

**Geethanjali College of Engineering and Technology**  
**Cheeryal, Keesara (M), Medchal Dist.**

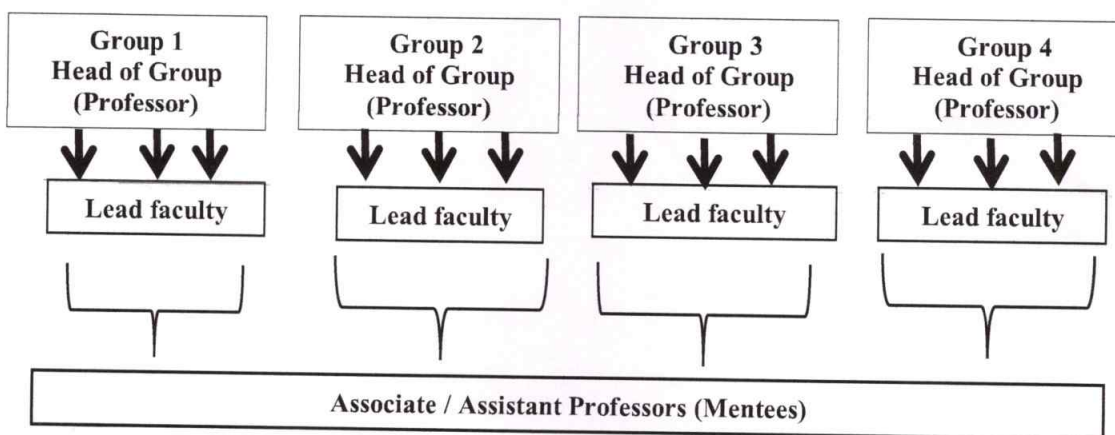
**Faculty Training and Development Policy**

**Objectives**

- ✓ To develop a vibrant organizational culture characterized by minimal disparity between the various levels of pedagogy, brought about by establishing purposeful mentor-mentee relationship and encouraging academic activities.
- ✓ To endeavor to achieve the highest standards of academic excellence by motivating faculty to undertake research activities and continuous learning process.
- ✓ To develop a plan for nurturing and retaining talent.
- ✓ To create an environment where the members of academic fraternity derive most professional satisfaction and contribute their mite to make the college highly competitive in the knowledge intensive sector.

**Implementation Plan**

- Conceptualize, install, reinforce & enrich mentor-mentee relationship for helping and inspiring junior faculty members.
- Provide a brief orientation session to new and junior faculty members, which includes information session on academic expectations, governance structure of the institute, teaching methodology, resources of the institute, how to apply and obtain research grants, etc.
- Identify and nominate senior faculty members who shall act as Mentors, by structuring each department as per certain specializations shown below.



- Identify the faculty having up to three to five years of experience, to be associated with mentors, as mentees.
- Maintain a comprehensive database containing the
  - i. details about the mentors and mentees
  - ii. career opportunities

**Geethanjali College of Engineering and Technology**  
**Cheeryal, Keesara (M), Medchal Dist.**

iii. skill up-gradation opportunities

- Pair up those mentor and mentee, whose academic interests, and pursuits match.
- Convene meetings of the mentor-mentee group to review the progress and facilitate their requirements.
- Get feedback from all the members of the group regarding the progress of the activity of mentoring and initiate necessary steps to improve it further on a need basis.
- Conduct meetings frequently, record the proceedings and file them at the centre.
- May preferably provide fresh faculty members with slightly reduced teaching load in their first year; prepare the course that he/she will teach eventually; associate and keenly observe the class room teaching of senior professors, scope to get started on research at the new place; submit his/her papers from their thesis, etc.
- Nurture the faculty in a manner to ensure that teaching and research should go together, i.e. all faculty members do teach and conduct research.
- Conduct teaching workshops and conferences to cover the latest developments.
- Encourage faculty participation in the formulation of new courses, improvement of existing syllabi and making proposals to the university on these items.
- Encourage faculty members to write books, treatises, monograms etc.
- Persuade and co-ordinate organization of seminars by senior faculty of all the departments, at least, once a month in each semester and by every faculty once in each semester
- Establish conducive academic atmosphere, conduct faculty seminars, identify the needs of faculty for training/development and make recommendations for participation in events, courses, seminars etc.
- Shall undertake performance evaluation of the faculty once after three weeks of the commencement of the semester, faculty members who require improvement in their teaching methodology be counseled. Performance evaluation of the faculty at the end of the semester should normally be improved.
- Faculty submit a document with regard to their career development plan, which includes the goals set forth by him/her self and their achievements during the beginning of the semester and again at the end of the semester. Further, they are requested to bring to the notice of the superiors and mentors with regard to any impediments they have faced and seek the necessary help in their efforts to achieve their goals. This applies to “Teaching Effectiveness, R & D, Consultancy, Improvement of Qualifications, Publications, Up gradation of Skills, etc.”



