



(Approved by AICTE, Affiliated to JNTUH)

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Survey No. 179, Chilkur (V), Moinabad (M), Ranga Reddy (D), Telangana-501504

Email: gieteng@gmail.com Website: www.globalhyd.edu.in

Brochure on Human Values and Professional Ethics



HANDBOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS

A code of conduct is a set of rules outlining the norms, responsibilities and practices for an individual and committees for the smooth conduct in the organizations. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document failing which the action shall be taken as per the procedure laid down by Global Institute of Engineering And Technology, Hyderabad, Government of Telangana and competent authorities. The Local Management Committee reserves the right to change/modify the rules and regulations as and when necessary and apply their discretion in specific cases. The rules and regulations included in this handbook are applicable for students, Principal, teaching staff, official staff, supporting staff and Governing committees. As we are affiliated to JNTUH, our code of conduct has pivotal importance in a students’ development as per the JNTUH norms.

About Institution:

Global Institute of Engineering and Technology, Moinabad, was established in 2006 under the aegis of our founder Secretary Mr. K M Arifuddin. An epitome of quality and a prominent educationist with about four long decades of dedicated service in the field of education. Bestowed with an ideology of “Education for all”,- specifically to the students from rural back ground and under privileged sections. He also nurtures a dream of all round excellence for education particularly girls of middle class society who come from diverse back ground and communities.

The Institution is run under Madina Education and Welfare Society (MEWS). Though a minority society, professional colleges like Global Institute of Engineering & Technology, Global College of Pharmacy and Global Education Center were started to extend quality education to all the non minority communities as a best example of secularism. The college has been an epi center of high standards as our students have unleashed their wings all over the globe. The institute is offering a holistic, progressive and creative system of technical education that blends with a sense of responsibility and character building.

The transformation and empowering the students is also taken care of to make them “reach out” to the surrounding rural community. This is also helpful in taking them go beyond books to bring

closer to the environment, inculcate sensitivity and responsibility towards nature. Projects of applied nature are therefore assigned to the Final Year students and hence applicable to the phenomena “Think Globally Act Locally” which is strong mission of our college.

Vision:

“To produce technologically skilled Engineers of world class competency to address global challenges.”

Mission:

M1:- To offer quality education for social upliftment that is affordable and accessible to all and in particular to rural students.

M2:- To provide academic freedom, generate, disseminate and preserve knowledge with inter disciplinary approach in order to meet advanced industrial standards.

M3:- To enable students to master innovative methodologies for research and skills required to become an entrepreneur.

M4:- To emphasize on human values, professional ethics, social responsibility and environmental sustainability.



GLOBAL
Institute of Engineering & Technology

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CORE VALUES

➤ Technology Driven Education

To encourage the students to become creative, innovative and productive engineers to achieve their carrier goals with a sound technical knowledge.

➤ Skill Oriented Methodology

To evaluate and to improve the skills and quality of programs which fulfill the societal responsibilities.

➤ e- Learning Concepts

To promote inter disciplinary and inter departmental collaborations to encourage e-learning concepts for real world experience.

➤ Eco Friendly Campus

To support eco-friendly environment with water efficiency and energy conservation for sustainability and resource efficient future.

➤ Outcome Based Education

To implement outcome based education by defining program objectives, programe outcomes and program specific outcomes.

➤ Leadership and Cultural Heritage

Our management since 1989 is committed to quality education and follow noble practices to lead by example and present our rich cultural heritage.

MANUAL ON HUMAN VALUES AND PROFESSIONAL ETHICS

Human Values

Human values are closely related to human life. No human life is possible without values. Human values are those universal concepts, drivers of action which are found in all cultures, all societies, all times and in all places where human being seek out their lives.

The five human values which can be found in all cultures, all societies and in all religions are...,



These values are eternal as they are eternal essences, which elevate human life to its highest expression, its highest capacity.

