



Andhra Loyola Institute of Engineering and Technology

Vijaywada, Andhra Pradesh

520008

Staff Service Rules

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Education is an investment essential to empowering individuals to reach their full potential and to make their own positive impact on the world.

– Connie Loo

Andhra Loyola Institute of Engineering and Technology (ALIET) is one of the premier Institutes that sets high standards in Engineering education, in and around the Capital Region of Amaravati, A.P. ALIET was established in the year 2008 by the Loyola College Society, Guntur-Vijayawada, to realize the Jesuit vision and with an aim to take technical education to students, especially to the under privileged and the more deserving youth of the State.

ALIET, located centrally in the historic city and financial capital of A.P, in a lush sprawling 11.5-acre land, was approved by AICTE, New Delhi

on 04-06-2008 and the College is also an ISO 9001-2008 certified and NAAC accredited Institution.

The Institution is recognized by the Government of Andhra Pradesh and affiliated to JNTUK, Kakinada. It offers 6 UG programs (Computer Science and Engineering, with a sanctioned intake of 120 seats, Electronics and Communications Engineering with 120 seats, Mechanical Engineering with 120 seats, Electrical and Electronics Engineering with 60 seats, Civil Engineering with 60 seats and Information Technology with 60 seats, adding up to 540 seats in the B.Tech. The College also offers 3 PG programs, viz.2 MTech. programs –CSE and DECS, with an intake of 18 students each and MBA with a sanctioned intake of 60 seats.

Situated at the foothills of the Eastern Ghats of Vijayawada, the campus of ALIET has a verdant look. This green campus engenders a conducive and serene ambience, giving a fillip to the learners' zeal and enthusiasm. Due to its location, the admission is 100% filled. ALIET has an excellent, efficient, highly experienced and dedicated faculty to offer holistic education to the students.

The Andhra Pradesh State Skill Development Corporation (APSSDC) has established a skill development centre in collaboration with Siemens, to train the students. Nearly 3000 students have been trained so far. This is a milestone in the history of ALIET.

The APSSDC also established the Chief Minister's excellence Centre and *Dassault's* laboratory to impart training to the students. The College provides a learning-and-applying climate with the motto of 'Service & Excellence by forming men and women for others.

Vision

In accordance with the Jesuit vision of higher education, **ALIET** imparts technical education in the realm of higher education with an integral formation which involves academic excellence, spiritual growth, social commitment and value-based leadership.

Mission

The mission of the Jesuit Education at ALIET is to form 'men and women for others and mould them as global citizens possessing competence, conscience and compassion. Special attention is given to socially and economically marginalized students.

1. Title and Coverage:

These Standing Orders shall be called the Andhra Loyola Institute of Engineering and Technology Service Rules (referred to herein as "Rules"), and are applicable to all employees of Andhra Loyola Institute of Engineering and Technology (ALIET) Vijaywada, Andhra Pradesh as indicated.

These service rules are not exhaustive and may be notified by the College from time to time, as per the perceived need, and such modifications come into effect from the date of their notification by the Governing Body.

These services rules are deemed to be in consonance with the provisions of the societies Registration Act XXI of 1860.

2. Effective date:

These rules are effective from **1-6-2015** on matters covered by these rules.

3. Interpretation and Amendment:

These rules shall be interpreted to be consistent with the Memorandum and Bye- Laws of Andhra Loyola Institute of Engineering and Technology and they may be amended from time

to time as per the perceived need. If there is any ambiguity or conflict between these rules and the Bye – Laws, the interpretation is given by and ratified by the Governing Body.

3.1 The Governing body reserves the right to amend, modify, delete or supersede any of these rules and to issue such orders or instructions as may be considered expedient and appropriate. Such amendments, as and when approved by the Chairperson will become effective from the date specified thereon.

4. Categories of Employees:

On the basis of their offices and the duties assigned to them, employees are graded as follows:

Class I: Correspondent / Secretary, Principal

Class II: Professors, Associate Professor, Faculty, Librarian, controller of Examinations

Class III: Office Superintendent, computer operator, / Programmer/Lab Assistant/ store Keeper, Asst. Librarian, Clerk, Driver, Electrician, Office, Receptionist.

Class. IV: Attender, Watchman, Helper, Office Assistant and Unskilled worker (Gardener, Water man, Sweeper etc.)

5. Employment:

No person shall be deemed to be an employee of the Institution unless and until she/he has received a letter of appointment signed by the Appointing Authority and the employee signs a letter of acceptance. Any appointment is subject to medical fitness for employment as certified by a duly authorized medical person approved by the Management.

5.1 The services of a temporary employee are liable to be terminated at any time during the period without prior notice or may be extended for further period not more than six months at a time from the reasons to be given in writing till his/her requirement period is declared as satisfactorily completed. Even at the end of the extended period, if the employee's performance is still found to be unsatisfactory his/ her service shall be dispensed with, without furnishing any reason whatsoever. During this period, if any employees commit any misconduct, he/she shall be given a 'memo/charge sheet' and proceeded against as per rule of the institution.

In case a regular employee in a particular post is elevated (not promoted) to a new post in a different stream other than a regular promotion, he/she has to relinquish his/her existing post

before joining the new post and shall be on probation for a period of one year thereafter and is liable at any time during probation period, to be reverted to the original post at the discretion of the management.

6. Regularization:

No employee is entitled to be confirmed or treated as a regular employee by reason alone of having completed the temporary period. Regular status is not effective until the employee has satisfactorily completed the temporary period and until regularization status is confirmed in writing by the appointing authorities.

7. Bio-data:

It shall be incumbent on every employee to furnish in writing, his/her correct and complete Bio data in the prescribed form to the correspondent for the purpose of record.

7.1 Record of Age:

The Management shall verify and record the age of every employee. Any of the following documents shall be deemed to be satisfactory proof of the age of the employee.

7.2 Identity card:

The employee shall wear the Identity Card provided by the Management at all times in the course of employment on the College premises and, on demand, shall show the card for inspection by Management or any person authorized by the Management.

8. Service Rules:

In agreement with the Governing body, the college has set up rules for both teaching and non-teaching staff. These rules govern the following:

8.1 Recruitment:

- Faculty and staff at different cadres are recruited based on vacancy as per ALCTE norms.
- Applications are invited from the prospective employees for the position through an advertisement in reputed newspaper.
- Short listed applications are called selection after thorough scrutiny of applications.

