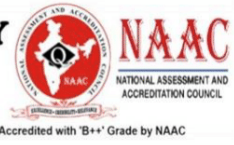




AVN INSTITUTE OF ENGINEERING & TECHNOLOGY

PATEL GUDA, IBRAHIMPATNAM (M), R.R.Dist, 501510, T.S

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HR POLICY & SERVICE RULES

AVN INSTITUTE OF ENGINEERING & TECHNOLOGY



INDEX

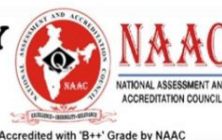
S.NO.	TOPIC	PAGE NO.
1	GENERAL INFORMATION	3
2	GOVERNING POLICY	4
3	VISION, MISSION, QUALITY POLICY	5
4	ORGANISATON CHART	6
5	HUMAN RESOURCE POLICY	7-8
6	SERVICE RULES AND REGULATIONS	9-18
7	CAREER ADVANCEMENT / PROMOTION RULES	19-20
8	MINIMUM QUALIFICATION & EXPERIENCE FOR TEACHING FACULTY	21-22
9	MINIMUM QUALIFICATION & EXPERIENCE FOR NON-TEACHING FACULTY	23
10	DOS AND DON'TS	24



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GENERAL INFORMATION

Location

AVNIET is located in the outskirts of Hyderabad, nearby of Nagarjuna Sagar highway, near Ibrahimpatnam. The campus is located on a extensive and lush green campus with congenial atmosphere for learning. The premises are spread over 20 acres of scenic land. The open spaces, lawns and gardens supplement to elevate the grandeur of the environment and provide calm and peaceful and conducive atmosphere for academic pursuits.

Promoter Society

AVNIET is sponsored by Sri Surya Educational Society, which was founded in 1999 to educate, enrich and empower by the youth who in turn will play a decisive role in shaping the destiny of the nation. The endeavor at the Institutions stretches beyond just offering degrees to the building of character and personality of the young professionals transforming them into complete professionals equipped with technological competence and social consciousness.

Growth of the Institution

AVNIET was established in the year 2009 by Sri Surya Educational Society. The institute is affiliated to Jawaharlal Nehru Technological University, Hyderabad. AVNIET was established with the sole objective of providing a perfect platform to the students in the field of Technology and Management applications for their academic and overall personality development. AVNIET has become one of the Premier Engineering Colleges in the state with an overall intake of about 1500 students in various Undergraduate and Post Graduate Courses including B.Tech. and M.Tech.

The College has a rich tradition of soaring high with academic excellence and overall personal growth of the students. This is achieved by providing them excellent academic environment, state- of-the-art infrastructure, state-of-the-art laboratories and dedicated and highly qualified faculty members with decades of teaching and industrial experience.



GOVERNING POLICY

Governing Body

It is governed by a Governing Body (GB). Focus on development and monitoring of the governance rests on GB. The Governing Body shall have at least 11 members including the Chairman and the Member Secretary, and the remaining members will be nominated as indicated below:

- (a) Chairman to be nominated by SSES
- (b) Members to be nominated by SSES
- (c) Nominee of AICTE-Regional Officer (Ex-Officio)
- (d) An Industrialist/Technologist/Educationist from TS Region to be nominated by the Society
- (e) Nominee of the affiliating Body/University.
- (f) Nominee of the State Government- Director of Technical Education (Ex-Officio)
- (g) An industrialist/Technologist/Educationist from the TS Region to be nominated by the State Government.
- (h) Principal/Director of the concerned technical institution (as nominee of the Society/Trust)-Member Secretary

The number of members can be increased by adding nominees of the SSES and an equal number of educationists from the Region keeping in view the interest of the Technical institutions. The total number of members of the Governing Body shall however not exceed 21.

The Chairman of the Governing Body shall preferably be a technical person either an entrepreneur or an industrialist or an educationist of repute who is interested in the development of Technical education and has demonstrated an interest in promotion of quality education in particular.

The Governing Body shall meet at least once in six months.

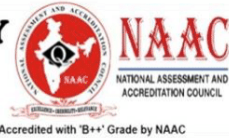
For passing any resolution, the quorum should be 1/2 of the GB strength.