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**Training Needs Analysis**

Before one thinks of providing the training, it is important to link training to the organisation priorities based on strategy and other strategic needs of the organisation.

S. No	Objectives / Priorities of the Institution	Objectives / Priorities of the Department
1.	Best teaching learning practices	Best teaching learning practices
2.	Improving performance of students	Improving performance of students
3.	Improving employability of students	Improving employability of students
4.	Research and development across	Faculty development through improved
5.	Improving quality of teaching across	Improving quality of teaching within
6.	Industry institute interaction	Industry institute interaction

Once we have identified training needs across the organisation, they need to be analysed and prioritised. Areas to consider when prioritising are:

- What will be the impact of developing these skills on our performance?
- What would be the cost/benefit of investing in developing these skills?
- Which of the skills are most important to our long-term success?
- Which skills needs are the most urgent?

The outcome of training/learning needs analysis at an individual level should be a personal development plan, which outlines personal learning objectives, linking them to the agreed work objectives. Some questions to ask for your personal development plan:

1. What do you want to get from your work?
2. What are your strengths?
3. What areas would you like to improve?
4. Where would you like more responsibility?
5. What is preventing you from developing as you would like?
6. Which interests or talents would you like to develop?
7. How do you like to learn?
8. What skills or experience would allow you to feel more confident at work?

General observations of faculty training needs are:

- Wider use of ICT in the classroom
- New equipment/software in the lab
- Use of new additional e-learning modules
- Change in teaching-learning methods
- Change in assessment methods
- Communication skills
- Classroom management

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**Training Needs for Faculty**

Skills	Training Required (Indicate Yes or	Additional comments, if any
Team work		
Communication skills		
Educational planning		
Classroom management		
Higher Proficiency in English language		
Equipment usage and maintenance		
Working with digital and web camera		
Text processing		
Working with spreadsheets		
Designing presentations		
Developing flash animations		
Developing other multimedia products		
Searching for appropriate information		
Sharing information		
Designing e-learning content		
Identifying e-assessment criteria		
Defining e-assessment questions and documents		
Designing and giving feedback		
Developing e-portfolio		
Research Methodologies		
Identifying a research problem		
Learning a new course/area		

This identification of needs should be happening as part of the appraisal process. One will also find it useful to complete the Training and Development Plan below to help you identify one's needs.

Training needs can be met in a variety of ways - most often perhaps by a structured, monitored and assessed activity within my teaching itself i.e. learning by doing or any of the options listed below.

Why choose a training program/FDP (course)?

When training is provided away from the job relating the theory to the practice can be tricky. Therefore, in choosing to attend any course one must consider: How will I apply the learning to my Teaching-Learning and possible research that I am carrying out?

That is a question one should start to consider before the course and not just during the action planning session at the end of the course.

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**Training and Development Plan**

Academic Year:

Name of the faculty member:

Department of :

What do I want to achieve by the end of this period?

What do I need to learn?

In order to achieve this I will:

- **Forgo my vacation, during which period, I would attend training/FDP**
- ...
- ...
- ..

What outcomes am I looking for?

What support and resources do I need?

Signature of the faculty member  
(Name of the faculty member)

Signature of the Group Head

Signature of the HoD

Please forward it to Dean, Academic, who in turn would coordinate with IQAC cell to arrange for the required training to the extent possible.



**5.0 Motivational Incentives:**

**5.1 Employees Provident Fund (EPF)**

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

**5.2 Incentives and Awards**

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

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

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

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

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

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

**6.0 Leave Rules and Leave Policy:**

**6.1 GENERAL**

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





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

No. GCET/143/2022-23

Date. 08-02-2023

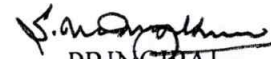
**OFFICE OF THE PRINCIPAL**

**CIRCULAR**

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

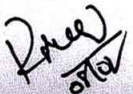
In Partial modification of clause 6.9 of Leave rules of HR Policy Manual, the following additional guidelines are given. Encashment of EL by faculty/staff is permitted subject to the following conditions:

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

  
**PRINCIPAL**

**Circulation to:** Deans/ HODs / I/Cs  
AO/Accounts

Copy to: Secretary Office





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

No. GCET/2022-23/009

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

**CIRCULAR**

**SUB: Amendment to "Recruitment and Selection" rules of HR Policy – reg**


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

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

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

To

All HODs / Deans

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

  
**PRINCIPAL**





**GEETHANJALI COLLEGE OF ENGINEERING & TECHNOLOGY**

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

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**HUMAN RESOURCE POLICY MANUAL ISSUED LIST - 2015**

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

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

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

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

*Swa*

**PRINCIPAL**  
**Geethanjali College of Engg. and Tech.**  
**(Autonomous)**  
 Cheeryal (M. Keesara (R.R. Medchal) Dist. Telangana-501301



# Geethanjali College of Engineering and Technology

Cheeryal, Keesara (M), Medchal Dist.