Right Conduct	Peace	Truth	Love	Non-Violence
Manners	Patience	Truthfulness	Kindness	Consideration
Health Awareness	Concentration	Creativity	Friendship	Cooperation
Helpfulness	Positiveness	Honesty	Forgiveness	Global Stewardship
Responsibility	Self Acceptance	Determination	Generosity	Loyalty
Independence	Self Discipline	Fairness	Compassion	Active Citizenship

Human Values Vs. Moral Values

- Moral values regard matters of right and wrong whereas Human values help a person to distinguish between right and wrong.
- Moral values are constant and unchanging whereas Human values change from person to person and from time to time.
- Moral values are for self-development and self-discipline whereas Human values are about how we treat others in society.
- Moral values can be taught whereas Human values are inherited values and are intact in all of us.

Importance of Human Values

- Provides understanding of the attitudes, motivation and behaviours.
- Influence our perception of the world around us.
- Represents interpretation of “right and wrong”.
- Imply that some behaviours or outcomes are preferred over others.
- Provides a way to understand humans and organisation.

Professional Ethics

Professionally accepted standards of personal and business behaviour, values and guiding principles. Codes of professional ethics are often established by professional organizations to help to guide members in performing their job functions according to sound and consistent ethical principles.

Professional ethics may be understood as professionally acknowledged measures of individual and business conduct, values, and guiding principles. Professional ethics is nothing but a code of conduct applicable to different professions and is set up by the expert members of such profession or professional organizations. The underlying philosophy of having professional ethics is to make the persons performing in such jobs to follow the sound, uniform ethical conduct. Hippocratic Oath undertaken by medical students is one such example of professional ethics that is adhered by even today.

Some of the important components of professional ethics that professional organizations necessarily include in their code of conduct are integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity etc.

Why should we have a Professional Code of ethics?

A professional code of ethics serves several functions such as:

- Symbolises the professionalism of the group.
- Defines and promotes a standard for external relations with employers, employees, peers, etc...
- Protects the group's interests.
- Codifies members' rights.
- Expresses ideals to aspire to.
- Offers guidelines in “gray areas”.

1. Be inclusive.

We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture,

national origin, social and economic class, educational level, Color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

2. Be considerate.

We all depend on each other to produce the best work we can as a company. Your decisions will affect clients and colleagues, and you should take those consequences into account when making decisions.

3. Be respectful.

We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.

4. Choose your words carefully.

Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior aren't acceptable. This includes, but is not limited to:

- Threats of Violence.
- Insubordination.
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via electronic devices or other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behaviour.

5. Don't harass.

In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

6. Make differences into strengths.

We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes and blaming each other doesn't get us anywhere.

Report on the student attributes facilitated by Institute:

Institute facilitates common attributes among overall students through various learning tactics. For a faster all round personality development of students, there is a need of striking a balance between syllabus curriculum, books and co-curricular activities. Co- curricular activities give the students an opportunity to build up particular skills and reveal their non-academic abilities. There are various types of extracurricular activities conducted in the college, which offer students, an opportunity to gain essential life skills.

- Recent developments in the subject
- Ability to identify and analyze problems and issues and to formulate, evaluate and apply evidence based solutions and arguments
- Familiarity with advanced techniques and skills
- Originality and creativity in evaluating and applying evidence-based solutions.
- An understanding of the need for a high level of ethical, social, cultural, environmental and wider professional conduct
- The ability to deal with complex issues and make sound judgments
- Developing a capacity to think independently, exercise personal judgment and take Initiatives for self as well as social development
- Developing students' knowledge, skills and qualities relevant to chosen career paths and to those paths which may open up in the future, enabling each to succeed in a rapidly changing workplace and in becoming entrepreneurs.
- Nurturing a reflective awareness of ethical dimensions, and responsibilities to others, in work and everyday life.



GLOBAL **Institute of Engineering & Technology**

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Survey No. 179, Chilkur (V), Moinabad (M), Ranga Reddy Dist. T.S.