- Online examination is conducted for entry level post. Subsequently, interview process conducted by board of selections.
- For Professor and Associate professor Cadres interviews are conducted by Board of Selection directly.
- Finally, the appointments shall be approved by the competent authority.

8.2 Probation and continuation rules:

- The newly appointed staff will have a probation service period of one year during which his/her services will be evaluated by the Management and the HoD of the concerned Department. If the services of the staff are found satisfactory, the staff will be asked by the Management to go for University ratification for the same of the same.
- An employee is expected to do his/her duty honestly, without moral turpitude, favouritism and bias. Any wilful violation of these will call for disciplinary action, including termination from service.
- If an employee causes any damage directly or indirectly to any equipment, infrastructure or property of the institute willfully, he/she may be terminated from service forthwith without prior notice.
- In compliance with the terms and conditions of the appointment, the staff may be terminated in case of underperformance of his/her duties under any circumstances.

8.3 Pay and incentives:

- The pay scale is fixed basing on experience, qualifications, and other relevant requirements fulfilled by the candidates. The Institution offer VI pay scale for the faculty.
- The faculty are promoted with the change of rank to either Associate Professor/ Professor after a careful assessment of his/her skill, length of experience and several other factors. However, they should also be ratified by the University for claiming the same post.
- Increment is provided for all the staff.
- Those who are doing research, are given seed money by the management to carry out their research.

8.4 Training and Progression:

- The new staff members have to attend the orientation program along with other staff in order to insert them into the already existing social structure and to familiarize them with the organization's culture.
- The staff members are also encouraged to take induction programs, refresher's courses and FDPs in their respective branches.
- The staff can enrol for self-paced online courses offered on MOOC platform as part of a web-based design for training a large number of academicians.
- Based on the appraisal description of the staff, the need for training and development will be proposed by the management.

8.5 Leave:

- The working hours for faculty members are from 9 am to 5 pm and for non-teaching staff members are from 8.30am to 6pm, with a one-hour break for lunch.
- All the staff members are eligible for 12 days of casual leave per year.
- No staff should be absent or take leave from duty without the written approval or prior intimation from higher authorities.
- If an employee desires to resign, he/she can do so with a prior notice of three months or a three months' salary in lieu of, or as specified in the appointment order.
- Faculty members who have completed two years of continuous service are eligible for two weeks of vacation and those who have completed more than two years of continuous service are eligible for three weeks of vacation during summer. Non-teaching staff, such as technicians and office clerks who have completed two years of service, are eligible for one-week of vacation.

8.6 Provident Fund:

- All the employees are covered under the gratuity scheme.
- Employees whose wage amount is below Rs. 15,000.00 per month are covered under EPF.
- Non-teaching staff members are covered under ESI and EPL.

8.7 Extraordinary termination of service:

A staff may be terminated from service without any prior notice or pay in lieu of one of the following grounds:

- Absurdity reinforced by medical report.

- Persuasion of criminal wrongdoing involving moral turpitude.
- Violation of rules and regulations.
- However, before the act of such termination, a thorough domestic enquiry will be conducted by a committee following the course of natural justice.

9. The role of Correspondent / Director:

The correspondent is the administrative Director of Work in the college and he represents the Management before the Government. He is appointed by the Provincial and approved by the Governing Body and the Society. He deals with the University, the Government and the Director of Collegiate Education on all matters relating to the general administration of the college. It is his duty to play a supportive role to the academic community headed by the Principal and complement their work with his help and encouragement.

9.2 As the Correspondent of the college, he keeps in touch with the educational authorities and seeks speedy solutions for administrative problems. He needs to be familiar with all the GOs issued from time to time.

9.3 Correspondent along with the principal plans for expansion and improvement of the institution, propose them in the college -men meet, seeks the approval of the community and house consult and when approved by the governing body, he executes and completes them within fixed time frame. He also takes efforts to mobilize funds from fees, rents and from different sources for the development of the college.

9.4 He supervises the maintenance of the properties directly connected with the college and provides facilities for a smooth functioning of the departments as mention in clause 5. For any extraordinary expenses, the permission of the provincial is needed. However, Rector or the Superior could forward the request of the correspondent to the provincial for the final approval. Provincial is the final authority to approve any request for extraordinary expenses at the institution.

9.5 The correspondent of the college has the following administrative functions: appointment of the teaching , non-teaching and contingent staff, whether permanent or temporary ; confinement of their appointment ; promotion of the staff; maintenance of their service register, disciplinary action against errant staff; sanction of increments; provident fund, gratuity , approval of advance, recovery of advance and closure ; income tax; all kinds of leaves except

casual leaves forwarded by the principal ; requirements of the departments, offices and classrooms, telephones , electricity and water ; stationary ; office and other than lab equipment; cleanliness; sanitation and hygiene in the campus; repairs of the building and furniture ; and legal matters.

9.6 The Correspondent is an ex-officio member of the Governing Body of the college, and finance committee. He also serves as a member in important policy -making committees of the college as and when invited.

9.7 The Correspondent shall be appointed for a period of three years. His term could be extended or reduced according to the needs of the province and availability of personnel.

9.8 He supports the Principal achieving the academic excellence and accreditation of the college.

9.9 Documentation of establishment files such as government permission etc., evaluation and other records of each individual and staff are maintained by his office and he is responsible for it.

10. The Role of Principal:

10.1 The Principal is the Academic Director of Work in the college and is the executive authority of the college. He is appointed by the Provincial. As the leader of the academic community of the institution, he provides a climate for the intellectual pursuits of the staff and the students. He has to play a vital role in motivating and inspiring the academic community towards excellence. He is totally responsible for the educational standards of the college in all aspects.

10.2 He supervises all the academic programmes of the college and keeps the Correspondent informed of all matters of general and financial administration. He represents the college in all academic bodies like the University Grants Commissions, AICTE, APSCHE, TSCHE, the University, the representative state council of higher education, the AIACHE , the Xavier Board and the JHEASA. He needs to be familiar with GOs issued from time to time and the rules and regulations of the University.