## Travel and Daily Allowance Policy

1. No employee shall undertake the tour, unless it is approved by the sanctioning authority who shall scrutinize the necessity and duration of journeys and halts and shall also validate that the tour is in the interest of the Institution's work.
2. In case of any deviation from the approved tour program, the employee concerned shall take due approval of the authority before putting his TA/DA claim and forwarding the same to the Finance Department.
3. During their absence, designated officials can delegate the power appropriately.

### 4. Class of travel:

Institution employees are eligible to the following class of travel indicated in the table:

Category	Category of Staff	Eligibility
I	Principal, Registrar, Dean, Head of the Department or equivalent.	First Class AC by train (including Shatabdi Express), Economy Class by Air.
II	Professor, Associate Professor, Dy. Registrar, if any	Second Class AC by train (including Shatabdi Express), Economy Class by Air.
III	Head of support function departments like Procurement Administrative officer, Accounts/Finance, Admission, Library etc. and equivalent.	Second Class AC by train or Chair Car in Shatabdi Express, and Economy Class by Air for journeys beyond 1500 kilometers.
IV	Asst. Professor/Asst. Prof (Sr. Scale) / Training Officers, Examination Officer, personnel with support function departments like Procurement, HR, Marketing Finance Admin, Admission, Asst. Librarian, Student Counsellor, and equivalent,	AC (three tier) by train or AC Chair Car in Shatabdi Express.
V	Executive Assistant, Administrative Assistant, Library Assistant and Equivalent.	Sleeper Class by Train or by public Transport
VI	Lab Assistants, and equivalents	Sleeper Class / Second Class (ordinary) by train or Public Transport Bus.
VII	All attendants	Second Class (ordinary) train or Public Transport Bus.

Geethanjali College of Engineering and Technology

Cheeryal, Keesara (M), Medchal Dist.

- 4.1. Employees are required to submit their tour reports invariably to the Sanctioning Authority after returning from the tour. TA bill together with the approved Tour Program shall be submitted immediately on completion of tour, but in any case, not later than seven (07) working days from the return to the work place.
- 4.2. Where a journey is cancelled solely due to exigencies of work and/or other valid reasons, cancellation charges paid to railways/air-lines/public transport may be reimbursed with the approval of the Sanctioning Authority.

5. **Journey by road**

- 5.1 An employee performing journey by road using his/her own conveyance as per his/her eligibility shall be paid mileage allowance on approval of Principal at the following rates:

Mode of Transport	Rate of Mileage Allowance (Rs. Per Kilometer)
Motor Car	Rs.8.00
Motor Cycle/Scooter	Rs.5.50

5.2 **Eligibility:**

- 5.2.1 Category I, II, III –They will be eligible for motor car reimbursement as per table 5.1. In case of hiring similar type of public transport/private car/taxi/online transportation services the reimbursement will be made on actual against the declaration.
- 5.2.2 Category IV- They will be eligible for motor cycle/Scooter/Moped as per table 5.1. In cases where there are minimum 2 employees belonging to the same category, a special approval from Principal will be required to hire similar type of public transport / private car/taxi/online transportation services. The reimbursement will be made on actual against the declaration.
- 5.2.3 Category V, VI, VII- They will be eligible for motor cycle/Scooter/Mope as per table 5.1.
- 5.2.4 In case of travel by public transport, the TA shall be actual cost of hiring of a single seat or the fare for the class of accommodation to which he/she is entitled whichever is lower. Reservation charges and service charges charged by the Authorized Travel Agent, if any, will be paid extra.
- 5.3 In case an employee uses the official car for private purpose, he/she shall be charged as per table 5.1 and an approval must be sought in advance from Principal, before engaging the car. Further, the approval shall be given only after checking the availability of the car.



Geethanjali College of Engineering and Technology

Cheeryal, Keesara (M), Medchal Dist.

- 5.4 An employee while on official tour shall be reimbursed any government tax like Toll Tax, etc., which he/she is required to pay during such journey on production of due receipts, etc., as applicable.
- 5.5 An employee is required to give declaration for total kilometers travelled for official work along with the breakup of km details covered for internal transport while using own vehicle/taxi.