Phone: 08417-252235, 252233, 8790101015

E-Mail: principal.giet.u6@gmail.com

JNTUH Code (U6) ECE – EEE – CSE - CIVIL – ME – MBA - M.Tech EAMCET code (GLOB)

SERVICE RULES

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PREAMBLE

The following rules shall regulate the service conditions of all Teaching and Non-teaching staff of Global Institute of Engineering and Technology, either regular or probationary /Adhoc appointed in the vacancy of an approved post. The rules are into force with effect from 9-4-2014.

The Managing Body of Global Institute of Engineering and Technology is the final authority relating to the appointments, service conditions, fixing or adoption of pay scales of all employees of the College.

The Managing Body of Global Institute of Engineering and Technology may exclude wholly or partly, from the operation of these rules to the holder of any post or the holders of any class of posts, and prescribe separate rules for such person(s).

The Managing Body of Global Institute of Engineering and Technology may add, amend, alter or change these service conditions as and when it deems it necessary.

1. CONDITIONS OF SERVICE POLICY

Contract of Employment

A contract of Employment stipulating all the conditions of employment shall be signed by all employees on the first day of employment.

Working Hours

The work week comprises a minimum of 40 hours, beginning Monday and ending Saturday. The official working hours are from 9.10 A.M to 3.40 PM with 40 minutes lunch break from 12.30 Noon to 1.10 PM.

Duty Station

Duty station shall be stated in the letter of appointment and any transfer to other field department shall be communicated in writing. The workstation for each member of staff shall be specified in the letter of appointment.

Confidentiality

All information related to Global Institute of Engineering and Technology operations or future endeavours, shall be treated with utmost confidentiality.

2. RECRUITMENT AND SELECTION POLICY

Recruitment and Selection aims to search and hire suitable candidate to fill vacancies in Global Institute of Engineering and Technology. The search may be internal and/or external.

- Letter of Appointment: The formal letter of appointment will bear the signature of the Principal/Secretary. The letter shall require the signature of the appointee before the appointment is considered effective.
- Job Description: On appointment, an employee shall be given a job description. This shall specify the scope and terms of reference for their position. Job Descriptions shall be reviewed yearly.

- Duration of employment: Unless otherwise stated, employment for all staff shall be on permanent basis subject to satisfactory completion of the probation period.
- Personal Data: On acceptance of an appointment, the new staff member is required to complete the Employee Personal Data form.

3. PERFORMANCE MANAGEMENT POLICY

Performance Management contains the parameters devised by Global Institute of Engineering and Technology to help the faculty members in assessing their own performance in various institutional activities and helps them in determining conformance to institutional requirements.

Responsibilities

Dean

The Dean's responsibilities include:

- Coordinating the development of and implementing the college's Five-Year Vision and Goals Statement.
- Nominating department Heads.
- Leading college efforts toward achieving University goals.
- Developing a college budget.
- Leading, and coordinating college strategic planning and curriculum development.

Principal

The key responsibility of Principal is to provide academic direction in the College. The Principal's main focus should be to develop and maintain effective educational programs within college and to promote the improvement of teaching and learning. The Principal should strive to create an organization climate which fosters student and teacher growth.

The Principal will be required to:

- Continually endeavour to improve the operating effectiveness of the college.
- Monitor admission, conduct regular class works, organize placement activities in coordination with Placement Cell and create an environment for industry institute interaction, coordinate R&D activities, coordinate staff and external organization for R&D and consultancy, maintain discipline among students and staff.
- Encourage and promote the generation of external income, including the provision of research and consultancy services by staff members.
- Keep informed of current practices and techniques relating to college programs, teaching and administration by attending meetings and professional development conferences, and reading professional materials.
- Develop and support a high degree of student morale through curricular and extracurricular activities and services and co-ordinate the participation of all members of the teaching staff in the extracurricular program.
- Hold regular staff meetings for the purpose of discussing educational and administrative matters.
- Maintain or direct the maintenance of other records and files, and the preparation and submission of reports as required.

