

# Faculty & Staff Hand Book

**(Service Rules)**



**BHEEMA INSTITUTE OF  
TECHNOLOGY AND SCIENCE**

**(Approved by AICTE, New Delhi and affiliated to JNTUA, Ananthapuramu)**

**ALUR ROAD, ADONI – 518 301**

# **PREFACE**

The Faculty Handbook is an official BITS publication designed to provide guidelines for the faculty concerning policies & procedures and Appointment & Service Rules under which the BITS operate.

It is an expectation of each faculty member of the BITS to become acquainted with and to conform to all the rules and regulations relating to his/her appointment and to the proper and orderly discharge of his/her work as set forth in Faculty Handbook.

The policies set forth below are current at this time. However, all BITS policies and rules are subject to change and may be changed without prior notice.

## **VISION**

To be recognized as an outstanding institution in the field of technical education creating a vibrant quality oriented environment and to empower both students and faculty in order to enhance their capabilities towards excellence in terms of overall professional and personal growth.

## **MISSION**

- To provide contemporary knowledge in engineering and other disciplines.
- To promote professional, cultural proficiency and propagate it beyond.
- To enhance the institute's standing as the institute of choice for students.
- To develop responsible citizenship through awareness, training and holistic approach.

## **CORE VALUES**

- Commitment to Continual Improvement
- Inclusiveness
- Enhancement of Student Learning through Innovative Instructional Methods
- Collaboration with Industry and other Institutions for Mutual Benefits
- Pursuit of Excellence in all Activities

# CONTENTS

Chapter No.	Particulars	PageNo.
1.	Extent of Application	1
2.	Definitions	2
3.	Classification of Employees	6
3.1	Adhoc or Tenure or Temporary Employees	6
3.2	Regular Employees	7
3.3	Probationer	7
3.4	Part time Employee	7
4.	Appointments and Scales of Pay	8
4.1	Appointments	8
4.2	Scales of Pay	9
4.3	Allowances	9
4.4	Fixation of Pay	9
4.5	Increments	9
4.6	With holding of an Increment	10
4.7	Reduction of pay in time scale	10
4.8	Advance Increments	11
5.	General Conditions of Service	11
5.1	Medical and other certificates to be submitted	11
5.2	Whole-time Employee	12
5.3	Probation	12
5.4	Confirmation	13
5.5	Termination of Service	13
5.6	Resignation	14
5.7	Applications for outside Appointments	15
5.8	Retirement	15
5.9	Seniority	15
5.10	Transfer	16
6.	Leave Rules	16
6.1	General Leave cannot be claimed a matter of right	16
6.2	Leave Rules for the Regular Employees	18
6.3	Leave Rules for Adhoc Employees	23
6.3.1	Casual Leave	24
6.3.2	Extra-ordinary Leave	24
6.4	Unauthorized Absence	24
7.	General Benefits	25
7.1	EPF	25
7.2	Health Insurance	25
7.3	Educational and Festival Advances	25
7.4	Group Gratuity Scheme	25
7.5	Other Benefits	26

8. Conduct Rule	26
8.1 General	26
8.2 Misconduct	30
9. Control, Discipline and Appeal	36
9.1 Suspension	36
9.2 Penalties	36
9.3 Imposing Penalties	37
9.4 Procedure for Enquiry	37
9.5 Enquiry Information to the Employee	38
9.6 Appeal	38
9.7 Appellate Authority	38
10. Duties and Responsibilities	
1. Duties and Responsibilities of Principal	
1.1 Academic	
1.2 Administration	
1.3 Finance	
2. Roles and Responsibilities of the HOD	
2.1 Academic	
2.2 Administration	
2.3 Finance	
3. Roles and Responsibilities of the Class Teacher	
4. Roles and Responsibilities of the Librarian	
5. Roles and Responsibilities of the Training and Placement Officer	
6. Duties and Responsibilities of Faculty	
6.1 General	
6.2 Department	
6.3 Class Room Teaching	
6.4 Laboratory	
6.5 Test/Exam	
6.6 Student – Faculty Rapport	
7. Instructions to Invigilators	
8. Norms for Conducting University Practical Examinations	
9. Incentives to Faculty	
10. Duties and responsibilities of Lab Incharge	
11. Duties and Responsibilities of Lab Assistant	
12. Dress Code for Faculty	
<b>11 Amendments</b>	