10.3 The Principal has the following functions in the college: day-to day administration of the college ; planning and executing all academic programmes; Supervision of the teaching , non-teaching and contingent staff; allotment of work to the teaching , non-teaching and contingent staff in consultation with the Correspondent; forward the leave application (other than casual

leave) to the Correspondent; drawing almanac and timetable; curriculum and research ; attendance of staff and students ; allotment of classrooms; facilitating co-curricular activities ,extra -curricular activities and extension services ; admissions of students ; orientations programme for staff and students , staff meetings and meetings of different college bodies; maintaining student and staff discipline administering scholarships and helping poor students; officially in charge of the hostels , self -study report NAAC / NBA Accreditation , NIRF ,UGE work; Autonomy examination and President of all Association in the college.

10.4 The Principal will appoint the heads of the department on the basis of rotation in consultation with the correspondent depending on aided or unaided colleges. HoD is given a 3-year term and he should have a minimum of three years of experience in the department to be eligible.

10.5 It is the duty of the Principal to establish clear channel of communication and facilitate interaction. The Heads of the Department will assist him to form an effective team. Delegation of authority with responsibility together with accountability should mark the style of his administration.

10.6 The Principal is the secretary of the Governing Body of the college.

10.7 The unaided or aided Principal will function for a period of five years, at the discretion of the Provincial , the term of Principal can be extended or reduced.

10.8 When the atmosphere is not conducive to run the college smoothly owing to outside elements for a day or two, Principal will decide to close or run the college after consulting Jesuit officials except under emergency situation.

10.9 For a long-term closure of the college, the Principal consults the Rector, Correspondent and the whole community of Jesuits to arrive at a decision.

10.10 He is the unifying force between the Management and Staff. He communicates the vision, mission and values of the Jesuits education as well as guidelines and the policies of the management and ensures their translation into action.

10.11 He is responsible for safeguarding and protecting minors and vulnerable adults in the institution from sexual harassment and abuse. He must take action based on the province policy.

11. Roles and Responsibilities of Assistant Directors:

5.1 The Jesuits Assistant Directors should work in close collaboration with the Correspondent /Secretary and the Principal of the college.

5.2 The Assistant Directors functions within the frame work and the directives given by the Correspondent /Secretary and the Principal of the college. They are to be aware of the rules and regulations of the Institution. They must be a source of inspiration to the staff and students in exercising their functions. They shall involve in teaching for eight to ten hour per week. They are in charge of students' discipline, leave letters of students, late chit, coordinating students' activities and orientation programme for fresh students.

5.3 They monitor the attendance and regularity of the students. They are responsible for all that concerns their attendance, regularity, leave of absence, medical leave, late coming, absence without leave and discipline.

5.4. They study the results of the students and keep in touch the weaker students.

5.5 They also meet the parents of the students, weak in studies, to discuss the progress of their students.

5.6 They select students for prizes and medals.

5.7 They arrange the class tour and field trip of students in consultation with and the approval of the Correspondent /Secretary and the Principal.

5.8 They visit the exam hall during internal test and semester examinations as chief superintendent appointed by the Principal. They ensure arrangements (seating arrangements, invigilation list) for the smooth conduct of all examinations.

5.9 They look after general discipline during functions.

5.10 They attend the general needs of the girl student with the help of the women cell Coordinator.

5.11 They identify the poor students and recommend them for scholarships and concession.

5.12 They attend all the departmental meetings, academic council meeting, IQAC meeting, NBA meeting, NAAC meeting and staff recruitment.

5.13 They keep Correspondent informed of all the general facilities to the staff and the students like canteen, furniture, electricity, drinking water and other requirements.

5.14 They keep Correspondent /Secretary and the Principal informed of all developments. They attend the weekly meetings held by the Rector/ Superior with the Correspondent/Secretary and the Principal if needed.

5.15 They work in close collaboration with the Jesuit Correspondent/Secretary and they are responsible for the general discipline of students.

12. Role of Heads of the Department:

12.1 The management reserves the right of any appointment including the Heads of Department.

12.2 Allotment of workload to teaching and non-teaching staff for each semester.

12.3. Preparation of timetable for each semester by constituting a committee of three staff members in consultation with the Principal.

12.4 Looks after the day-to-day administration of the academic work of the department.

12.5 Forward CL, and OD of teaching and non-teaching staff through the Assistant Directors to the principal and ensures the work adjustment.

12.6 Constitutes the committee of three staff members to finalize the list of scientific equipment and books to be purchased under the scientific equipments and books to be purchased under Science free Account and UGC Grant and forward the priority list to the Principal for ordering.

12.7 Maintains a stock register and takes steps for stock verification every year.

Initiates steps for the upkeep and maintenance of scientific equipments once a year with the prior approval of the Principal.

12.8 Prepares a list of equipment (not in working condition and beyond repair) to be discarded.

12.9 Monitors the Association activities, Endowments lectures and participation of students in academic activities organised by other institutions.

12.10 Forward the students' educational tour plan through the Assistant Directors to the Principal.

12.11 Issues letters of certification and consent to students for field visit/ training programme / project work.

12.12 Undertakes steps for revision of syllabi when due.

12.13 Collects the question paper for the weekly, mid-semester and pre-final exam and forward them to the Controller.

12.14 Check the semester examination question paper

12.15 Suggests names of examiners (Department staff) for supplementary examination to the Controller of Examination.

12.16 Views of the department staff and students may be presented to the Principal. All kinds of requests of department staff may be submitted through the Head of the Department.

12.17 Prepares the total workload of the Department.

12.18 Functions as the member of the Staff Selection Board.

13. Responsibilities of Teaching staff:

13.1 It shall be the duty of every faculty to disseminate the knowledge he has in his subject to all the students. He/she shall endeavour ceaselessly to acquire adequate and up to date knowledge in his/her subjects, keep abreast of the latest advances in the particular field, make extensive use of the library and cultivate proficiency in his/ her subject or subjects.

13.2 It shall also be the faculty's duty to discover new knowledge, maintain high professional standards, strive for academic excellence and serve the cause of education with spirit of dedication and with interest in work and environment.

13.3 The faculty should carefully and thoroughly prepare himself/herself for his /her work in the class and employ suitable techniques such as audio-visual aids, charts, models, and maps to make teaching more effective.