Head of the Departments

- To be responsible and accountable for setting and advancing the academic strategy of the Department in line with faculty and college strategic plans and direction.
- To develop and sustain appropriate structures for management, consultation, decision-making and communication with staff and students.
- To manage and motivate all departmental staff, to enable the students to receive skilled education in the subject, in a positive, encouraging and effective working environment.
- To ensure the development of curriculum to keep up to date with relevant changes and to encourage a wide range of activities to learn the subject with practical skill.
- To create a dynamic and forward looking research environment for both staff and students.

Faculty

Primary duties of faculty include effective classroom teaching, academic advising and counseling of students, participation in departmental committee work, continuous development of the curriculum through assessment, applied research or scholarly activity, and service such as assisting in recruitment of students and initiatives designed to help students succeed academically, as well as other assigned duties.

1 APPLICABILITY AND INFRINGEMENTS

The rules and regulations and code of conduct prescribed apply to all faculty members of Global Institute of Engineering and Technology.

2 CURRICULAR RELATED

a. Teaching and Learning

A faculty is responsible for-

- a. Teaching both core and elective courses in the field of his/her specialization as allocated by the Head of the Department for various programmes offered by the college.
- b. Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
- c. Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/organization if the project is industry related.
- d. Making the teaching more effective and interesting to the students by the use of multimedia teaching aids.
- e. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
- f. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

b. Course Planning and Material Preparation

- i. The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- ii. The faculty member should prepare in advance the schedule of lectures with topics,

tests, assignments, demonstrations, screening of video or power point presentation.

- iii. The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical phenomena or concept.

c. Examination, evaluation and grading

- i. The faculty member is required to set standard question papers to test the knowledge / analytical thinking of students and evaluate the answer scripts of courses.
- ii. The faculty member is required to do invigilation in exam/test conducted in the College.
- iii. The faculty member while evaluating answer scripts, conducting viva-voce should be objective in his/her approach.

d. Maintenance of Records

- i. Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and on time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD after the academic audit.
- ii. Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the Master attendance Register maintained in the department as soon as the classes/laboratory hours are over.

e. Monitoring of students' progress

- i. The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the students' progress.
- ii. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Adviser so that the information can be sent to the parents/guardians.

f. Participation in Academic Developments

- i. The faculty member should actively participate in curriculum preparation for new programmes/modification of existing programmes.

- ii. The faculty member must give seminar on some topic at least once in each semester to other faculty.

g. Punctuality and regularity

- i. The faculty member shall not permit any student to attend the class after the stipulated time specified by the institution so as to ensure punctuality in attending class by the students.
- ii. The faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
- iii. As far as possible the faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.
- iv. The faculty member shall be punctual in attending classes and leave the classroom only after his/her class is over. He should also wait till the arrival of the faculty for the next period, or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.
- v. The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD/higher authorities from time to time.
- vi. The faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

4 RESEARCH AND DEVELOPMENT

a. Academic research

- i. As research is an inherent component of the functions of a Institute, every faculty member shall take active efforts to make research contributions in his/her field of specialization.
- ii. The faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further work, so that he/she either does it by himself/herself or motivate scholars or a junior colleague to take up the study under his/her supervision.

- iii. Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.
 - iv. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- b. Research publications and books**
- i. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
 - ii. Faculty members should publish their research output only in Science Citation Index [SCI] journals and publications in non-refereed journals will not be recognized.
 - iii. Faculty members shall also strive to file patents if their research output is novel.
- c. Sponsored and funded research projects**
- i) An important source of financing and professional recognition to the College is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those Agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.
 - ii) Many funding agencies provide funding assistance for establishment of centres of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centres.
 - iii) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies.
 - iv) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or computer software. In order to get recognition not only for the faculty, but also, for the institution, he/she

should take efforts to obtain Patent/Intellectual Property Right (IPR) so that no body could copy them.

5 WORKLOAD NORMS

a. Working hours

- i. All full-time faculty members should perform a minimum of 40 hours of work per week for the University on a 6 day week basis. The University has the right to fix the working hours and days depending upon the exigency.
- ii. The 40 hours is only the minimum, but a faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.,
- iii. The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.

b. Teaching-contact workload

Of the minimum workload of 40 hours per week, the teaching-contact hours for different categories of faculty members are as follows:

Assistant Professors	20	Hours
Associate Professors	16	Hours
Professors	12	Hours

Job Description for Librarian

The Librarian should possess excellent organizational and interpersonal skills. He / She should also possess strong IT skills and familiarity with use of databases and the internet. Teamwork and management skills are required.