**6. Halting Allowance/Daily Allowance:**

6.1. Halting allowance / Daily Allowance is a payment made to an employee while on official tour, in addition to usual emoluments for each day of absence from institution for work of the institution so as to enable him/her in consequence of such absence. Such allowance shall be payable for the tours undertaken within India.

Category	Ceiling for claiming actual for Accommodation (Rs./Day) (B)	Ceiling for claiming actual for Boarding (Rs./Day) (C)
I	Actual amount subject to a maximum of 4, 000 or 6, 000 for two in the case of twin sharing	750/-
II, III	3* Hotel subject to a maximum of 3, 000 or 5, 000 for two in case of twin sharing	500/-
IV	subject to a maximum of 2, 000 or 3, 000 for two in case of twin sharing	400/-
V	1000/-	350/-
VI	750/-	300/-
VII	400/-	250/-

6.2. Loading and Boarding expense will be made on actual subject to maximum ceiling mentioned in column B and C. To claim loading and Boarding as per column B and C, an employee must submit actual bill for both.

**7. Reimbursement of internal transport expenses:**

Cities and Towns	Maximum Ceiling Rs./Day	
	Grade II, III, IV	Grade V, VI, VII
Metropolitan / "A" Class cities	750/-	500/-
Cities having population of 5 lacs and above	500/-	350/-
Cities having population of Less than 5 lacs	400/-	200/-

Geethanjali College of Engineering and Technology  
Cheeryal, Keesara (M), Medchal Dist.

**8. Journey by Institution's Conveyance:**

An employee who travels in a conveyance provided by the institution's conveyance shall not be paid any travelling allowance. However, he/she will be entitled for the Halting Allowance / Daily Allowance as per his/her eligibility.

**9. General instructions:**

- a. The Chairman of the institution shall be the final Controlling Authority for authorizing any travel programs.
- b. Conveyance means the mode of travel and will include railway, bus, taxi, airplane, steamer, institution's vehicle, and employee's own conveyance, namely car, scooter / motor-cycle.

  
**Principal**





Geethanjali

Phone : 9182058188  
Website: www.geethanjaliinstitutions.com  
info@gcet.edu.in

# Geethanjali College of Engineering and Technology

## AUTONOMOUS

(Accredited by NAAC "A+" Grade; ECE, CSE, EEE & CE, B.Tech Programs Accredited by NBA,  
Approved by AICTE, New Delhi, Permanently Affiliated to JNTUH)  
Sy. No. 33 & 34, Cheeryal (V), Keesara (M), Medchal District. - 501 301.

### CONSULTANCY POLICY

#### Goals

- To build a strong tie up with industries and to work in the specialized areas to meet their needs so that the knowledge of college will be transformed into industrial products.
- To generate revenue to build better infrastructure in the college and train students with industrial orientation right from the beginning of academic curriculum.

#### Structured Policy of College

- All the available infrastructural/equipment facilities will be made available for the consultancy projects, as required.
- If new facilities are to be created and/or the equipment to be procured, the same would be worked out on a mutually agreed terms with the customer/industry. The ownership of the equipment/facilities after the project completion lies with both the customer/industry and GCET.
- The faculty consultant(s) would be spared for the consultancy work without affecting the academic commitments of the faculty; however, reduction of the academic workload of the faculty will be considered keeping in view the project completion time. Offering monetary benefits to faculty involved in consultancy as per the college norms.

#### Income sharing formula

- If a faculty member independently secures consultancy work and does not utilize college facilities, the income generated will be divided between the faculty and the college in an 80:20 ratio (faculty: college).
- If the consultancy work is procured through the college and college resources are used, the income will be shared between the faculty and the college on a 30:70 basis (faculty: college).
- If the consultancy work is obtained through the college but does not involve the use of college resources, the income will be shared between the college and the faculty in a 40:60 ratio (faculty: college).

(Continued)

Sponsored by TEJA EDUCATIONAL SOCIETY, HYDERABAD

Office : Sy No. 33 & 34, Cheeryal (V), Keesara (M), Medchal Dist. - 501 301.

Phones : 9182058188, 9866308271

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**Vision for next 10 years in Consultancy**

- To Establish Multi-disciplinary Advanced Research and Development Centre in Engineering Sciences and to create trained man power and to cater to the needs of industrial consultancy.
- To strengthen College-Industry cell and execute MoU's with leading industries in order to establish strong linkages to work in specialized areas for meeting their needs.
- To tune the academic curriculum in line with industrial requirements so that the students perform better right from the joining industry.

