
Chapter – 2: HR Policies & Service rules

Preamble:

These HR Policies and Service Rules define the conditions of employment, human resource processes and related benefits for all teaching, technical, administrative and supporting staff of DIET. The Rules are aligned to applicable regulations of AICTE, UGC, JNTU-GV and Government of Andhra Pradesh and integrate best practices from reputed autonomous engineering institutions. These Rules may be amended, deleted or added to by the Management/Governing Body; any such changes shall be duly notified to staff.

2.0 Scope and Applicability

- Unless otherwise specified in an individual contract or order, these Rules apply to all full-time and part-time employees of DIET, including probationers and contractual staff.
- Where any specific condition of appointment conflicts with these Rules, the terms explicitly stated in the appointment order shall prevail to the extent of that conflict.

2.1 Classification of Employees

2.1.1 Employees of DIET are classified as:

- Regular Employees: Appointed on regular time-scale of pay and confirmed in writing.
- Probationers: Provisionally appointed with a view to regular appointment, for a defined probation period.
- Temporary Employees: Appointed to a post for a limited period or specific purpose.
- Contractual Employees: Appointed on contract with specific terms and duration.
- Trainees: Appointed for training with stipend or fixed honorarium.
- Visiting/Adjunct/Part-time Faculty: Engaged for limited teaching, training or expert assignments.
- No person below 18 years of age shall be appointed to any post in the Institute.
- The upper age limit of the candidates for appointment to any post shall be fixed by the GoB, from time to time.

2.2 Human Resource Planning

- Each year, preferably in April or during the academic break, the Principal shall assess staff requirements for the forthcoming semester/academic year.
- Heads of Departments (HoDs) submit their faculty and staff requirement based on sanctioned intake, workload, teacher–student ratios and laboratory needs; these are consolidated by the Principal and forwarded to Management for approval.
- Sanctioned cadre strength, including number of posts in each designation and department, is approved by the Governing Body and reviewed periodically.

2.3 Recruitment and Selection

2.3.1 General Principles

- Recruitment is strictly on merit, qualifications and experience, in line with AICTE/UGC and university norms.
- Reservation policies and statutory requirements of the State and Central Governments are followed wherever applicable.
- The Institute promotes transparency and fairness in recruitment, avoiding nepotism or undue influence.

2.3.2 Faculty Recruitment Process

- For regular faculty positions, vacancies are notified through advertisements on the Institute website and reputed newspapers/portals as appropriate.
- A Selection Committee is constituted comprising at least: Principal, concerned HoD, senior faculty member and an external subject expert/nominee as per university norms.

2.3.3 The Selection Committee:

- Prepares a job description and job specification for each position.
- Shortlists eligible candidates from applications received.
- Conducts a structured selection process including personal interview, classroom demonstration and, where relevant, aptitude tests.
- For senior positions (Associate Professor, Professor, Principal), eligibility is verified with reference to AICTE/UGC regulations and university requirements.
- Recommendations are recorded in writing and forwarded to the Chairman/Management for approval and issue of appointment orders.

2.4 Non-Teaching staff Recruitment

- Non-teaching recruitment is based on approved norms and qualifications framed by the Management, generally aligned with State PRC and functional needs.
- A Committee designated by Management (e.g., Principal, Administrative Officer, HoD/section head and HR representative) selects candidates through screening and interview.

2.5 Appointment Orders

2.5.1 On selection, an appointment order is issued specifying designation, pay scale/consolidated pay, probation period, reporting date and key service conditions.

2.5.2 Appointment is subject to:

- Verification of original certificates and credentials.
- Medical fitness as required.
- Acceptance of these Service Rules and institutional policies.

2.6 Joining, Induction and Orientation

2.6.1 On joining, the employee shall:

- Submit joining report and personal data forms.
- Produce original certificates for verification and provide copies for records.
- Complete bank, PF and other statutory documentation.

2.6.2 The Principal/HOD arranges an induction/orientation programme covering:

- Vision, Mission, quality policy and goals of DIET.
- Academic regulations, code of conduct and performance expectations.
- HR processes, leave rules, appraisal and grievance mechanisms.
- Campus tour and introduction to colleagues and students.

2.7 Probation and Confirmation

- Newly appointed regular staff normally serves a probation period of one year or as specified in the appointment order.
- During probation, performance, discipline, teaching effectiveness (for faculty) and overall suitability are closely monitored through feedback, observation and appraisal.
- The probation period may be extended once, up to six months, if performance is not fully satisfactory, with written communication to the employee.
- On completion of probation (and any approved extension), the HoD submits a recommendation on confirmation, extension or termination, based on documented performance.
- The Principal reviews the recommendation and forwards it to the competent authority for decision.
- Confirmation, once approved, is communicated in writing; unless otherwise specified, confirmation is effective from the date of completion of the prescribed probation period.

2.8 Record of Service

- The Institute shall maintain a 'Service Register/ File' for each employee in which the details of the service shall be recorded from his/her date of appointment till his/her separation from the services of the Institute.

- In the Service Register, normally the information about the aspects of his/her service such as increments, rewards, promotions, punishments, etc., shall be recorded.
- Further, the Service Register shall also provide the detailed account of leaves of all types except casual leaves of the employee.

2.9 Working Hours, Attendance and Permissions

2.9.1 Working Hours

- DIET follows the working hours and working days as notified from time to time (for example, 9:00 a.m. to 5:00 p.m. on all working days, with one Saturday holiday per month).
- Faculty and staff must be present during the entire working hours, unless otherwise permitted officially.