13.4 He /She shall also conduct tutorial, seminars, group discussions and give assignments to students to supplement the classroom teaching and shall maintain a record of such work. It is obligatory on the part of every faculty to conduct and correct the number of essays or home assignments during a week and maintain a record of such work.

13.5 It shall be the duty of every faculty to systematically and methodically complete the prescribe syllabus as per the semester Academic Plan of teaching schedules, drawn up by the Department well in advance leaving sufficient time for revision before the Semester End Examination. He/she shall furnish a statement of work done, every month to the Principal.

13.6 He/she shall conduct periodical examination as per the semester plan.

13.7 It shall be the duty of every faculty to actively participate in all programmes of institutionalized coaching , both for academically and socially backward students, as assigned to him/to her by the Head of the Institution.

13.8 To submit lesson plan on weekly basis and semester plan at the beginning of the academic year.

13.9 To teach the prescribed subjects during the allotted periods.

13.10 To guide the junior teachers in their subjects.

13.11 To correct the answer scripts relating to all assignments, weekly tests, mid - semester and pre-final examinations within the stipulated time.

13.12 To develop aptitude for professional advancement participation.

13.13 To implement the academic programme chalked out in the subjects.

13.14 To diagnose student's backwardness and plan for remedial teaching and supervision.

13.15 To undertake activities, research and innovative practices in their teaching.

13.16 To participate in the seminars/lectures arranged by the Management.

13.17 The faculty should maintain a teaching diary in the given proforma. This should be submitted to the Principal , through in charge of department every month.

13.18 The faculty should participate in the Students Counselling Programmes organised by the Principal. He/she should give necessary counselling to mentees 20 to 25 students allotted to him. Guidance should be given on opportunities in the field of collegiate education and employment opportunities. As a counsellor, the faculty should act as a liaison between college administration and his/her wards. He/she should enlighten the wards about the facilities in library, games etc., and orient them to the traditions, rules and regulations of the college.

13.19 The lecturer working in Science subject should see that the practical classes are conducted immediately after the theory class of a particular topic is completed. There should be a perfect co-ordination of theory and practical classes. In practical classes, the lecturer should bestow personal attention on every student and verify his/her work. The practical classes should be continued till the end of the specified period.

13.20 The faculty should attend all examination duties without fail.

13.21 The faculty should assist Principal in the maintenance of the discipline in the college.

13.22 He / she should remain in the college premises during the college working hours and even beyond the working hours, if required.

13.23 The faculty should also as a community service, conduct such programmes such as useful seminars, interface-discussion, etc. involving local experts, and the users for the benefit of the community. The faculty of the subject concerned can act as moderator.

13.24 The faculty should attend to any duty assigned to him/her by the Principal or any other higher authority.

13.25 As per the orders of the Government and the University concerned from time to time, the professor have to adhere to the work load prescribed.

13.26 As per the orders of the Government and the University concerned from time to time, the faculty have to adhere to the work load prescribed.

13.27 The faculty is accountable to the correspondent / Director and Principal of the college.

Specific Roles and Responsibilities of the Faculty.

14. Faculty welfare Measures for Teaching / Non-Teaching:

14.1 The Institute has set up welfare measures for the physical, psychological well-being of the teaching and non-teaching staff. Various medical-related camps were conducted for all the staff members. A number of health and hygiene related talks are arranged to ensure preventive medical care. Apart from these, the management provides financial loan assistance and education fee assistance for staff children. Besides these, all the employees are covered under gratuity scheme. Special assistance like registration fee, dearness allowance and travel allowance are sanctioned for those attending conferences, workshops and faculty development programs.

14.2 Non-teaching staff members are covered under ESI and EPF. Interest free loans are given to deserving non-teaching staff members.

14.3 **Medical:** In-house dispensary and sick- room

14.4 Counselling Service

14.5 Maternity leave – Married women employees of the institution shall be granted maternity leave of 90 days for the first deliveries for confinement, provided her service has been regularized.

14.6 Sick leave

14.7 Finance:

14.8 Seed money to Ph. D scholars

14.9 All the employees are covered under gratuity scheme

14.10 Financial loan assistance

14.11 Education fee assistance for staff's children

14.12 Bank and ATM facility on campus

14.13 non-teaching staff members are covered under ESI and EPF

14.14 Faculty members are given registration fee, dearness allowance, travel allowance for those attending conferences, workshops and faculty development programs

14.15. Infrastructure:

14.16 Canteen facility

14.17 Free internet facility

14.18 Hostel facility

15. Students Progression:

15.1 The mission of the Jesuit Education at ALIET is to form 'Men and Women for others and mould them as global citizens with competence, conscience, compassion and commitment. ALIET has a unique aim to help students attain intellectual, psychological, mental and spiritual growth through personal discipline and value-centred education. Various value-based programmes in the form of guest lectures, extension activities, seminars are incorporated into the curriculum for the holistic development of the students. ALIET being an affiliated college, accepts the responsibility to abide by the syllabus prescribed by the University.

15.2 **Management Scholarships:** The college provides Scholarships and Free ships to the economically marginalized students in the form of Fee concession and Mid-day meals etc.

These scholarships are provided for the benefit of the students by the management scholarship respectively. Besides these scholarships the institution offers free ships besides government scholarship scheme.

15.3 Mentoring: Mentoring play a predominate roles at ALIET. The freshers are introduced to the mentoring system and its objectives, immediately after they join the college. The mentor-mentee ratio is 1: 22. The first year B. Tech students are mentored by the Science and Humanities department. The main focus of the mentor during this period is to facilitate the students with the chosen course and college environment. The second-year students are under the mentorship of faculty of the respective departments. The focus of mentorship ranges from basic attitude building to career planning. Regular mentoring classes are conducted once in a month. Apart from this, need based mentoring is given to the students as per the needs of individuals. Mentoring given by a qualified full-time psychologist is an added feather. A separate mentoring record of every student is maintained by the mentor. The mentor records career goals, academic progress, attendance, student performance and mentoring sessions in that record book and the same is informed to the parents on regular basis. Along with this, the mentor sends a letter to the parents of the students who have less attendance before first mid examinations so that regularity of the students can be improved. Mentoring is initiated in the college to accompany the students to achieve academic competence.