Duties and Responsibilities:

1. To develop and manage convenient, and accessible library with cost effective information services.
2. To liaise with departments for acquiring the right books, periodicals and journals.
3. To coordinate with departments for the purchase of e-books and e-journals.
4. To manage the allocated budget and resources.
5. To develop IT facilities and establish digital library.
6. To support researchers in the Institution with adequate journals.
7. To manage the library staff including new recruitment, training and supervisory of staff in the library.
8. To promote the library resources to users.
9. To establish and implement library and information services.
10. To provide effective access to library collections and other resources.

4. TRAINING AND DEVELOPMENT POLICY

The Management of GIET strongly believes that continuous up gradation of knowledge and technology is the hallmark of a teacher. To meet this need, the Institution encourages the departments to organize Faculty Development Program (FDP) for the benefit of its faculty and also lends support when the faculty wants to attend FDP in other reputed institutions. Besides FDP, research publications, too, are appreciated and given due weightage by including these components in the performance evaluation.

5. LEAVE POLICY

Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides confidence to be a healthy and efficient staff for the Global Institute of Engineering and Technology.

Leave year and applicability:

- Leave is not a matter of right.
- Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.

The leave details to the staff are detailed below

Teaching Staff

o	Casual Leave	-	12 days / Calender year
o	Vacation Leave	-	30 days / Academic year
o	Medical Leave	-	10 days / Calender year

Non-Teaching Staff (Including Technical staff)

o	Casual Leave	-	12 days / Calender year
o	Vacation Leave	-	15 days / Academic year
o	Medical Leave	-	10 days / Calender year

On Duty Leave

On Duty (OD) can be availed as mentioned below-

- Attending FDP, seminar, conference, and workshop.
- Official work related to Academic, examination related activities etc.
- The Leave Period Calculation for CL will be for the calendar year (i.e.) January to December.
- No OD will be given during vacation/holidays.

The Leave policy is applicable for all permanent staff of the Global Institute of Engineering and Technology. Employees who are appointed during the course of the year shall be entitled to the above leaves on pro-rata basis.

Casual Leave

Eligibility:

All permanent staff is entitled for Casual leave which is calculated for a period of one year (January to December).

Entitlement:

- 12 days of Casual Leave in a calendar year.
- If CL extends beyond 3 days, then the excess days taken will be treated under LOP.
- It is up-to the Management's discretion to sanction more than 3 days of CL at a stretch.
- National / Festival / Declared / weekly off days can be prefixed and / or suffixed to CL.
- Intervening National / Festival / Declared holidays will not be counted as part of the leave.
- Balanced CL remaining unutilized as on 31st December will lapse.
- When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective HOD on the same day through phone.
- Approved leave application should reach the Personnel department within 3 working days of rejoining.

Sick Leave

Eligibility

All permanent staff is entitled to take Sick Leave.

Entitlement:

- A minimum of half SL can be availed and a maximum of whatever is

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required or whatever is available, whichever is lesser.

- If SL extends beyond 3 days, it has to be accompanied with a Doctor's certificate.
- Intervening National / Festival / Declared holidays will be counted as part of the leave.
- Inability to attend office because of any sickness should be notified to the respective HOD on the same day through phone.
- Approved leave application should reach the Personnel department within 3 working days of rejoining.

Maternity Leave (ML)

Eligibility:

All married female staff after completion of 2 years of service with the institute is eligible for ML.

Entitlement:

- 90 days of paid Maternity Leave is allowed to females who have to deliver a child.
- Before availing this leave, a certificate from the gynaecologist has to be submitted mentioning the expected date of delivery.
- Intervening National / declared / festival / weekly off days will be counted as part of leave.
- If, because of any complication, leave has to be extended, it can be done but will fall under LOP.