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VISION

“To be a Centre of Excellence in Technical Education and to become an Epic centre of Research for Creative solutions”

MISSION

“To address the Emerging needs through Quality Technical Education with an Emphasis on Practical Skills and Advanced Research with Social Relevance”

STRATEGY

To translate the vision into action and accomplish the mission, AVNIET structure to;

- (a) Provide state-of-the-art infrastructure.
- (b) Recruit, develop and motivate high caliber diverse faculty.
- (c) Continuously review and innovate teaching methods and learning resources.
- (d) Focus on research, education, training and consultancy through an integrated industry- institute interaction.

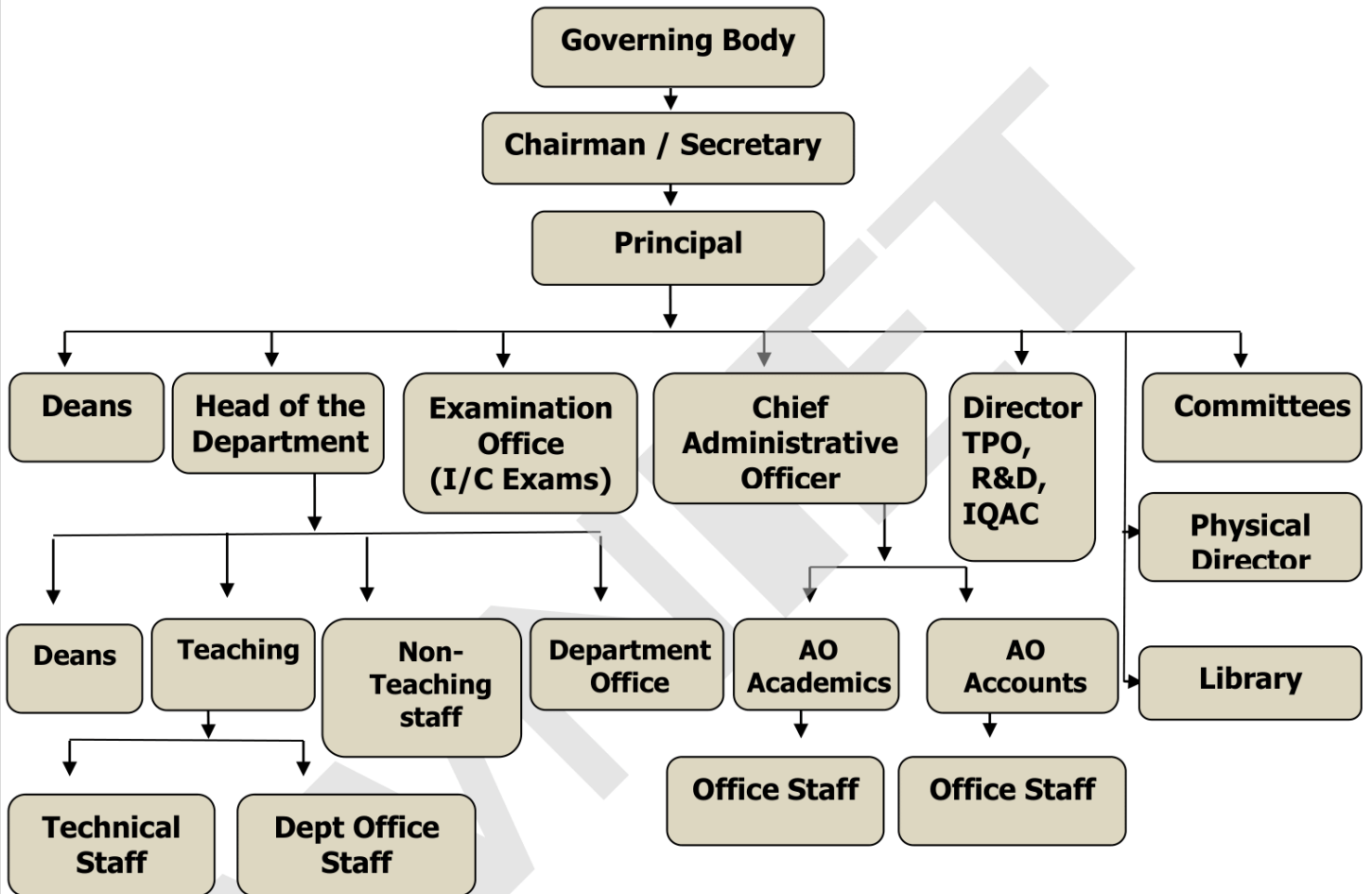
QUALITY POLICY

AVN Institute of Engineering and Technology is committed “To provide an integrated learning environment to enable students to grow towards their full potential and meet high expectations of Industry and Society”.