*S/Na*  
**DIRECTOR**

*Submitted to Secretary for  
approval.*

*S/Na*  
*9/15/01/25*

*Approved*

*S/Na*  
*16/1*



**Geethanjali College of Engineering and Technology**  
**Cheeryal, Keesara (M), Medchal Dist.**

**IPR Policy**

GCET is committed to protect the Intellectual Property Rights (IPR) of not only itself, but also of any other organization or that of an individual. Towards this it has established an IPR cell and has designated a senior faculty as in-charge of the cell. The cell ensures the protection of IPR by creating awareness among all faculty staff and students, regarding the importance of protection of IPR.

The policy outlines the principles, guidelines, creation, protection, and use of IPR within GCET.

- Intellectual Property (IP) created by any employee or student using the resources of GCET shall be the sole property of GCET.
- All members of GCET shall disclose IP created during their stay in the institute and shall not disclose or use the institution's IP without authorization.
- IPR shall be determined through mutual agreement between the parties in collaboration and joint ventures.
- All members shall maintain the confidentiality of IP belonging to the institution.
- Institution shall take necessary steps to protect and register the applicable IP to safeguard its rights.
- All members shall respect the IPR of third parties and obtain proper authorization before using such IP in their work
- Institution reserves the right to license or transfer its IP as necessary, as per the terms and conditions mentioned at the time of generation of IP.
- Institution shall take appropriate legal action to enforce its IPR.
- Institution shall provide training and awareness programs to its employees and students about the importance of IPR.
- Revenue generated through IP created by the institution shall be shared among the inventors or creators as per the terms and conditions agreed upon.
- Any violation in its IPR shall result in disciplinary action, including termination and/or legal action.

Institution also offers an open elective on IPR. In addition, institution has been using Original Equipment Manufacturer products and software thereby ensuring protection of IPR. Institution always uses only licensed software/open-source software, thereby protecting the IPR of those organizations. Institution has also procured Drillbit software to check plagiarism of any document prepared and produced by any of its members, thereby once again ensuring the IPR of the documents prepared and produced by others. Institution has always quoted/mentioned clearly the source of any document or object or figure used by it in the preparation of any document or manual. Awareness programs are conducted for all researchers including students regarding the importance of protection of IPR as well as patenting their own research or project work carried out, if any, that may result as prototype. Fee towards patenting by researchers including students is reimbursed by the institution.



Geethanjali

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20

# Geethanjali College of Engineering and Technology

## AUTONOMOUS

(Accredited by NAAC "A+" Grade; ECE, CSE, EEE & CE, B.Tech Programs Accredited by NBA,  
Approved by AICTE, New Delhi, Permanently Affiliated to JNTUH)  
Sy. No. 33 & 34, Cheeryal (V), Keesara (M), Medchal District. - 501 301.

### Institutional Cybersecurity Policy

Purpose of the Policy is to defend IT facilities, services and stored data from unauthorised access, use, disclosure, disruption, modification, and destruction. It is concerned with ensuring integrity, availability, confidentiality and safety of data and services.

All institutional administrative, academic, and other units shall implement and enforce appropriate cybersecurity controls to:

- Protect the privacy and confidentiality of institutional information in all formats
- Safeguard institutional information against unauthorized use, modification, destruction, and loss
- Protect information technology resources from unauthorized access, compromise, modification, disruption, and destruction

The institution recognises the importance of Cybersecurity. It is committed to ensuring all institutional activities involving information technology are appropriately defended against Cybersecurity threats.

The Institution recognises that successful implementation of Cybersecurity relies on having a well-informed user community combined with effective Cybersecurity management procedures. This overarching policy is supported by a Cybersecurity framework which includes supplementary policies and guidelines on specific topics; operational practices; action plans; technology control; education programs, monitoring, and assurance activities.

The Institution is committed to the appropriate use of Information Technology and Services to support its learning, teaching, research, administrative, and service functions. The IT policy

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together with the Cybersecurity policy define acceptable behaviour expected of Users of Institutional IT facilities and services.

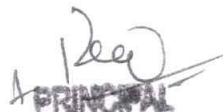
Pursuant to the relevant standards, institutional community members shall adhere to established information handling requirements, respect the privacy of others whose information they have access to, and take appropriate precautions to protect that information from unauthorized disclosure or use.

Administrative, logical, and physical controls shall be implemented for all institutional information, regardless of the format of the information (e.g. electronic, stored on removable media, printed). Required controls shall be based on the information's classification and documented in the relevant standard(s).

Access to and use of all institutional information, regardless of classification or format, shall be authorized by the designated information security officer (Coordinator for Computing and IT services).

All institutional information that is stored in physical formats shall be secured as per the requirements outlined in the relevant standards.

Access to institutional information shall only be granted to a vendor or other external party after all requirements defined in the relevant standard(s) have been met.

  
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19

# Geethanjali College of Engineering and Technology

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Sy. No. 33 & 34, Cheeryal (V), Keesara (M), Medchal District. - 501 301.

