee with his comments. A committee consisting of HOD, Associate Dean ( R&D) , Principal will take the final decision in this regard, keeping in mind the overall faculty situation .

3.3. Based on the recommendation of the committee, the study leave would be sanctioned for three years or less (in exceptional cases) .

3.4 After successful completion of the Ph.D the faculty shall resume duty at ARMIET and should serve the institute for a period of three years from the date of award of Ph.D .This period of service would be treated as adhoc service.

3.5 It is possible that a faculty may not have completed the entire

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**

A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

requirement of Ph. D in the prescribed time of three years, and shall pursue the remaining Part of the dissertation work from ARMIET. It is also possible that a faculty can join back ARMIET ahead of completion of leave period if he/ she submits the

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**ALAMURI RATNAMALA**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
A S RAO NAGAR, SHAHAPUR  
(RUN BY KOTI VIDYA CHARITABLE TRUST)

Dissertation in advance. In such cases, the adhoc period of service shall apply as prescribed earlier in clause 3.4 that is 3 years from the date of award of Ph.D.

3.6 . For the purpose of career advancement, as a special gesture, the Management will treat the leave period as continuity of service (Thus, the Increments for the period of study leave shall be protected .Upon resuming Duties faculty may be considered for promotion, if they fulfill the stipulated Promotion eligibility conditions.

3.7. Before proceeding on leave, the faculty shall sign an agreement with ARMIET to serve the institute, on their return from leave, for a period of three years from the date of award of degree. In case a faculty violates the Agreement in due course, or does not submit the dissertation within two years of rejoining the institute or does not successfully defend the thesis within three Years of rejoining the institute.

3.8 Fellowship is only for duration of thirty six months. If, for any reason, the candidate extends the leave and does not report back to the institute in the stipulated time , the period beyond the end date of leave will be treated as leave and after that faculty has to report back to the institute.

3.9. Upon rejoining, the faculty shall be fitted in the same scale at which he/ she left , with suitable additional annual increments that would have applied to him / her , prospectively from the date of joining .

B) Sponsorship of staff to STTP/ Workshop / seminar

1. Staff who have completed 1 year of service will be sponsored.
2. Yearly once the staff will be allowed to participate in STTP/workshop /seminar & for participation half the registration fee + (2<sup>nd</sup> class sleeper) TA will be paid.
3. Once in 2years, the staff will be allowed to present their papers at National & International conferences and in this case full registration fee + (2<sup>nd</sup> class sleeper) TA will be paid + Boarding will be paid.
4. For AICTE sponsored (Fully Funded) STTP/workshop/seminar, staff will be just allowed to attend without any liability to the Institute & just OD will be granted.
5. For sponsorship, only the PL period and the duration after completion of the Exams and before commencement of the session shall be used.

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6. Under no circumstances staff will be sponsored for outstation STTP/ workshop seminar after commencement of the session.
7. For Local workshops and seminars only Saturdays shall be availed in particular 2<sup>nd</sup> & 4<sup>th</sup>
8. Proceedings of the conference shall be presented back at the Institute and upon satisfactory appraisal, the staff will be allowed next time.
9. Staff will be encouraged to organize STTP/ workshop/seminars on contemporary topics & during the period as mentioned above.

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