Leave Without Pay (LOP)

- LOP can be applied by an employee when no other leave is available.
- During the period of LOP, the employee is not entitled for any pay or allowance.
- A maximum of 1 month of LOP can be availed on the approval of the management.
- If the employee fails to report to duty on the specified date after the sanctioned LOP, it is deemed that the employee has abandoned his service with the Global Institute of Engineering and Technology on his own accord.
- LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.

Compensatory Off (Management Decision)

- If an employee is required to work on any important assignment on a National / Festival / Declared / weekly off day, he is eligible for Compensatory off on any other working day.
- Official approval is required from the department head / management to work on such National / Festival / Declared / weekly off days. No compensatory offs will be entertained when worked on these days without proper approval.

Leave Settlement during Resignation / Retirement / Termination

If an employee to be relieved has availed more CL against the number of months he has worked, then the excess CL will be deducted during his final settlement.

Cancellation of Leave

- The department head can also cancel the once sanctioned leave on situational / need basis. If an employee proceeds to avail the cancelled leave then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.

Extension of Leave

- As it is necessary to get prior approval for leave so it is also for extension of leave. The employee has to apply to his/her department head for extension of leave well in advance and get it sanctioned to avail them.

Absence from Duty

- When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty.

6. DISCIPLINARY CODE

Global Institute of Engineering and Technology's students and staff are required to observe discipline and conduct themselves responsibly. Disciplinary rules and regulations are separately detailed which primarily includes, amongst other things, academic discipline, appropriate dressing, and wearing the GIET ID cards while on campus, punctuality, in class behaviour and etiquette, timely submission of assignments and projects, appearing for internal as well as external examinations, participation and involvement in all curricular, co-curricular and extra-curricular activities of the Institute.

7. GRIEVANCE POLICY

Grievances may be real or imagined, but in either case, it is essential that the grievance is brought to light, discussed and the matter resolved to the satisfaction of all concerned. Global Institute of Engineering and Technology regards it important that all its employees will have sufficient knowledge of such procedure and easy access to it. To this effect Global Institute of Engineering and Technology has formulated a grievance procedure, which has as its main objective the speedy resolution of grievances and thereby eliminating possible and unnecessary causes of conflict.

8. TERMINATION OF EMPLOYMENT POLICY

Termination of employment marks the end of the employment relationship between the Institute and the employee.

Resignation

A staff will be at liberty to tender his/her resignation from the services of GIET in compliance with the conditions as laid down in the order of Appointment. An employee who decides to resign from a position at the Institute should give one month notice of his or her intention to leave, to allow time for processing of final salary and other payments upon termination.

2. SAFETY POLICY

- A number of measures are in place to ensure adequate security around the office. The entrance to the premises is guarded round the clock.
- The doors to the building as well as those of individual offices are locked after working hours.
- Staff members working after hours should ensure that all the windows are closed and the lights turned off before leaving.
- No money or valuables should be left unattended.

ACCOUNTS:

- **Cash Handling:** Receiving of fees and payment of bills with regard to cash should be documented.

Vouchers: All vouchers should have the numbers on them and should be documented in duplicate.

- **Imprest:** All the payment requests should have the Director /Deputy Director and Dean Signatures before processing the payment.
- **Maintenance of Inward/Outward:** Inward and Outward registers should be properly maintained.
- **Salary Statements:** Salary statements should be properly checked (hard & soft copy) and

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data should be available month wise – Signed by Director / Deputy Director and Dean before sending to Head Office.

- **Disbursement of Salaries** and maintenance –of Acquittance should be properly recorded.
- **Documentation of books of accounts** and systematic record keeping of all financial transactions should be updated every day.
- Payments and filling of IT returns, etc. is a part of accounts section.

Note: All Accounts related documents should be signed and Counter, Signed by Director / Dy. Director/Principal and Dean.

