

**SRI INDU COLLEGE OF ENGINEERING AND TECHNOLOGY
(AUTONOMOUS)**

**MINUTIES OF THE MEETING OF HODs HELD ON 10.03.2020 AT 11.30 AM IN
THE MEETING ROOM**

AGENDA:

1. To discuss and redefine the guidelines to be followed for faculty attending workshops/Conferences/ Paper Presentation/Training Programmes etc.,
2. To discuss the rules and regulations regarding students' promotion.

MEMBERS PRESENT

S. No	Name	Designation
1	Dr.G.Suresh	Principal
2	Prof.K.Ashok Babu	Professor & Convener
3	Dr.P.Mallesham	Director (Mech)
4	Mr.M.Srinivasa Rao	HoD/Mech
5	Mr.D.Rajendra Babu	HoD/Civil
6	Mrs. N.Shailaja	HoD/H&S
7	Mrs. B.Surekha Reddy	HoD/IT
8	Dr.T.Charan Singh	HoD/CSE
9	Dr.A.Nagamalleswar Rao	HoD/EEE
10	Dr.N.C.Sendhilkumar	HoD/ECE
11	Dr.S.R.Mugunthan	R&D Coordinator
12	Mr.L.Sathyanarayana	AO

Resolutions:

1. Discussed and finalized the guidelines for the faculty attending workshops /conferences /paper presentations / training programmes / to attend as judge or examiner and any other academic activity.

a) To attend Workshops/ Conferences:

- i) Shall have atleast one year service in the college.

- ii) Shall execute undertaking for the continuation of service.
- iii) Each department can recommend at a time not more than two faculty for the same workshop/ conference.
- iv) Permitted during "No class work days" or with proper alteration and compensation of hours.
- v) Shall submit photocopy of certificate of attendance/ participation/ presentation.
- vi) Shall give a presentation in the department on workshop / conference attended within a week time and shall record the proceedings.
- vii) Total fund limit per department is Rs. 1,00,000 per year.

b) To attend workshops 1 day / 2days:

- i) If workshop is being organized by private Engineering College / private University, only special leave (maximum 2 days) with 50% registration charges will be sanctioned.
- ii) If organized by NIT/IIT/IISC and government universities or by recognized societies like ASME/IEEE/CSI/IETE etc., leave for 2 days with either registration charges or travel allowance whichever is lower will be paid.

c) To attend national level conference:

- i) Special leave (maximum 2 days) without any financial assistance if no paper presentation.
- ii) For paper presentation in private engineering colleges/NIT/IIT/IISC/ Universities or recognized societies- leave for a maximum of 3 days with travel allowance and DA & registration charges (actual not exceeding Rs.5000/ per year) permitted.

d) To attend international conferences outside the country:

- i) Once in three years only.
- ii) Shall be having more than 5 years of experience at the college.
- iii) Special leave including days of journey will be granted
- iv) Travel allowance, DA at the discretion of management.

e) To attend faculty development programmes/ training- one week or more than a week duration.

- i) FDP sponsored by AICTE / UGC / ISTE or organized by NIT/ IIT/ IISC are permitted with special leave TA, DA may be paid by hosting organization.
 - ii) Special leave sanctioned beyond 7 days will be adjusted with summer vacation.
 - iii) For programmes attended by faculty during vacation, no compensation will be given.
- f) To attend as judges/ Examiners / Session Chairs / Ph.D adjudication etc.,**
- i) Special leave without any allowances for a maximum of 5 days in an academic year and more than that will be adjusted with summer vacation.
 - ii) Special leave without any allowances for a maximum of 4 days in an academic year for guest lectures only at NIT/ IIT / IISC and any other university and engineering colleges.
- g) To attend interview or Review Meeting for getting Research Projects / or from any funding agencies.**
- i) Special leave sanctioned with TA, DA and Accommodation.

The HODs are requested to circulate the above guidelines among their teaching faculty members.

S.R. [Signature]



S. [Signature]
2020
PRINCIPAL
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Sri Indu College of Engineering and Technology
(VII); SHERIGUDA-501 910,
Brahmapatnam(M), R.R. Dist.