### STUDENTS CAMPUS PLACEMENT OFFER POLICY

Students to read and understand the Policy before appearing for Campus Placements

1. The role of the Training and Placement Office (TPO) is of a facilitator and counselor for training and placement related activities. TPO does NOT guarantee a job. Applying for a company or joining a company is entirely the responsibility/decision of the student concerned. However, if the student has decided not to join a company the student must inform the TPO regarding the same. TPO further informs the decision of the student to the company.
2. The placement facility is available to all the students registered with Placement Office.
3. To Facilitate job opportunities to all students and to have a fair play and equal justice to all the students, the opportunities for students who are placed in a company will be restricted according to certain guidelines towards this and job opportunities are divided into the following categories.

### Placement Salary Band and Dream Offer

- **Band - 1**  
Salary Package Below Rs 3.00 LPA.
- **Band - 2**  
Salary Package Range Between Rs 3.01 LPA - 5.00 LPA.
- **Band - 3**  
Salary Package Range Between Rs 5.01 LPA - 7.00 LPA.
- **Band - 4 ( Dream Offer )**  
Salary Package above Rs 7.00 LPA and above.

*Sib*



- If a Student is Placed in Band 1, he will be eligible for placement in one company in Band 2 . After that he will be eligible for Band - 3 and Band - 4 Companies.
- If a Student is Placed in Band 2, he will be eligible for one company in Band 3 .After that he will be eligible for Band 4 Companies.
- If a Student is Placed in Band 3, he will be eligible for Band 4 Companies.( within this Band, once a student is placed he will NOT be allowed for Placements within the Same Band).
- If a Student is Selected for MOU (COE Based Companies like VIRTUSA,EPAM,WIPRO Velocity Program ) – they will be allowed only for Dream Offer Companies in Band 4.

**Rules and Instruction to be followed by students at the time Hiring Process – ON CAMPUS.**

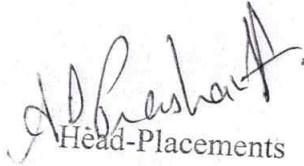
- Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/Interviews, and produce the same when asked by the visiting team, TPO staff or their representatives.
- No student other than TPO Team is allowed to contact the company officials for any purpose without prior permission of the Dean, PO. Defaulters would be heavily penalized as per the decision of the Dean, TPO.
- TPO strongly discourages the students to go for off campus placements in the companies as this affects the company-institute relations adversely unless such off campus placements has been initiated by the college. Students are also requested to forward contacts they have, if any, in different companies so that TPO may formally invite these companies for placements.
- If a student makes any false claims in his/her resume submitted at TPO, his/her registration at TPO will be cancelled immediately. If the student has already received a job offer, it would be revoked and there would be further disciplinary action as per decision of the Dean, TPO.
- It is the responsibility of the student to check that he/she meets all the eligibility criteria which might be required at the time of joining (academic, medical, etc.) for the opportunity he/she is applying.

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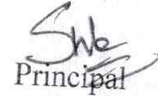
- Ex-1. Does a company require the applicant to have a CGPA of 7.0 at the time of joining, be well assured before applying to that company.
- Ex-2. If a company does not select candidates with a particular medical disability, the student must ensure that he/she does not have that disability.
- Any sort of indecent behavior during the placement session may lead to cancellation of registration and case would be forwarded to Dean, TPO for initiating further disciplinary action.
- All Pre-Placement Offers by any company whatsoever, extended to any student by virtue of his/her performance during Summer Internship, student have to immediately intimate to the TPO before registration. This also includes offers extended by companies that are not participating in the campus placements.
- All companies contacted will also be asked in advance about any Pre-Placement Offers that have been extended by them to the students and the company shall be informed about our Placement Policy in advance.
- Any form of intimation from a company about the possibility of a Pre-Placement Offer (PPO) being granted in the future should be informed to the TPO. The TPO will take up the matter with the company further, to aid the student in receiving the PPO.
- If a student receives a Pre-Placement Offer before commencement of the placements, he/she needs to make a decision as to whether he/she wants to accept or decline before commencement of the placements or the deadline mentioned by the company, whichever is earlier.
- Any PPOs received after commencement of the placements but before the announcements of the results of "Day One" shared companies, need to be accepted/declined within One week of receipt of offer, or the date specified by the company, whichever is earlier.
- Students accepting or declining a PPO will have to immediately notify the TPO of the same. If the PPO is accepted, the job will be recorded and he/she will NOT be allowed to participate in the campus placements anymore. However, he/she will be allowed to participate in the process if the offer is declined. The rejection letter will be sent to the company through the TPO. However, this does not bar the student of appearing for a Dream company placements.
- Any student found to have breached any of these rules will be debarred from the placement process. If at the time of breach the student is already placed, the company in which he/she is placed will be intimated of the violation.
- Opting out of the selection process of a company after a student has applied for it is not allowed.
- Any sort of misbehavior on the part of students which affects the decorum of the PPT or the selection process or the reputation of TPO attracts a severe penalty as per discretion of Dean, Placements Office and as per the severity of the situation. For example, asking inappropriate questions during PPT or Interview.