# **PART-A**

## **SERVICE RULES OF EMPLOYEES**

### **CHAPTER 1**

#### **EXTENT OF APPLICATION**

##### **1.1 Name**

The Rules contained in this Administrative Manual shall be called the **Bheema Institute of Technology and Science, Adoni - Service Rules 2019**(Governing the service conditions of all the Employees of the College, both Teaching and Non-teaching staff) and will come into force from June2019.

##### **1.2. Application**

- a) These Rules shall apply to all the Employees of Bheema Institute of Technology and Science, Adoni.
- b) In respect of matters not specifically provided for in these Rules, the Governing Council of the College shall be competent to issue such Directions or Orders as it may consider appropriate and just. Such instructions shall be treated as part and parcel of these Rules and shall have the same effect.
- c) Points requiring interpretation or clarification or any cases of ambiguity shall be referred to the Governing Council, whose decision shall be final.
- d) All the Employees are required to familiarize themselves with these Rules immediately upon appointment since their services will be governed and regulated by these rules in addition to statutory requirements and other conditions which may be spelled out in individual appointment letters or the office orders.

## CHAPTER 2

### DEFINITIONS

In these Rules unless there is anything repugnant to the context, the following words would have the meaning as assigned to hereunder.

1. “College” means the College known as “**Bheema Institute of Technology and Science, Adoni**”, herein after referred to as **BITS** or simply the College.
2. “Governing Council” means the Governing Council of the college constituted as per the guidelines of the AICTE.
3. “Chairman” means the Chairman of the College.
4. “Secretary” means the Secretary of the College.
5. “Employer” means Bheema Institute of Technology and Science represented by its Secretary.
6. “Management” means any such Executive or any other person as may be authorized by the College from time to time.
7. “Managing Director” means the Managing Director of the College.
8. “Principal” means the Principal of the College.
9. “Employee” means a person employed by the College as a Faculty member or non-teaching staff of the College.
10. “Headquarters” means the Headquarters of the College i.e. Adoni.
11. “Authorities”, “Officers”, and “Professors” respectively mean the Authorities, Officers and Professors of the College.
12. “Faculty” means a member of Teaching Staff of the College.
13. “Staff” means a member of Non-teaching (supporting) Staff of the College.
14. “Appointing Authority” means the Authority empowered to make appointment to a post, that is, the Secretary.
15. ”Appointment to a post on a regular basis”: A person is said to be “appointed on a regular basis” to a post, when ( in accordance with these Rules or in accordance with the Rules applicable at the time, as the case may be) he/she discharges, for the first time, the duties of the post commencing the probation, instruction or training prescribed there for, after receiving an order from the Secretary/Director/Principal.
16. “Appointment to a post on Adhoc or Temporary or Tenure basis”: A person is said to be “appointed to a post on Adhoc or Temporary or Tenure basis”, when he/she is appointed as such and the tenure ( specific period of time ) is mentioned in the order appointing him/her.
17. “Competent/Discipline Authority” means the Chairman/Secretary in the case of the Director and the Principal and the Director/Principal in the case of all other Employees.
18. “Duty”: A person is said to be on duty for the purpose of service benefits, when He/She is performing the duties of a post to which he/she is appointed or is undergoing probation, instruction or training prescribed for such post, provided that the performance of such duties is followed by confirmation, or He/She is absent from duty on authorized holidays or on casual leave taken in accordance with instructions regulating such leave issued by the Governing Council, having been on duty immediately after such absence, or He/She being a Teacher, is absent during vacation or He/She is attending a conference of learned societies on deputation by the College or He/ She is absent from headquarters attending to the work not connected with his/her usual routine but assigned to him/her by the competent Authority.