All the processes and procedures should be so designed that quality is inherent throughout.



ORGANISATION CHART





HUMAN RESOURCE POLICY

RECRUITMENT

Cadre Structure for Teaching Staff

- (a) Principal
- (b) Dean
- (c) Professor / Associate Professor
- (d) Assistant Professors / Lecturer (Selection Grade)
- (e) Senior Lecturer / Senior Librarian
- (f) Lecturer / Librarian / Director of Physical Education
- (g) Teaching Assistants.

QUALIFICATIONS

Faculty is recruited based on the qualifications prescribed by the AICTE from time to time. The norms are listed in Appendix I of Part II.

MODE OF SELECTION OF TEACHING STAFF

Direct recruitment to all cadres is based strictly on merit. Invariably in almost all cases, the following procedure is followed:

- (h) Advertisements are issued in leading newspapers.
 - (i) Applications are scrutinized on the fourth day after the last day for receipt of application.
 - (j) Selection Committee constituted as per Affiliating University and AICTE norms.
 - (k) Call letters for interviews sent to eligible candidates, specifying place date and time of interview.
 - (l) Selection Committee decides and recommends candidates.
 - (m) Letters of appointment issued to selected candidates.
- Sometimes depending on emergency / exigencies of the situation, adhoc appointments are made on contract basis for specified periods.

COMPOSITION OF SELECTION COMMITTEE

- (a) President / Nominee of President of the Society
- (b) Principal
- (c) Head of the departments concerned
- (d) Expert Members (Nominated by AICTE / University)



CADRE STRUCTURE FOR NON-TEACHING STAFF

(a) Office

- i). Administrative Officer
- ii). Accounts Officer
- iii). Senior Assistant
- iv). Junior Assistant
- v). Record Assistant/ Data Entry Operator
- vi). Attender

(b) Labs (other than computer Labs)

- i). Lab Assistant
- ii). Lab Technician (Diploma)
- iii). Lab Attendar (SSC/Inter/ITI)

(c) Computer Labs

- i). System Administrator
- ii). Programmer
- iii). Lab Assistant
- iv). Lab Technician

QUALIFICATIONS

Non-Teaching Staff is recruited based on the qualifications prescribed by the AICTE. The norms are listed at Appendix II of Part II

MODE OF SELECTION OF NON – TEACHING STAFF

All positions are advertised in the news papers or notified in the local notice boards. After scrutiny of applications received, a short listing is made by the SSES Secretary / Principal; Interview call letters will be sent to eligible candidates to appear for a trade test and subsequent personal interview. The Selection Committee consists of some or all of the following:

- a) President / Nominee of President of the Society
- b) Principal
- c) Administrative Head
- d) HOD of concerned Dept.,

All appointments (Teaching and non-Teaching and staff) made after selection, are forwarded to the Chairman for approval and the Governing Body is notified.



SERVICE RULES

Service Conditions

- a) A person shall be deemed to have been appointed to a post at AVN Institute of Engineering and Technology provided the post is in accordance with existing AICTE / Government of Andhra Pradesh norms, but shall exclude staff appointed on deputation / adhoc / on contract or temporarily.
- b) Every person appointed shall be certified to be of sound mental health and physically sound for service by medical authority as specified from time to time.
- c) The pay scales of teaching faculty shall be fixed by the Selection Committee as per the scales promulgated by the AICTE from time to time. Currently, the following are the scales as per the Sixth Pay commission prescribed by the AICTE.

DESIGNATION	PAY SCALE
Assistant Professor	15600-39,100+AGP 6000/-
Associate Professor	37,400-67,000+AGP 9000/-
Professor	37,400-67,000+AGP 9000/-

- d) Pay of non-teaching staff shall be as fixed by the Selection Committee.