15.4 Benefits for Slow learners and Advanced learners:

Students with varied abilities and interest are identified with the help of Mentors, from the brief profile submitted by mentees. The mentors take the responsibility of communicating the same to the teacher in charge and HoD. Every course teacher of all programmes spends a few teaching hours in reviving the basics of the respective courses. This helps them to identify advanced learners, slow learners and students from vernacular mediums and rural backgrounds.

Advanced learners are trained to focus on areas that go beyond their curriculum. The college encourages the advanced learners through the following means: Advanced courses: Certification Programs on Java, SQL and PLSQL are offered in association with Oracle Academy and Big-data analytics is offered in association with DELL EMC square etc. for advanced learners. Advance learners are encouraged to publish their papers in reputed Journals. They are invited to participate in paper presentation/conferences and in aptitude tests of their choice.

Peer Group Teaching: Advanced learners are given opportunity for peer group activity. Project work is assigned to them in order to promote research culture in them.

Curricular, Co-curricular, Extra-curricular activities are encouraged for the extension of formal learning experience. The Institution organizes extra activities to foster the overall development of the students, such as: Special training in Siemens laboratories on CNC Training, Farm Machinery, Home Appliances, Welding and CAD laboratory, CATIA etc. Dassault 3D-Experience for Design and Simulation welding eco-system and Chief Minister's Centre of Excellence to enhance employability and Entrepreneurship skills. SC and ST students are trained in "Embedded systems" and in software "Solid Works" and minority students are trained in Pro-E and ANSYS with the help of Minority Corporation. This is how adequate and equal attention is given to both slow and advanced learners.

Remedial Coaching: The institution provides a supporting system to the academically weak students in the form of Remedial Coaching. This coaching is imparted after identifying the students' performance in the internal and external examinations. The targeted students are given special attention after the college hours and are personally tutored by the faculty members to enhance their performance in their academics.

Bridge courses are offered to the I B. Tech students from varied backgrounds. These students face difficulty in understanding the concepts in the beginning. They lack the fundamentals in the subjects like English, Mathematics, and Physics & Chemistry, Engineering Drawing and Engineering Mechanics. Teachers identify the level of the students by conducting oral tests and interactive sessions in the above said subjects.

15.5 Students' clubs and Participation in the committees: The students actively participate in various committees of the Institution namely, IQAC, IETE students' Chapter, Green Guards (Eco Club), Class Review Committee, Cultural Committee, Magis Clubs@ ALIET and Departmental News Letter Committee. They get involved in planning, organizing and execution of events. Faculty members are restricted to play the role of facilitators. By encouraging students to get actively involved in these activities, they are given an opportunity to fine tune their communication skills, essential skills, team work, problem solving skills and leadership qualities etc. Vibrant student council exist in the college.

15.6 Value Education: To sensitize the students, girls are encouraged to participate in orientation programs, awareness programs, guest lectures and literary competitions with a

special emphasis on women and their role in the present-day society. To all the freshers, “value education” is also imparted and it deals with issues like gender sensitization

15.7 Soft skills and communication skills: Soft skills are an outcome of various influences and interactions one has had in his or her life. These skills leave a lasting impression on one’s life-both positive and negative. Hence, to sharpen these skills, which lead to more employability opportunities, the institution imparts soft skills training to the students. To bring awareness about the importance of soft skill development. The Department of English takes extreme care in facilitating the students to excel in LSRW Skills. The Language Laboratory of the College is well equipped with the computer assisted software and headphones to listen to the audio video lessons. The LCD Projector in the laboratory is used to screen NPTEL lectures and the video lessons of ‘Let’s Talk’ Experts that include both Indian and Foreign language teachers to make the learners improve their language proficiency.

Career Counselling: The college imparting Career counselling to the students. The In-house trainers of Training and placement cell take sessions to bring awareness among the students on various career options available in the industry. These targeted students are determined to choose the suitable career after the completion of their graduation. The T&P Cell trainers focus on benefits of career planning, guidelines for choosing a career, tips for successful career planning etc.

15.8 Personal counselling: The College provides Personal Counselling to the students to form them as potential qualified personnel. The institution introduced Mentoring in the year 2015-16, which paved a way to personal counselling. The students who are suffering from personal and academic challenges are personally counselled by the mentors to help them overcome their problems. A qualified Personal Counsellor is appointed to take care of academics, physical and psychological growth.

15.9 Training and Placements

Apart from these the students are provided with hostel Facility, Canteen Facility and Sick room and First Aid

615.10

Hostels There are four hostels on the Loyola campus, two of which accommodate students of ALIET. Matthaias Hostel is for girls and Raghavendra Hostel (New Hostel) is for boys. Limited

seats are available in the hostel. The Director of each hostel holds the privilege to decide the eligibility of students to be admitted in the hostel.

16. Code of Conduct for Students:

16.1 Discipline is the hallmark of Jesuit education and it is necessary to abide by general code of conduct in any organization for its smooth functioning.

16.2 ALIET insists on the following rules to help the students grow in responsibility.

16.3 Students are expected to be punctual to all classes. They should be present in the class room or laboratory when the first bell is given.

16.4 No one is allowed to enter the class after the second bell without obtaining LATE SLIP duly signed either by the Director / Principal / Assistant Director / HOD.

16.5 If a student reaches after the class begins, he / she will not be allowed to the class until the next session.

16.6 During class hours, students are not expected to loiter on the college campus, enter the canteen or transact any work in the college office.

16.7 Those who abstain from class for some genuine reason should admit a LEAVE LETTER duly signed by their parent / guardian / warden, preferably before they avail their leave or as soon as they return to attend classes. Due permission must be obtained from either the Director / Principal / Assistant Director / HOD before they attend classes.

16.8 In case of a medical problem, a medical certificate has to be submitted immediately after the student recovers and returns to the college.

16.9 Students should come to the college only in the uniform prescribed by the college. No alteration of the uniform is allowed without prior permission.

16.10 A student should wear his / her identity card around the neck always.

16.11 Boys are expected to tuck in their shirts as long as they are in the college campus.

16.12 Possession or usage of cell phones, cell cameras, digital cameras and any type of electrical / electronic gadgets is strictly prohibited on the campus. If found with the student, the gadgets will be confiscated and will not be returned.