ESTABLISHMENT:

- Issuing of certificates etc., to faculty like salaries, relieving order and experience is a part of responsibility of establishment section.
- Admissions and Scholarships Processing is the responsibility of the staff taking care of admissions and scholarships, both state government and central government.
- Students' files and Students Scholarships should be properly maintained by the establishment section.
- Students, Bonafide, Bus pass, Daily Attendance are also to be taken care of by this section along with sending circulars etc. to the concerned.
- Students Data – Soft Copy and Hard Copy to be maintained to perfect core.
- Faculty Data & Service Books should be neatly maintained by the establishment section.
- Records of new employees.
- Documentation of comprehensive payroll records.
- Keeping the records up –to- date in various offices like JNTUH, AICTE, TSCHE, and MRO etc.
- A continued follow up of works like procuring various documents such as building plans, Khasra plan. Electricity office etc.

STUDENTS CODE OF CONDUCT

1. The working hours of the college are from 9.00 AM to 3.45 PM. The classes run from 9.10 AM to 3.30 PM.
2. The students should be in time for the classes. Late coming not permitted.
3. The students should attend the college in proper dress code (formals, shoes, proper haircut & ID card) failing which they will not be permitted to attend the classes.
4. The students should have a minimum attendance of 75% to be eligible to appear for examinations in a semester / year as per University rules & also put Biometric Attendance as per JNTUH norms.
5. The students should clear all dues of tuition fee, Bus fee etc., failing which they will not be permitted to appear for examinations.
6. The students should attend the classes regularly and appear for all examinations. Regular students will be rewarded along with academic rewards.
7. They should maintain strict discipline and should not indulge in any unlawful or political activities.
8. “Ragging is strictly prohibited” and students found indulging in ragging will be severely punished as per law. Ragging is treated as crime against junior students.
9. College buses run from different locations of the city to provide conveyance to the students on payment of prescribed fee. The students should be present at the bus stop before 10 minutes to avail the facility.
10. They should not bring anybody except Father/Mother or Guardian who has signed the Admission form for the meetings called for by the institute.
11. “STRICTLY NO MOBILES” in the class or labs or in the corridors.
12. Admissions once finalized will not be cancelled.

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DECLARATION

I have read all the rules / regulations laid down in this record and I promise to abide by them, If my child fails in any of the tests / exams, I will see that he / she improves and will not hold the institution responsible nor bring any recommendation.

Name of the Parent _____

Date _____

Place _____

Mobile _____

()

Name and Signature of the Parent

DECLARATION BY STUDENT

I will abide by all the rules and regulations of the institution, notified by the College from time to time.

Date _____

()

Name and Signature of the Student

Hostel Rules & Regulations

1. Students are supposed to maintain strict discipline in the hostel premises and follow the rules and regulations meticulously or else they are liable for punitive action.
2. The mess charges have to be paid in advance at least for one month. No permission will be given to the students to stay in the hostel without payment even for a single Day.
3. Use of electrical appliances such as heaters, electrical cookers /induction heating etc. is strictly prohibited.
4. Consumption of alcohol or any other intoxicants and drugs is strictly prohibited.
5. No gatherings or celebrations shall be organized at hostel premises without permission of the Warden.
6. Students have to use water and electricity judiciously. If fans, lights, water taps etc., are found ON in the absence of the students' hefty fine will be imposed. Therefore all electrical appliances must be switched off before 10:30 PM.
7. All visitors to the hostel including the parents /guardian will have to make necessary entries in the visitors' book available with security guard at the entrance.
8. Students should not allow any unauthorized property and unauthorized guests in their room. No person, either guest or relative shall be permitted to stay overnight in any part of the hostel.
9. Students are responsible for the safe keeping of their valuables. Hostel management will not be responsible for the loss of their valuables.
10. Students should handle hostel equipment, cameras and furniture carefully and not abuse them or tamper. If so heavy fine will be imposed.
11. Garbage and waste have to be put in the garbage box only to ensure the premises is perfectly clean.
12. Every case of illness must be reported immediately to the warden.