PROBATION

- a) All appointments of candidates selected will be temporary and deemed to be on probation for a period of 18 months. After the completion of the period, the services of the employee shall be reviewed and if found satisfactory, his / her services will be confirmed. His / her service conditions will be governed by the rules and regulations of AVNIET in force.
- b) In the case of tenure or contractual assignments, employees would be deemed to be on probation for a period of 12 months and this period could be extended.
- c) If candidates are appointed on purely temporary basis in any vacancy, they have no right or lien to claim a permanent post. However such candidates may apply for such posts in a regular procedure as for open competition.
- d) If a person initially appointed in a temporary vacancy is subsequently appointed to a regular position, he / she shall commence probation from the date fixed for appointment on probation.



- e) Services of any candidate appointed on temporary / adhoc basis can be terminated without any notice and without assigning any reason thereof.

INCREMENTS

- (a) Increments will be sanctioned only on satisfactory performance review. In Teaching Staff, the increment is sanctioned based on the appraisal of the employee by.

- i). Students
- ii). HOD concerned
- iii). Principal
- iv). Management

- (b) In case of non-teaching staff, the appraisal is made by

- i) HOD concerned
- ii) Principal
- iii) Management

- (c) Increments may be withheld to an employee if the performance / conduct has not been good / satisfactory. The authority withholding the increment shall state the period for which it is withheld and if so whether the postponement shall have the effect of postponing future increments also. Leave periods shall be taken into account for the postponement.

PROMOTIONS

Promotion to a higher level of service shall be made subject to availability of posts, eligibility of staff on the basis of merit / efficiency, the commitment/ dedication of the faculty to the all round development / improvement of the corporate ambience of the institution. Seniority will be the deciding criteria. If Ph.D.

RETIREMENT

An employee of the college shall be retired on superannuation on attaining the age of 60 years provided the authority shall have the right to issue orders of retirement of an employee who has attained the age of fifty eight (58) years for reasons of inefficiency, ill health and the like.

This rule stated in (a) is however not applicable to those who are appointed on contract basis by the Management. Rules of the AICTE / State Government shall however prevail in normal circumstances.



RESIGNATION

Any member of the faculty in permanent service shall give one month notice of his/her intention to resign or one month's salary in lieu thereof. The resignation shall be effective from the date of acceptance by the Authority Normally, they will not be relieved in the middle of the academic year.

Any member of the supporting staff in permanent service shall give one month's notice of his/her intention to resign or shall pay one month's salary in lieu, thereof.

Any member during probation shall give one month's notice in case he / she desired to be relieved or one month's salary in lieu thereof.

The appointing authority reserves the right to waive the notice period or the compensation thereof.

TERMINATION

The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever.

The Management reserves the right to terminate the service of an employee on Medical grounds giving suitable notice / suitable salary in lieu, as it may deem fit.

The Management may terminate an employee whether temporary or permanent if he / she is involved in political activity / a criminal case / has failed to do his duty leading to moral turpitude / negligence of duty.

Interpretation of rules, notwithstanding anything said anywhere, subject to availability of funds, decision of the Management will be final.

CODE OF CONDUCT

Every employee of AVNIET shall devote his/ her whole time to the service of the college and shall not engage directly or indirectly in any trade or business / activity in any other institution which is likely to interfere in the proper discharge of his / her duties. This provision shall not apply to academic work like giving guest lecturers, talks or any other work undertaken with the prior permission of the Principal.

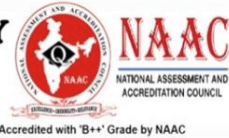
Every employee shall at all times maintain absolute integrity and be committed to the development of the college and do nothing that can go against the dignity and prestige of the college particularly in his /her relationship with the Management , Principal, Staff, students and visitors to the college.



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No employee, without the previous sanction of the Principal / Management, solicit or accept in any way to raise subscriptions in pursuance of any objective what so ever except for routine farewell or felicitation functions connected with the college.

No faculty shall engage himself or herself in undertaking coaching or private tuition for students for remuneration.

No employee shall except with the previous sanction of the Principal own, wholly or in part, conduct or participate in editing / managing any news paper or periodical, or any other publication.

No employee, while on duty, participate in politics or stand for elections either as an independent or on any party.