19. "Lien" means the title of an Employee to hold substantively either immediately or on the termination of a period or periods of absence, a regular post to which he/she has been appointed substantively.
20. "Officiate": A College Employee officiates in a post when he/she performs the duties of a post on which another person holds a lien. The appointing authority may, if it thinks fit, appoint an Employee to officiate in a vacant post on which no other employee holds lien.
21. "Pay" means the amount drawn monthly by an Employee as the Pay (other than Special Pay granted in view of his/her personal qualifications) which has been sanctioned for a post held by him/her substantively or in an officiating capacity, or to which he/she is entitled by reason of his/her position in a cadre, and Special Pay and personal pay and any other emoluments, which may be specially classified as Pay by the Governing Council.
22. "Regular post" means a post carrying a definite scale of pay sanctioned by the Governing Council or mentioned in the order of appointment.
23. "Probation" means the time period during which a fresh entrant to the service or a person appointed to a higher post for the first time by promotion is put on test for determining his/her fitness to hold the post in service.
24. "Period of Probation" means the period of probation prescribed by the Governing Council or mentioned in the order of Appointment.
25. "Probationer" means an Employee, who has not completed the period of his/her probation.
26. "Personal Pay" means an Additional Pay granted to a College Employee to save him/her from a loss of substantive pay in respect of regular post other than a tenure post due to a Revision of Pay or from any such reduction of substantive pay other than as a disciplinary measure, or in exceptional circumstances on other personal considerations.
27. "Special pay" means an addition to the pay of an employee, granted in consideration of the especially arduous nature of duties, or a specific addition to the work of responsibility.
28. "Substantive Grant" means a monthly grant made to an Employee under suspension, who is not in receipt of pay or leave salary.
29. "Substantive pay" means the pay other than Special Pay and Personal Pay drawn in a post held in regular capacity.
30. "Tenure post" means a post, which an individual Employee holds for a limited period.
31. "Time scale of pay" means Pay which, subject to any conditions prescribed in these Rules, rises by periodical increment from a minimum to maximum.
32. "Teaching staff": The Teaching Staff shall comprise the following categories
  - i. Principal
  - ii. Professors
  - iii. Associate Professors
  - iv. Assistant Professors
  - v. Librarian
  - vi. Physical Director and
  - vii. Any other category of post declared by Governing Council as teaching Staff.
33. "Non-teaching (supporting) staff": All employees, who do not come under the category of teaching staff, shall be deemed to be Nonteaching staff.
34. "Habitual" means an act of omission which is repeated three times or more within a period of 12 months.

## **CHAPTER 3**

### **CLASSIFICATION OF EMPLOYEES**

Employees in **BITS** are classified into the following categories:

#### **3.1 Adhoc or Tenure or Temporary Employees**

Employees for whom the tenure (specific period of time) of employment is mentioned in the Appointment Order are called Adhoc or Tenure or Temporary Employees. Such Employees shall not have any right to claim permanency or regularization of their employment in the College. Unless they are terminated before the completion of the tenure by giving one month's notice or by paying one month salary in lieu thereof, such appointment will automatically come to an end at the expiry of the tenure (the specific period of time mentioned in the appointment order) and no notice is required and no compensation will be paid.

#### **3.2 Regular Employees**

A person who is appointed against a Regular Post carrying scale of pay and who has satisfactorily completed the probation period stipulated in the appointment order or the extended probation period to the entire satisfaction of the Management and who has been confirmed is called Regular Employee.

The Appointing Authority has the powers to terminate the services of any Regular Employee if the retention of that Employee in service is considered undesirable (detrimental to the interest of the College) or on medical grounds (certified by a medical authority nominated by Governing Council) by giving 3 months notice or by paying 3 months salary in lieu thereof.

#### **3.3 Probationer**

An Employee who is provisionally appointed for a Regular Post, and who has not completed the probation period is called a Probationer. The probation period may be extended further at the discretion of the Management or may be dispensed with before the completion of initial probation period or the extended probation period as the case may be. If a Regular Employee is appointed as a Probationer on any other post, on promotion he/she may at any time be reverted to his substantive / original post, during or after the probationary period. The services of a Probationer can be terminated with one month notice on either side or by paying one month salary in lieu thereof.