16.13 EVE – TEASING and RAGGING are strictly forbidden in the college. Those who indulge in such activities will be punished according to the State or Central government norms. Posters in this regard are displayed at different locations in the college and students are advised to read them carefully.

- 16.14 Smoking, drinking or taking drugs on the College campus are strictly forbidden. Any violation of this rule will be viewed very seriously and appropriate penal action will be taken against the offender/s. Any student found drunk inside the campus at any time of the day or night, will be dismissed from the college.
- 16.15 Participating in any illegal strike or stay – in – strike or abetting, inciting, instigating or acting in furtherance of a strike or stay – in – strike on the campus or within the radius of 100mts of the premises of the Institution is strictly forbidden. Squatting or remaining within the premises with a view to intimidate or coerce or threaten the management or its officials or staff is forbidden.
- 16.16 Engaging in any act or conduct within the premises which is likely to endanger the life or safety of any management, superior, co – staff, students, visitors or others will be considered as a serious offence.
- 16.17 Holding a meeting without permission, staging or participating in demonstration. Shouting, coercing others to join in group action within the premises or its immediate vicinity will not be tolerated.
- 16.18 Organizing, holding, attending or taking part in any meeting, exhibition, sticking or disturbing any handbills, notices, leaflets, booklets, pamphlets or posters on the premises without prior written permission of the management is strictly forbidden.
- 16.19 No one should spoil the name of the staff or the officials or the institution or fellow students on the social network websites such as Face book, Whatsapp, Twitter, Viber, Orkut etc. if any one does so, legal action will be taken against the culprit based on cyber laws.
- 16.20 Two – wheelers and other vehicles are allowed in to the college only up to the parking area. Any student found anywhere else on the campus with the vehicle will be punished accordingly. (a) Students who have bikes should compulsorily possess a driving license. (b) Students using two – wheelers are encouraged to wear helmets. (c) Rash driving, over speeding, or moving with more than two people on a two – wheeler is prohibited.
- 16.21 Borrowing of vehicles is not allowed. The college does not take responsibility for any unfortunate accidents resulting from using other’s vehicles.
- 16.22 It is highly recommended to speak only English on the campus.
- 16.23 All the boys should come to college with a daily neat shave of the beard and proper grooming of hair to create a professional outlook.

- 16.24 Damaging the property of the college, the hostel, etc., will be considered as a serious offence and any offender will be punished accordingly.
- 16.25 All the students should be present in time for any public meeting, function, seminar or workshop conducted by the college or the respective department concerned. All the students have to take active part in the programmes.
- 16.26 The campus should be kept clean and green to avoid environmental pollution which induces health hazards. Students are advised not to throw chocolate wrappers, plastic bags or any other waste material anywhere on the campus or in the classrooms. Students should keep the floor and the walls clean. They should not dirty the walls by leaning against them or keeping the feet on them.
- 16.27 Students should not sit on the rails along the corridor.
- 16.28 Students should not carry food materials or plastic bags to the class rooms from the canteen. Those students who eat meals in the classroom should not throw waste food in the classrooms. The waste food material should be thrown into the dustbins provided on the corridor only.
- 16.29 Drinking water taps are provided. Students are advised to water sparingly. They should not waste drinking water by washing their face, hand and so on. There are separate places where taps are arranged for washing purposes.
- 16.30 Toilets should be kept clean and tidy by flushing enough water in order to keep them neat.
- 16.31 Lights and fans can be used when necessary. They should be switched off while leaving the classroom, laboratory or seminar halls.
- 16.32 Classrooms should be locked before going to the labs or workshops to avoid the loss of any valuable things.
- 16.33 Students are advised not to leave their belongings in the class room while going to the Laboratory. The college does not take responsibility for loss of valuables unattended to.
- 16.34 Assault in any form, verbal or physical is strictly prohibited. Serious action will be taken against offenders.

17. Examination

A student will be declared eligible for the award of B. Tech. Degree if he fulfils the following academic regulations: A student shall be declared eligible for the award of the B. Tech Degree. If he pursues a course of study in not less 16 than four and not more than eight academic years.

After eight academic years from the year of their admission. he/she shall forfeit their seat in B. Tech course and their admission stands cancelled. The candidate shall register for 60 credits and secure all the 160 credits. The medium of instruction for the entire under graduate programme in Engineering and Technology will be in English only. Evaluation - Distribution and Weightage of marks

17.1 The performance of a student in each semester shall be evaluated subject wise with a maximum of 100 marks for theory subject and 50 marks for practical subject. The project work shall be evaluated for 200 marks.

17.2. For theory subjects the distribution shall be 25 marks for Internal Evaluation and 75 marks for the End – Examinations

17.3. For theory subjects, during a semester. there shall be Each mid-term Examinations. Each mid-term examination consists of one objective paper, one descriptive paper and one assignment. The objective paper and the descriptive paper shall be for 10 marks each with a total duration of 1 hour 50 minutes (20 minutes for objective and 90 minutes for descriptive paper). The objective paper is set with 20 multiple choice questions for a total of 10 marks. The descriptive paper shall contain 3 fill questions. the student has to answer all questions. While the first midterm examination shall be conducted on 50% of the syllabus. the second mid-term examination shall be conducted on the remaining 50% of the syllabus. Five marks are allocated for assignments (as specified by the 17 subject teachers concerned). The first assignment should be submitted before the conduct of the first mid-term examination, and the second assignment should be submitted before the conduct of the second mid-term examination. The total marks secured by the student in each mid-term examination are evaluated for 25 marks

17.4. internal marks can be calculated with 80% weightage for better of the two Mids and 20% weightage for another Mid Exam. As the syllabus is framed for 5 units, the 1st mid examination (Objective, Subjective and assignment) is conducted in 1, 2 & 3 units and second test in remaining 4 & 5 units of each subject in a semester.

17.5. Example: Final internal Marks (Best Mid Marks x 0.8 + other Mid marks x 0.2)

17.6. The semester end examinations will be conducted for 75 marks consists of five questions carrying 15 marks each. Each of these questions is from one unit and may contain sub-questions. For each question there will be an 'either/or' choice. which Means that there will be two questions from each unit and the student should answer either of the two questions.