No employee shall invite or participate in strikes or incitement there to pertaining to this service or other conditions which tends to bring disrepute to the college.

No employee shall take recourse to any organization / forum / courts or the press in order to vindicate or air his grievances. The Governing Body by the authority vested in it, shall exercise the power, after giving the employee concerned an opportunity to explain his / her case.

No employee may absent himself / herself from duty without prior permission. In case of proceeding on leave in an emergency without prior permission, he / she must explain the circumstances before rejoining duty.

Every employee shall be at work punctually at timings fixed unless permitted otherwise by his / her superior. After reporting for duty, no employee shall be absent during the period of work assigned to him / her.

The following shall be considered as misconduct:

- (a) Failure to exercise efficient supervision.
- (b) Insubordination or disobedience shown to his / her superior officer.
- (c) Gross negligence in teaching or other duties.
- (d) No outsider should be allowed into the college premises so as to endanger college property.
- (e) Any act which is immoral and can be punished under the IPC. (v
- (f) Intemperate habits affecting the efficiency of teaching.
- (g) Failure on the part of an employee in suppressing factual information of his / her previous history.



DISCIPLINARY PROCEEDINGS

No employee shall be subjected to any punishment unless,

- (a) The member is informed in writing by the Principal in regard to the allegations on which disciplinary action is proposed , and is given an opportunity to make a presentation in person or in writing.
- (b) Such representations would be taken into consideration by the competent authority before a penalty is imposed.

PUNISHMENTS AND APPEALS

(a) All employees of AVNIET may for sufficient reasons be imposed the following penalties:

- (i) Censure
- (ii) Fine
- (iii) Withholding of increments / promotion
- (iv) Reduction to a lower post or a lower stage in the time scale.
- (v) Recovery from pay (whole or partial) pecuniary loss caused to the college by negligence.
- (vi) Suspension / Compulsory retirement.
- (vii) Removal / Dismissal from service.

(b) All actions indicated above shall be decided by a Committee consisting of the,

- (i) President of the Society
- (ii) Vice President of the Society
- (iii) Principal

(c) The enquiry shall be conducted by a duly constituted Board of Enquiry and no action shall be contemplated or taken unless the employee is given a reasonable opportunity to be heard. The Board of Enquiry shall be constituted by the Principal.

ARRIVAL AND CLEARANCE FORMALITIES

All staff arriving after the recruitment and leaving AVNIET after resignation/retirement should follow the arrival and clearance formalities which are listed at Appendix III and IV respectively to Part II.



JOB RESPONSIBILITIES

As per AICTE Pay Commission (1997) recommendations, the job responsibilities of faculty are divided amongst the following four areas:

- (a) Academic
- (b) Research and Consultancy
- (c) Administration
- (d) Extension Services

They are broadly identified as follows:

Academic

- (a) Class Room Lectures.
- (b) Laboratory Guidance / Instruction.
- (c) Curriculum Development.
- (d) Development of Learning Resource Material.
- (e) Development of Laboratories, Manuals, etc.
- (f) Student Evaluation and Assessment including examination work of University.
- (g) Participation in Co-curricular and Extracurricular work.
- (h) Students Counselling.
- (j) Continuing Education, Summer schools / Winter schools, Symposia – conducting and participation
- (k) Books , Publications, Seminars.
- (l) Self upgradation by acquiring higher qualifications, keeping abreast of developments in his / her own field.
- (m) Out of the weekly working hours, the minimum contact hours of a teacher should be as follows:

- (i) Principal / Dean : 4 hours / week
- (ii) Professor : 8 hours / week
- (iii) Associate/Asst. Professor : 14 hours / week

* Laboratory Load Considered as well teaching load.

Research And Consultancy

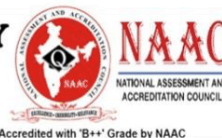
- (a) R and D activities , Research / Project Guidance.
- (b) Industry sponsored Projects / Sponsored Projects of Governmental National Labs.
- (c) Providing industrial consultancy and testing service, active participation in promoting Industry - Institute Interaction.



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Administration

Academic and administrative management of the Department, Policy planning, monitoring, evaluation and promotional activity at both departmental and institutional level.