- Cheating in all forms or marking proxies during the selection process is strictly prohibited and those caught indulging in such activities would be debarred from the placement process.

  
Head-Placements

Training & Placement Officer  
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Principal

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**Geethanjali College of Engineering and Technology**  
**Cheeryal, Keesara (M), Medchal Dist.**

**Recruitment Policy and Process**

The faculty requirement is projected by the Heads of departments, 6-8 months before the commencement of Academic year, taking into account the existing faculty strength in terms of specialization and cadre and obtain the sanction of the competent authority for additional posts, indicating separately the posts to be filled by recruitment and also those by internal promotion, if any.

**Recruitment Procedure:**

**Through University**

- The approval to the sanctioned posts is first taken from the college management and as well as for releasing advertisement inviting applications for the sanctioned posts as per AICTE norms.
- The advertisement is published at local and national News Papers. The same is posted on the college's website.
- The list of eligible candidate names is sent to the University for conducting interviews.
- Selection committee duly appointed by university conducts the interviews and selects candidates.
- The appointment is done after the due approval from the university.

**Adhoc Appointments**

- The approval to the sanctioned posts is first taken from the college management and as well as for releasing advertisement inviting applications for the sanctioned posts as per AICTE norms.
- The advertisement is published at local and national level. The same is posted on the college's website.
- Eligible candidates are called for interviews.
- A duly constitutes selection committee of the college conducts interviews and selects candidates.
- The appointment letter is given to the candidates.

**Invitation**



The Principal also uses the method of invitation for getting the faculty recruited into the institution. The invitation is limited to Professor Cadre only.

The institution constitutes staff selection committees for recruitment of faculty meeting the eligibility norms of AICTE/Affiliated University, with the following composition

1. Chairman of GCET - Chairman
2. The Principal – Convener
3. Dean Admin/Registrar – Member
4. Dean Academics - Member
5. Head of the department concerned - Member
6. Two subject- experts nominated by Principal - Members

- The Faculty selection process is as follows:
- The faculty balance, in terms of experience and fresh talent, for various specializations and cadre ratio are worked out by the Principal and Chairman in consultation with the Deans and HoDs following AICTE/UGC/JNTUH norms. The number of posts in each category for all the departments are sanctioned by the Governing Body, satisfying the requirements as outlined above.
- Advertisements are issued in newspapers inviting applications by post or E-mail from eligible candidates to fill the sanctioned posts. In addition, senior faculty members make use of their contacts to elicit good response from distinguished faculty working in other institutions or experts from industry/R&D organizations.
- The applications are shortlisted based on the eligibility criteria and credentials.
- Demo-lectures are organized in the presence of Principal, Deans and senior faculty as members of institutional selection committee.
- The candidates are provisionally selected based on merit and appointments made with the approval of Chairman.
- The candidates thus appointed are required to appear for interview before Staff Selection Committee consisting of Chairman of the Governing Body as Chairman of Selection committee, Principal of the college, HoD, besides two subject experts not connected to the college, and two expert nominees of the Vice chancellor of affiliating university as members. The appointments made by the college, provisionally are confirmed only after the appointees are selected by the Staff Selection Committee.

**Promotion Policy:**

All eligible faculty members are considered for promotion to higher positions subject to availability of vacancy, and their satisfactory performance in the present position. The following procedure is followed in this regard is as per the policies laid down by AICTE/UGC in promoting all faculty members.

All faculty members who have been selected as Assistant Professor by the University selection committee and subsequently put in a service of

- Eight years have been promoted to Senior Assistant Professor and were given a basic pay of Rs. \_\_\_\_\_
  - Twelve years of service as Assistant Professor out of which six years as Senior Assistant Professor have been promoted as Associate Professor (Selection Grade) and are give a basic pay of Rs. \_\_\_\_\_
  - If a faculty member has acquired higher qualification such as PhD, such faculty has been elevated to the next higher position provided he/she has put in the minimum experience required for the next higher position.
1. Over and above, the college has always maintained a pro-employee posture by sanctioning additional increments whenever an employee acquired PhD.
  2. In some cases, although the faculty has not acquired PhD, based on their contribution to the department, and to the college, the college has promoted them as Professors thereby acknowledging their contribution to the college.
- a. Departmental promotion committee (DPC) is constituted by the competent authority having the following composition.
- |                                    |                                       |
|------------------------------------|---------------------------------------|
| i. Chairman of GCET                | - Chairman                            |
| ii. Principal                      | - Convener                            |
| iii. HoD (of department concerned) | - Member                              |
| iv. Subject expert                 | - Member (Nominated by the Principal) |
| v. Registrar                       | - Member Convenor                     |



The Chairman in association with convener can co-opt external experts from the industry or academia as additional members, if necessary.