17.7. For practical subjects there shall be continuous evaluation during the semester for 20 internal marks and 30 end examination marks. The internal 20 marks shall be awarded as follows: day to day work – 5 marks, Record-5 marks and the remaining= 10 marks to be awarded by conducting an internal laboratory test. The end examination shall be conducted by the teacher concerned and external examiner

17.8. For the subject having design and / or drawing. (such as Engineering Graphics, Engineering Drawing, Machine Drawing) and estimation. The distribution shall be 25 marks for internal evaluation (15 marks for day-to-day work, and 10 marks for internal tests) and 75 marks for end examination. There shall be two internal tests in a Semester and the Marks for 10 can be calculated with 80% weightage for better of the two tests and 20% weightage for other 'test and these are to be added to the marks obtained in day to day

17.9. Out of a total of 200 marks for the project world, 60 marks shall be for Internal Evaluation and 140 marks for the End Semester Examination. The End Semester Examination (Viva Voce) shall be conducted by the committee. The committee consists of an external examiner, Head of the Department and Supervisor of the Project. The evaluation of project work shall be conducted at the end of the IV year. The Internal Evaluation shall be on the basis of two seminars given by each student on the topic of his project and evaluated by an internal committee

17.10. Laboratory marks and the internal marks awarded by the College are not final. The marks are subject to scrutiny and scaling by the University wherever felt desirable. The internal and laboratory marks awarded by the College will be referred to a committee. The Committee shall arrive at a scaling factor and the marks will be scaled as per the scaling factor. The recommendations of the Committee are final and binding. Laboratory records and internal test papers shall be preserved in the respective departments as per the University norms and shall be produced to the Committees of the University as and when they ask for.

17.11. Audit Course/Non-Credit Course (AC/NC): There shall be AC/NC courses with zero credits. There shall be no external examination. However, attendance in the audit course shall be considered while calculating aggregate attendance and student shall be declared to have passed the mandatory course only when he/she secures 40% or more in the mid examinations. In case, the student fails a re-examination shall be conducted for failed candidates every six months/semester at a mutually convenient date of college/student satisfying the conditions mentioned in item 1 & 2 of the regulations

17.12. Mandatory Course (M.C): There shall be M.C with zero credits. There shall be no external examination. However, attendance in the mandatory course of minimum attendance (75%) in that particular subject.

17.13. Engineering Exploration Course:

17.14. Engineering Exploration Project is offered to the First-year students of all engineering disciplines. The motivation of including this in the curriculum is to make the students practice creative problem-solving method - Design Thinking which fosters collaboration and solve problems in human-centered ways. It enables the students to exercise and identify design opportunities through various phases with the help of hands-on activities. Obtaining a best solution for an identified problem involves a nonlinear. Iterative process which seeks to understand users, challenge assumptions, redefine problems and create innovative solutions to prototype and test. The students are encouraged to explore real-world problems and expected to take charge of their own learning, work together in teams towards the problem 1

17.15. The evaluation of the Engineering Exploration Project involves in writing their observations in Activity Cards at the end of each task given in syllabus and submitting a final report along with working prototype.

17.16. Procedure for Conduct and Evaluation of MOOC: There shall be a Discipline Centre Elective Course through Massive Open Online Course (MOOC) as Program Elective course. The student shall register for the course (Minimum of 12 weeks) offered by SWAYAM/NPTEL/ JNTUK MOOCS through online with the approval of Head of the Department.

17.17. The Head of the Department shall appoint one mentor for each of the MOOC subjects offered. he student needs to register the course in the SWAYAM/NPTEL. portal in the previous semester. During the course. the mentor monitors the student 's assignment submission given by SWAYAM/NPTEL at the end of every week. The student needs to submit will the assignments given and needs to take final exam at the proctor center. The student needs to earn a certificate by passing the exam. The student will be awarded the credits given in curriculum only by submission of the certificate.

17.18. For JNTUK MOOCS course, the mentor appointed shall conduct the mid semester examinations as per 3(iii). Further, the University shall conduct the external examination for the MOOC subject in line with other regular subjects based on the syllabus of the respective subject provided in the curriculum. A MOOC course may be studied either in online or in conventional manner

17.19. In case if the student does not pass in SWAYAM/NPTEL, the alternative subject maybe taken form. JNTUK MOOCS and has to pass the course as per 3(iii) Electives are calculated as per 3(iii) Open Induction program is mandatory for all first year UG students and shall be conducted as per Semester -0 course structure

17.20. Mini Project/Internship guidelines: There shall be an Industrial Oriented Mini project/Summer Internship. in collaboration with an industry of their specialization. Students will register for this immediately after III-year II semester examinations and pursue it during summer vacation. Industrial Oriented Mini Project/Summer Internship shall be submitted in a technical report form and presented before the committee in IV year I semester. It shall be evaluated for 50 external marks. The committee consists of an external examiner. Head of the Department, supervisor of the Industrial Oriented mini project/summer Internship and a senior Faculty member of the department. There shall be no internal marks for Industrial Oriented **Mini Project/Summer Internship.**

17.21. UG project work shall be carried out in two stages: Project Stage during IV year I Semester, project Stage. Each stage will be evaluated for 100 Marks. Student has to submit project work report at the end of each semester. First report includes project work carried out in IV Year I semester and second report include project work carried out in IV Year I & II Semesters. External evaluation for both project stages shall be completed before the commencement of end theory examinations. Attendance Requirements A student is eligible to write the University examinations if he acquires a minimum of 50% in each subject and 75% of attendance in aggregate of all the subjects.

17.22. Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75 %) in each semester may be granted by the College Academic Committee Shortage of Attendance below 65% in aggregate shall not be condoned. A student who is short of attendance in semester may seek re-admission into that semester when offered within 4 weeks from the date of the commencement of class work. 5. Students whose shortage of attendance is not condoned in any semester are not eligible to write their end semester examination of that class. A stipulated fee shall be payable towards condonation of shortage of attendance. A student will be promoted to the next semester if he satisfies the (i)attendance requirement of the present semester and (ii)minimum required Credits. If any candidate fulfills the attendance requirement in the present semester, he shall not be eligible for readmission into the same class.