- (a) Design and development of newer programmes and disciplines, Participation in National / State level policy planning bodies, Organisation of Institute level / State / National level faculty / Student Societies.
- (b) Planning / Development of Schedules for classes both at departmental / Institution levels. Help mobilize resources for the Institution, Maintain and Cross check accountability, conduct performance appraisals.

Extension Services

- (a) Interaction with Industries/Service Institution, Promote Community Service amongst students.
- (b) Help, Develop, Vocational services in the neighborhood, contribute towards promoting / providing non-formal education, Promote entrepreneurship and job creation.

WORKING HOURS

The normal working hours of the college is 7 hours which includes lunch break with staggered timings i.e.9:30 AM to 3:30 PM.

The college works on all Saturdays except second Saturday in a calendar month.

UNIVERSITY STIPULATION ON TEACHING DAYS

JNT University stipulates that the college working / teaching days should be 90 days / semester or 180 full teaching days per year. These do not include examinations / tours / sports or other days of extra / co-curricular work but imply actual class room lecture / laboratory contact days.

APPRAISAL

Performance Appraisal

Annual staff performance appraisal system consists of appraisal by :

- (a) Students through feedback form
- (b) Head of the Dept.
- (c) Principal
- (d) Management



Weightages of Appraisal

(a) For Teaching Staff

Appraisal By	Lecturer/ Asst Prof	Associate Prof/Professor
Students	40%	10%
HOD	30%	-
Principal	20%	60%
Management	10%	30%

(b) For Non-Teaching Staff

Appraisal By	With Student interaction	Without student interaction
Students	40%	-
HOD	30%	40%
Principal	20%	40%
Management	10%	20%

TRANSPARENCY

The Principal / Dean / HOD will discuss the results of the appraisal with every employee. Continuous and sustained performance will be a necessary requirement for internal promotions, for selection as HOD's or Sectional Chairman of various committees, selection for incentives, deputation, eligibility for study leave and other financial benefits, awards, etc., appraisal reports will be in their respective files. The format for feedback by students is given as appendix V and the for the for the appraisal form of Teaching Staff as Appendix VI.

LEAVE RULES

Leave rules shall apply to faculty and staff and shall be called the "Leave Rules of AVN Institute of Engineering and Technology.

Casual Leave (C.L.)

- (a) All employees of AVNIET are entitled for 12 days of C.L., in a calendar year on a pro rata basis of one C.L., in a month. In case an employee has accumulated C.L., in a calendar year, he / she can avail only 3 days C.L., at a stretch.
- (b) All Saturday working days except second Saturday.
- (c) Vacation and on- duty leave cannot be combined with C.L.



- (d) C.L., unavailed in any calendar year cannot be carried over to the next calendar year. Half a day's C.L. is permitted.
- (e) C.L. can be availed only on prior sanction. In case of emergencies, the employee can be absent from duty and the leave reported on resuming duty after the C.L. is availed. This is permitted only in an emergency.
- (f) It is the responsibility of the faculty to make alternative arrangements for the classes or other works missed because of the casual leave, HOD would also monitor and ensure that no class is left unattended.
- (g) HOD / Principal's office shall maintain the C.L. register and permission granted for the staff under his / her control.
- (h) An employee taking leave without prior permission or without any information for two days continuously will be deemed to be absent and the same treated as "Leave without pay".

Permission

A permission of one hour duration can be availed by an employee twice in a month.

Vacation Leave

Faculty are eligible for a vacation as per JNTUH norms. The vacation leave shall be availed in two spells. Intervening non- working Saturdays, Sundays and governmental public holidays shall be added to the vacation leave.

On Duty

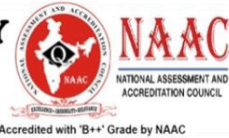
- (a) (i) Faculty deputed by the institute to attend Conferences / Seminars / Meetings and other College or Institute work shall be deemed to be as "On Duty" or on terms specified by the Management from time to time. Any faculty shall be allowed to attend 'More than' Conference / Seminar / Meeting during the academic year for which the Management shall bear the expenses of registration or conference fees, traveling and daily allowances / accommodation and boarding charges. these periods shall be deemed to be " on duty" and shall not exceed 3 (three) days in a year, will be allowed 15 days to attend the program and considered as on duty or O.D.
- (ii) A cash incentive up to Rs 5000/- may be awarded to those who publish articles/ papers in a reputed National/International journals.