#### **3.4 Part time Employee**

A person who is employed for work for less than the normal period of working hours which is clearly specified in the Appointment Order is called as Part-time Employee. Part-time Employees are entitled to only the salary mentioned in the Appointment Order and to no other benefits.



## **CHAPTER 4**

### **APPOINTMENTS AND SCALES OF PAY**

#### **4.1 Appointments**

- a) Governing Council shall have the power to decide whether a particular post will be filled by open advertisement or by invitation or by promotion from amongst the employees of the college.
- b) Selection Committee for filling Teaching posts by open advertisement shall be constituted by the Governing Council as per the Govt. Rules in vogue.
- c) Selection Committee for Non-teaching posts shall be constituted by the Governing Council.
- d) If the post is to be filled by open advertisement, it shall be advertised by the Secretary. Applications received shall be scrutinized by the Principal for determining the candidates to be called for Interview.
- e) The Selection Committee interviews the candidates called for interview and makes its recommendations to the Governing Council, the names of the selected candidates being arranged in the order of merit.
- f) No act or proceedings of any Selection Committee shall be questioned on the ground merely of the absence of any member or members of the Selection Committee.
- g) Provided that any meeting of the Selection Committee is found necessary, the Secretary shall give at least a week's notice of the meeting to the members of the Selection Committee.
- h) Qualifications required for a post in the College shall be such as may be determined by the Governing Council from time to time taking into consideration the norms prescribed by the UGC/AICTE.
- i) Secretary shall be the Appointing Authority for all the posts in the College

#### **4.2 Scales of Pay:**

- a) Teaching Posts: Keeping the UGC/AICTE scales in view the Governing Council of the College will decide from time to time the Scales of Pay to be offered to the Teaching posts.
- b) All other Posts: Scales as prescribed by the Governing Council from time to time.

#### **4.3 Allowances:**

Dearness Allowance & House Rent Allowance shall be adopted as decided by the Governing Council of the College from time to time.

#### **4.4 Fixation of Pay:**

A member, who is appointed to a post shall unless otherwise stated, be eligible to draw pay at the minimum of the time scale of pay of that post. A member who is holding a post in a time scale and is promoted to a higher post shall be entitled to draw pay in the time scale of pay of the higher post at the stage next above his/her pay in the lower post after allowing an increment in the lower

post. Where, however, he/she had reached the maximum of the scale of the lower post at the time of such promotion, his/her pay in the higher post will be fixed in the same manner giving notional increment in the lower post and onward fixation at the next stage of the scale in the higher post.

#### **4.5 Increments:**

- a) All services in a post on time scale of pay shall count for increments in that time scale, unless and otherwise specifically mentioned contrarily.
- b) Leave other than Extra-ordinary leave without pay shall count for increments in the time scale applicable to the post, which the Employee holds, and on the post on which he/she holds lien provided, however, that the Appointing Authority shall have the power to direct that Extra-ordinary leave shall be counted for increments, if it is satisfied that such leave was taken on account of illness or for any other cause considered by the Governing Council as proper and reasonable.
- c) Where the probation of an Employee is extended, the authority which extended the probation shall decide whether the second increment shall be allowed to be drawn or kept in abeyance until the Employee concerned completes the period of extended probation and is ultimately confirmed by the Appointing Authority.
- d) The quantum of increment will be decided as per the guidelines in force which are issued by the governing council from time to time.
- e) The Secretary shall be the Authority to sanction the drawl of increment by the Director, Principal and other employees.

#### **4.6 With holding of an increment**

When an increment of an Employee is withheld as a disciplinary measure, the Authority ordering the withholding of the increment shall state the period for which the increment shall be withheld and whether it shall have the effect of postponing the future increments i.e. with or without cumulative effect. When an increment is withheld for certain period this period shall be exclusive of any interval spent on leave before the period is completed.

#### **4.7 Reduction of pay in time scale:**

When the pay of an Employee is reduced by the Competent Authority to a lower stage in time scale, that authority shall specify in the order the period for which such reduction shall be effective and that the period shall be exclusive of any interval spent on leave.