5. Minimum Academic Requirements The following academic requirements have to be satisfied in addition to the attendance requirements mentioned in item no.4. 5.1 A student is

deemed to have satisfied the minimum academic requirements if he has earned the credits allotted to each theory / practical design / drawing Subject / project by securing not less than 35% of marks in the end semester exam, and minimum 40% of marks in the sum total of the internal marks and end semester examination marks.

17.23. 2A student shall be promoted from first year to second year if he fulfills the minimum attendance requirement. A student will be promoted from II year to III year if he fulfills the academic requirement of 40 of the credits up to either II year I semester or II-year II semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in II-year II semester. 5.4 A student shall be promoted from III year to IV year if he fulfills the academic requirements of 40% of the credits up to either III year I semester or III-year II semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in III-year II semester. 5.5A student shall register and put-up minimum attendance in all 160 credits and earn all 160 credits. Course Pattern The entire course of study is for four academic years all the years are on semester pattern. A student eligible to appear for the end semester examination in a subject, but absent from it or has failed in the end semester examination. may write the exam in that subject when conducted next. When a student is detained for lack of credits / shortage of attendance, he may be re-admitted into the same semester / year in which he has been detained. However, the academic regulations under which he was first admitted shall continue to be applicable to him.

Computation of SGPA

The following procedure is to be adopted to compute the Semester Grade Point Average. (SGPA) and Cumulative Grade Point Average (CGPA): The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e $SGPA (S_i) = \frac{(C_i \times G_i)}{C_i}$ Where C_i is the number of credits of the with course and G_i is the grade point scored by the student in the with course. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. Equivalent Percentage = $(CGPA - 0.75) \times 10$ Computation of CGPA the CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semester of a programme, i.e., $CGPA = \frac{(C_i \times S_i)}{C_i}$ Award of Class After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of B. Tech. Degree,

The minimum instruction days for each semester shall be 90 working days. There shall be no branch transfers after the completion of the admission process. There shall be no transfer from one college/stream to another within the Constituent Colleges and Units of Jawaharlal Nehru Technological University Kakinada. From the CGPA Secured from 160 Credits. 4.4 Academic Regulations for B. Tech.R16 Regulation (Regular) The performance of a student in each semester shall be evaluated subject – wise with a maximum of 100 marks for theory subject and 75 marks for practical subject. The project work shall be evaluated for 200 marks. For theory subjects the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End - Examinations. • Internal Mark Evaluation for Theory Subjects For theory subjects, during the semester there shall be 2 tests. The weightage of internal marks for 30 consists of

18. Librarian Director / Duties and Responsibilities

ALIET has a well-established library in an area of 504.72 sq. m. It is on the first floor of the four-storey building. It is equipped with 19,741 volumes in engineering section and 4,966 volumes in MBA. section besides having 84 national and international journals and 3,537 volumes in SC Book Bank section, and other e-journals. The newly introduced barcode system in the library enables the students to make fast and efficient usage of the available books. The rules that are to be followed in the library are as follows:

- 18.1 All the students are expected to become registered members of the library.
- 18.2 Students should enter their names, roll numbers and time in the register at the time of entry and exit.
- 18.3 Books, records, any printed material and personal belongings should not be carried into the library. They should be deposited at the property counter before entering the library.
- 18.4 Each student can borrow three books at a time.
- 18.5 All students will have open access for borrowing books.
- 18.6 The borrowed books should be returned within 15 days as stamped on the due-date slip.
- 18.7 An overdue charge of Rs .5/- per book per day will be collected from the defaulter.
- 18.8 Defaulters will not be allowed to borrow books unless they clear the overdue. 49
- 18.9. Students are allowed neither to sub-lend the books they have borrowed nor to borrow on behalf of another.
- 18.10 While borrowing library books, students are expected to check the condition of the books. If any damage is noticed, it must be reported at the issue- counter immediately.

Otherwise, the borrower will be held responsible for any damage noticed at the time of returning them.

18.11 If there is damage to a book, the borrower has to replace the book.

18.12 The loss of library books should be immediately reported to the librarian.

18.13 Journals will not be issued but can be read in the reading room.

18.14 Presentation of the identity card is compulsory for using books in the reference section.

18.15 The books in the reference section ought to be handled with utmost care.

18.16 Students are expected to leave the reference books on the table itself after use.

18.17 Reference books are to be used only within the Reference section.

18.18 Strict silence is to be observed on the premises of the library.

18.19 No student is allowed to stay in the library during class hours

19. Duties of Programmer / Lab Technicians

The programmer should install the required softwares

The programmer should assist the students and the lecturer in the lab practical to execute their programmes.

They should be available in the lab sessions to handle the technical problems.

The programmer should assist the lecturer in smooth conduct of regular practical classes and practical examination.

20. Duties of Class 1V Employees

The correspondent appoints the class 1V employees.

The minimum qualification for attender is a pass in class VIII or X failed.

They should be appointed on contract basis and subsequently they may be regularised depending on their characters and performance.

They shall maintain cleanliness and upkeep of the institution and its premises, namely classrooms, laboratories, library, staffroom, playgrounds, toilets, etc.

21. Duties of Attenders

The duties are assigned by the Principal. However, he/ she shall follow the directions of the faculty concerned in the work place.

He/she shall be present in the college as per the working hours of the college.

All the time the attenders will remain at the allotted work place except when required to move in furtherance of official information.

22. Duties of Ground Man

Maintaining the cricket circle games enclave

Maintaining the nets picts

Maintaining the truf

Cutting grass - mowing the entire circle.

Maintenance of lawn mowers.

Daily watering the truf and also placing sprinklers and keeping the circle green.

Helping the college when put on duty during organization and major tournaments and sports events.

23. Duties and Obligation of Staff

Every staff shall at all be courteous and consideration to other employees, students, Parents, visitors, trainees, the publics and every person in authority.

24. Termination and Resignation

The appointing authority can terminate the services of any term appointee with notice or salary in lieu of notice as per the term appointments.

Every regular employee shall be entitled to 'Service Certificate' at the time of leaving the service by the appointing authority.

A regular employee may resign her/his employment with notice (as applicable) to the Correspondent to the Principal or by paying salary in lieu of notice. However, they would be relieved of their duties after handling over their charges to another employee specified by the Principal.

25. Retirement

Every staff member shall retire from service in accordance with the existing rules of the State, which shall be the age of superannuation.