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- (b) Faculty could undertake JNT University Examination work / Central Valuation / Laboratory External Examinations / any other University connected work which is remunerated, not exceeding 6 days in each semester, but cannot be carried over for subsequent semester. Faculty on such duty are expected to produce proof of attendance to the HOD concerned immediately on return. HOD should forward it to the Management office with Principal's remarks.
- (c) Any faculty who has completed two (2) calendar years of service at AVNIET, can be sponsored for higher studies after furnishing a bond to hold a lien on his job. During the period of his sponsorship he will not be paid any salary / allowances, if the person sponsored needs to be away from the college for more than 10 hours per week, or one day in a week.
- (d) At any given time, the total number from a department who could be away on Seminars/ Workshops is decided considering the workload of the department.
- (e) Budgetary provisions should be made in the beginning of the year for these faculty development activities.
- (f) Any faculty proceeding on leave for a long period, unless sponsored by the Management, has to terminate his assignment with the Institute.

Maternity Leave

Permanent employee of the Institute proceeding on maternity grounds is entitled to avail maternity leave of 03 months.



CAREER ADVANCEMENT / PROMOTION RULES

- (a) Minimum length of service for a Lecturer to move into the grade of Lecturer (Senior Scale) would be 4 years for those possessing a Ph.D degree, 6 years for those with M. Phil / M.E. / M.Tech. degree and 7 years for those with B.E. / B.Tech. degrees.
- (b) Minimum length of service for a Lecturer (senior scale) to move into the grade of Assistant professor shall be 5 years.
- (c) Since 1998, for movement into grades of Asst. Professor and above the minimum eligibility criteria is a Ph.D Teachers without Ph.D. can go up to the level of Sr. Lecturer only.
- (d) For every upward progression of faculty a selection process as per the norms / rules and regulations laid down by the AICTE / JNT University to which the college is affiliated, is followed.
- (e) Period spent on higher studies is also reckoned for purposes of awarding a higher scale.
- (f) Every faculty acquiring an additional higher relevant degree while in service, (through examinations and course work) is entitled to one advance increment on producing the provisional degree certificate, pertaining to the higher qualification.
- (g) Sponsorship for higher studies is based on seniority, preference being given to doctoral programmes, and secondly to Master's degree programmes, on executing a bond as desired by the Management. The said facility is limited to one faculty member per year from one department, without affecting the course work / projects of students.
- (h) Any faculty seriously interested in promoting or advancing the cause of research and who exhibits interest will be suitably encouraged by the Institute and shall receive special commendations.

STAFF DEVELOPMENT AND TRAINING

Supporting Staff (Administration and Technical)

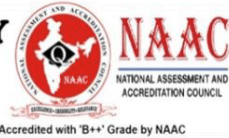
- (a) Arranging in-house training programmes, with the help of resource person from the English and Management departments (with inputs of English grammar basics).
- (b) Arranging professionals from the industry and Government to deliver training programmes in Administration and Accounts (for all those in administration and accounts) on all aspects of management and technical skills needed for running an office in a self-financing educational Institution.
- (c) To impart computer knowledge to all ministerial and subordinate staff with the help of faculty from the Computer Department, training such staff in a working knowledge of English is also needed, and this is done with the faculty from the English department. Laboratory technicians are likewise given special exposure to newer equipment and processes by Heads of Departments.



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AWARDS

“Excellence in Teaching” awards and the “Best Supporting Staff” awards have been instituted by the Management to recognize deserving staff and the awards are presented every year on Annual Days.

Faculty who show and exhibit dedication and commitment are also recognized by deputing them for special conference and seminars and are also issued recommendation letters.

GRIEVANCE REDRESSAL CELL

Any employee having any kind of grievance can address his / her problem to the Grievance Redressal Cell in writing. Grievance Redressal Cell shall consist of Chairman, Principal and Dean of Academics as Members. Genuine grievances of the staff and students are considered and remedial measures instituted.

WOMEN'S DEVELOPMENT CELL

The activity addresses problems of women employees and empowerment of women.