#### **4.8 Advance increments**

The Governing Council shall be the authority competent to sanction advance increments in deserving cases to the candidates selected for appointment. However, in respect of new appointees, the Secretary/Director/Principal may offer higher start taking into consideration the pay structure of the existing Employees and report to the Governing Council. Advance increments may be sanctioned to the existing employees also as an incentive in special deserving cases.

## **CHAPTER 5**

### **GENERAL CONDITIONS OF SERVICE**

#### **5.1 Medical and other certificates to be submitted**

Every appointment shall be subject to the conditions that the appointee is certified, as possessing sound health and that he/ she is physically and mentally fit for service, by a Medical Authority nominated by the Governing Council. The Governing Council may, however, for sufficient reasons relax the medical requirements in any particular case or cases, or dispense with such medical examination in any particular case or cases, subject to such conditions, if any, as may be laid down by Governing Council. The Employees shall handover their Medical Fitness Certificate and other original certificates like SSC, Intermediate, B.Tech, M.Tech, PhD etc to the Principal at the time of joining duty.

Every employee will be required to declare his Date of Birth and Age and produce original School Leaving Certificate in support. Once the date of birth is recorded, it will not be permitted to be altered / changed subsequently. In case of ambiguity, the Appointing Authority shall establish the age of the Employee, which shall be final and conclusive for all purposes concerning his employment including retirement. All Employees shall notify the Administration immediately if any change in their local / permanent address takes place, but not later than 3 days of such a change. A communication forwarded by the Management/Administration to the recorded address shall be regarded as sufficient compliance of the purpose for which the communication is addressed.

#### **5.2 Whole-time Employee:**

- a) Unless otherwise stated specifically in the terms of appointment, every Employee is a whole-time Employee of the College, and may be called upon to perform such duties, as may be assigned to him /her by the Principal/Director/Secretary even beyond scheduled working hours and on Holidays and Sundays
- b) An Employee of the College shall devote his/her whole-time to the service of the College and execute such duties as may be assigned to him/her by the Principal/Director/Secretary. He/She shall not engage directly or indirectly in any trade or business or in private tuitions or any other work, which may interfere with proper discharge of his/ her duties. But the prohibition herein shall not apply to academic work and consultative practice etc., undertaken with the prior permission of the Principal/Director/Secretary, which may be given subject to such conditions as regards acceptance of remuneration that may be laid down by the Governing Council.

### **5.3 Probation:**

- a) All persons appointed to regular posts in the college shall be on probation for a period of TWO years.
- b) Persons appointed to higher posts by promotion shall also be on probation for ONE year.
- c) The Appointing Authority shall have the power to extend the period of probation of any Employee of the College for such period as may be found necessary.

### **5.4 Confirmation:**

When any Employee completes his/her probation, or extended period of probation, the Appointing Authority shall decide whether his/her probation is completed satisfactorily, and, if it is so decided, he/she may be regularized in the post in which he/she completed the probation. If the Appointing Authority fails to decide within 6 months from the date of completion of the prescribed period of probation the Employee will be deemed to have completed the probation satisfactorily. An Employee, if confirmed after successful completion of probation, shall continue to hold his/her office.

### **5.5 Termination of Service**

- a) Where it is proposed to terminate the employment of a probationer during the period of probation, for any specific reason or on account of his/her unsuitability for the service, the probationer shall be apprised of the grounds of such proposal and given an opportunity to show-cause against it, before orders are passed by the Authority competent to terminate the employment on one month's notice.
- b) If any employee is not regularized after the period of probation and his/her probation also is not formally extended, he/she may be apprised of the reasons there for within 6 months and he/she shall be deemed to have been continued on a temporary basis and his/her services may be terminated by the Appointing Authority by giving one month's notice.
- c) The Appointing Authority shall have the power to terminate the services of any employee appointed on tenure basis without any notice.
- d) The Governing Council shall have power to terminate the services of any regular employee by giving him/her three months notice, if the member's retention in service is considered undesirable **on** medical grounds certified by a Medical Authority nominated by the Governing Council, and also on the grounds of misconduct, misappropriation, dereliction of duty, in efficiency, etc.
- e) The Governing Council shall have the power to terminate the services of any regular employee on grounds of retrenchment or for reasons of austerity by giving three months notice in writing to the Employee concerned.

f) Services of a probationer or a regular employee can be terminated forthwith by paying notice pay in cases under rules (a), (b), (d) and (e) above instead of keeping him/her in service during the notice period.