13. Playing music etc., loud enough to cause disturbance to other students is strictly prohibited. Defaulters will be punished. Repeated acts will render cancellation of admission in hostel.
14. All matters related to differences among students and complaints against theft shall be brought to the notice of the warden.
15. Boys shall not remain absent from hostel during the night between 09:00 PM to 07:00 AM in the morning-without prior permission of the warden on all the days of the week.
16. The Students need to take "Gate Pass" for going outside the campus. They have to take permission from Warden. When availing the out campus visit the student has to enter the time, visiting place and purpose of the visit in the Register maintained in the hostel.
17. In case of going out during official vacations or sick leave a LEAVE APPLICATION should be submitted in the format provided.
18. DO NOT WASTE FOOD, WATER AND ELECTRICITY.
19. Ragging is strictly prohibited and liable for serious punishment including the rustication from the institute.
20. The students should compulsorily sign the self-declaration and also get the signature of the parent on the parent declaration.

Hostel Warden

GLOBAL INSTITUTE OF ENGINEERING & TECHNOLOGY

Functions of Governing Body:

1. Amend and approve policies from time to time.
2. Taking decisions regarding Intake , admissions or reductions in any programme
3. Approve the budget for the respective financial year.
4. Approves the appointment of the faculty in accordance with AICTE & JNTUH norms.
5. Review of academic performance of the college and suggest remedial measures if needed.
6. Review of feedback summaries of students, alumni & other stake holders.

GOVERNING BODY MEMBERS - 2018 – 2019

S.NO	NAME & DESIGNATION	POSITION
1	Mr. K.M. Arifuddin, Secretary Madina Education and Welfare Society	CHAIRMAN
2	Prof. Dr.M.Vidya Sagar, Professor Dept. of Mechanical Engineering - JNTUH	UNIVERSITY NOMINEE
3	Prof.Dr. S.Jeelani , Director HCU City Campus - Central University	MEMBER
4	Prof. S.C.Bhargava, Scientist (Retd.) Corporate, R & D	MEMBER
5	Dr. Chiranjeevi, Educationist Zen Group of Colleges	MEMBER
6	Captain Pandu Ranga Reddy, Director Royal Historical Society of London - Voice of Telangana,	MEMBER
7	Dr. Amirullah Khan, Educationist Indian School of Business	MEMBER
8	Mr. Khaja Moinuddin , Civil Engineer Buildings & Construction	MEMBER

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9	Mr. Ata Ali Khan, Director Equinox Project Ext.	MEMBER
10	Mr. K.M.Minhajuddin , Director Global Professional Colleges	MEMBER
11	Mr. K.M. Fasihuddin , Dy.Director Global Professional Colleges	MEMBER
12	Dr. Mrs. Ravindra Tiwari, Professor &Dean Global Professional Colleges	MEMBER
13	Dr. Mrs. Towheed Sultana, Principal J.B. Institute of Engineering & Technology	MEMBER
14	Mr. G. Ahmed Zeeshan, Asst. Prof., Coordinator IQAC , Global Institute of Engineering and Technology	MEMBER
15	Dr. VVVS. Murty , Principal Global Institute of Engineering and Technology	MEMBER SECRETARY

GOVERNING BODY MEMBERS - 2019 – 2020

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1	Mr. K.M. Arifuddin, Secretary Madina Education and Welfare Society	CHAIRMAN
2	Prof. Dr.M.Vidya Sagar, Professor (Retired) (Awaited Nominee Name) Dept. of Mechanical Engineering - JNTUH	UNIVERSITY NOMINEE
3	Prof.Dr. S.Jeelani , Director , HCU City Campus - Central University	MEMBER
4	Prof. S.C.Bhargava, Scientist (Retd.) Corporate, R & D	MEMBER
5	Dr. Chiranjeevi, Educationist Zen Group of Colleges	MEMBER
6	Captain Pandu Ranga Reddy, Director Royal Historical Society of London - Voice of Telangana,	MEMBER
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14	Mr. G. Ahmed Zeeshan, Asst. Prof., Coordinator IQAC , Global Institute of Engineering and Technology	MEMBER
15	Dr. K.Sivalingam , Principal Global Institute of Engineering and Technology	MEMBER SECRETARY