- b. Establishment section prepares a list of eligible candidates for promotion, once every year (April/May) as per the eligibility norms notified vide GCET/Academic/009/2014-15, dated 07-07-2014. The period of service of the members shall be reckoned as of 30<sup>th</sup> June of the year, for this purpose. This list will be forwarded to the Chairman of DPC.
- c. DPC screens the list of eligible candidates and shortlists the candidates based on a review of their performance appraisal reports and the availability of vacancies, and fix a date for personal interview/presentation.
- d. Establishment section informs the shortlisted candidates about the date and venue of promotion interview/ presentation.
- e. DPC conducts the interview and submit a list of recommended candidates, in order of merit, giving due weightage to seniority, performance in the job, and performance in the interview.
- f. The recommendations of the committee are reviewed by the Secretary GCET, and a final decision taken on it.
- g. Establishment section prepares the promotion order and puts up to Principal for his signature and thereupon issues to the faculty concerned.
- h. All promotions are effective prospectively, that is, from the date of the order or the date on which the promotee takes charge, whichever is later.

Similar guidelines were followed for non-teaching staff also, available in the administrative section.

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**Geethanjali College of Engineering and Technology**  
**Cheeryal, Keesara (M), Medchal Dist.**

**POLICY ON E-GOVERNANCE**

Geethanjali appreciates the fact that E-Governance as developed is governance with information Technology, and that the increasing demand for transparency in administration, faster information transfer, and accountability can be fulfilled by this system.

The college has implemented e-governance to enhance its functionality, characterized by participation, transparency, and accountability, to provide better service in terms of time, making governance more efficient, and more effective and to lower the transaction costs, and make services more accessible.

Many initiatives have been taken by the college towards E-Governance, some of which are in the area of general administration:

1. Communication with Jawaharlal Nehru Technological University Hyderabad (JNTUH) members of the Governing Body and Academic Council, through E-mail and text messaging service.
  2. All important notices to students, staff on administration matters are published on college website, portal and messaged through WhatsApp group communications.
  3. Biometric attendance for staff, PG students
  4. Wi-Fi facility in the campus.
  5. Use of following platforms:
    - Google Form: For data collection from departments/students and for online feedback from students we are using Moodle.
  6. College is equipped with CCTV cameras at strategic points
  7. WhatsApp groups and Google forms are used for connecting with and eliciting information from students, faculty/staff.
  8. In this pandemic, college has used Google meet, Cisco Web X, Zoom and other platforms for conducting online classes, webinars, training programs etc
- In the areas of operations involving more complex systems and procedures, sophisticated software tools are used, as detailed below:

Contd.p/2



Areas of e-governance	Software Tools used and year of implementation	Name of the Vendor
1. Administration: a. Library	1.Ez school (offline from 2007 to 2018)	1. Volksoft Technologies Pvt. Ltd.,
	2.Winnou from 2013	2. onEdu Documentation –
b. Establishment section	1.Ez school (offline from 2007 to 2018)	1. Volksoft Technologies Pvt. Ltd.,
	2.Ez school (online from 2019)	
	3.Winnou from 2013	3. onEdu Documentation
c. Finance and Accounts	1.Ez school (offline from 2007 to 2018)	1. Volksoft Technologies Pvt. Ltd.
	2.Ez school (online from 2019)	4. onEdu Documentation –
	3.Winnou from 2013	
	4.Pay roll from 2019	1. Soft Solutions
	5.Focus from 2005	1. Focus Softnet Pvt Ltd.,
d. Student Admission and Support	1.Ez school (offline from 2007 to 2018)	1. Volksoft Technologies Pvt. Ltd.
	2.Ez school (online from 2019)	
	3.Winnou from 2013	5. onEdu Documentation –
e. Examinations	1.Beas Examination tool, from 2018	1. Bees Software solutions
f. Faculty, staff and students attendance	AADHAR enabled attendance for faculty and PG students UIDBAS - 2017	Telangana State Technology Services Limited
g. Scholarship disbursement	e-PASS - 2008	Centre for Good Governance (CGC)

It is proposed to further the areas of implementation of e-governance in the coming years.

  
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