2.9.2 Staff Attendance

- Attendance is recorded through biometric system/signature registers as prescribed.
- A limited grace time for morning arrival may be allowed per month; excess late-coming beyond this limit is treated as leave or loss of pay.
- All staff are expected to maintain regularity and punctuality; habitual late-coming or irregular attendance may affect increments, appraisal and continuation.

2.9.3 Permissions and On Duty

- Staff leaving campus during working hours must obtain written permission from the HoD and/or Principal, as per delegated powers, and record the same with security/HR.
- Short permissions are limited per month and cannot be claimed as a right.
- Official on Duty (OD) assignments must be approved in advance; OD will be considered for attendance and not debited to leave, subject to documentation.

2.10 Pay structure, Allowances and Increments

2.10.1 Pay Structure

- Teaching staff are placed in pay scales consistent with AICTE/UGC norms for Assistant Professor, Associate Professor, Professor and Principal, including Academic Grade Pay or equivalent levels as applicable at the time.
- Non-teaching staff follow scales broadly aligned to State PRC or Management-approved structures.

2.10.2 Allowances

- Dearness Allowance (DA), House Rent Allowance (HRA) and other admissible allowances are paid as decided by the Governing Body from time to time.
- Additional allowances/benefits may be provided for special responsibilities, higher qualifications or critical skills, subject to Management approval.

2.10.3 Increments

- Employees are normally eligible for an annual increment upon completion of 12 months of satisfactory service in the scale.
- Grant of increment is linked to performance appraisal, conduct and attendance; increments may be withheld in case of unsatisfactory performance or discipline issues, with reasons recorded in writing.

2.11 Performance Appraisal and Promotion

- DIET operates an annual performance appraisal system for all staff.
- Faculty self-appraisal is followed by review at HoD level and by Principal/Dean; non-teaching staff are appraised by their reporting officers and higher authorities.
- Appraisal outcomes guide decisions on increments, promotions, training needs and continuation.
- Promotion is based on merit-cum-seniority, availability of sanctioned posts and compliance with AICTE/UGC/JNTU-GV norms.
- Internal candidates can apply for higher posts when notified; their applications are processed through a selection process similar to direct recruitment, with appropriate weightage for internal service.
- Promotion is not an automatic right and is subject to performance, academic contributions, research output, student feedback and institutional needs.

2.12 General Conditions of Service

- An employee is deemed appointed when an appointment order is issued and accepted.
- Employees are whole-time employees of DIET and are expected to devote their full professional time and energy to institutional work.
- No outside employment, private coaching or consultancy shall be undertaken without prior written permission of the competent authority; violation may attract disciplinary action.
- Employees must maintain absolute integrity, devotion to duty, and behavior that upholds the reputation and interests of the Institute.

2.13 Separation: Resignation, Retirement and Termination

2.13.1 Resignation

- An employee may resign by giving written notice as per the terms of appointment (normally one to three months), preferably at the end of a semester/academic year for teaching staff.
- The Institute may, at its discretion, relieve earlier or accept salary in lieu of notice as per policy.
- All resigning employees must complete handing over of duties, return institute property, and obtain a No Dues certificate; exit interviews may be conducted for feedback.

2.13.2 Retirement

- Superannuation age shall be as per current regulations and Management decisions (e.g., 60–65 years for teaching staff and slightly lower for non-teaching staff), and will be notified separately.
- Retirement is effective from the last day of the month in which the employee attains the prescribed age, with salary payable up to that date.

2.13.3 Termination

- Temporary, ad hoc and contractual employees may be discontinued as per the terms of their appointment without assigning reasons, following due notice where applicable.
- Regular employees may be terminated on grounds such as proven misconduct, chronic poor performance, unauthorized absence, or medical incapacity, after following due process and providing opportunity to be heard.
- Termination resulting from disciplinary proceedings shall follow the procedure and safeguards specified in the Conduct and Discipline section of the manual.

2.14 Service Records and Certificates

- The Institute maintains a Service Record/Service Book for each employee, capturing biographical data, qualifications, appointments, increments, promotion, awards, disciplinary actions and separation details.
- Service records are updated regularly and preserved for a defined period after separation.
- Every employee shall be entitled to get a service certificate on written request giving the purpose for which he / she needs. However, when an employee is leaving the services of the Institute for good, he shall be issued the service certificate only after the clearance of all the dues and submission of no dues certificate.

2.15 Statutory and Welfare Benefits

- DIET extends statutory benefits such as Provident Fund, ESI (where applicable) and Gratuity in accordance with relevant Acts and rules.

- Management may institute additional welfare measures like group insurance, medical assistance schemes, staff welfare fund, and incentives for higher qualifications and research contributions, subject to periodic review.

2.16 Dress Code

- All employees shall abide by the dress code, if any, prescribed by the competent authority of the Institute.

2.17 Identity Badge

- Employees shall be supplied with identity cards, which shall be carried and displayed by the employees at all times while on duty.

2.18 Performance Appraisal System

- An open, transparent and objective performance appraisal system shall be evolved and implemented in the Institute as approved by GoB.

2.19 Salary Certificate

- Salary Certificate shall be issued upon the written request of the concerned staff member.

2.20 Interpretation and Amendments

- In case of doubt regarding any provision of these HR Policies & Service Rules, the interpretation of the Management/ Governing Body, communicated through the Principal, shall be final.
- The Management reserves the right to modify, add or delete any rule in this document; such changes will be notified to employees and, where necessary, incorporated into updated versions of the Administrative Manual.