## **5.6 Resignation**

a) A member of regular staff may resign from his/her post and terminate his/her engagement with the College by giving to the Appointing Authority 3 months notice or by paying 3 months pay in lieu thereof. The vacation enjoyed by such an Employee during the notice period will not be counted as part of the notice period. However, the Appointing Authority may, for sufficient reasons, accept the notice for a lesser period also.

b) Unless otherwise stated specifically in the terms of appointment an Employee on probation may terminate his/her engagement in the College by giving to the Appointing Authority one month notice or by paying one month's salary to the college in lieu there-of. The vacation enjoyed by such an Employee during the notice period will not be counted as part of the notice period. However, the Appointing Authority may, for sufficient reasons, accept the notice for a lesser period also.

c) On termination / resignation of his service, an Employee shall give a proper account of all Identity Cards, Clothing, Reports and Records, Papers, Books, Tools, Instruments and other property of the College in his/her possession/custody/charge before the last payment of outstanding salary. The value of all shortages and / or damages to the College tools, instruments, and other property in the Employee's possession/custody/ charge shall be recoverable from him/her and without prejudice to any other mode of recovery, may be recovered by adjustment against whatever is payable to him/her. Employee will be required to compensate the college for all losses/damages caused by him/her to the College premises and all movable property therein. Failure to comply with all or any of the above provisions shall entitle the college to withhold the Employee's dues to make appropriate deductions there from and to take such other action as may be deemed fit, which also includes the initiation of Legal Proceedings in the Court of Law.

## **5.7 Applications for outside Appointments:**

a) An employee who is on probation shall not be permitted to apply for Appointment outside the college, provided, however, that he/she shall resign before applying for such an Appointment.

b) The maximum number of Applications from a member of regular staff for appointment outside the college shall be restricted to two per Calendar Year.

## **5.8 Retirement:**

The Age of Retirement of all members of Teaching staff (faculty) shall be 60 years and in case of other staff it shall be 58 years. However , an Employee's services can be terminated by the Management even before his/her super- annuation on the grounds of physical or mental infirmity, inefficiency or incapability to work ,or if he/she outlived his/her utility.

## **5.9 Seniority**

The seniority of an Employee in a post shall be determined by the date of commencement of his probation in that post. In case of two or more persons selected for appointment at the same time to a category of post, the Appointing Authority shall fix the order of seniority among them having regard to the order in which they have been placed by the Selection Committee, if any, which has included them in that panel.

## **5.10 Transfer**

Every Employee is liable to be transferred from one Department to another.

## **CHAPTER-6**

### **LEAVE RULES**

#### **6.1 General Leave cannot be claimed as a matter of right**

- a) Application of an employee for any kind of leave shall be considered only when the alternative arrangements for his/her work are made.
- b) Any employee can proceed on leave only after the leave is sanctioned.
- c) A leave account shall be maintained for each kind of leave and for each employee in the appropriate form
- d) Leave is earned by “Duty“ only. Duty for the purpose of determining the leave eligibility includes
  - i. Any period of absence on casual leave and special casual leave
  - ii. Any period of absence on Public Holidays whether in combination with casual leave or when permitted to be prefixed or suffixed to leave under these rules.
  - iii. Any period of absence on vacation either during a continuous period or when permitted to be prefixed or suffixed to leave under these rules.
- e) Period of absence on extraordinary leave, that is leave on loss of pay (LLOP), cannot become part of duty.
- f) Leave cannot be claimed as a matter of right. Mere submission of application for leave will not be deemed that the leave has been sanctioned. The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.
- g) The Sanctioning Authority may recall an Employee to duty before the expiry of his / her leave.
- h) Unauthorized absence from duty may be treated as misbehavior that attracts disciplinary action.
- i) An Employee on leave shall not take up any service or accept any employment without the prior sanction of the Appointing Authority.
- j) Every application for leave on medical grounds shall be accompanied by a Medical Certificate given by a Registered Medical Practitioner. No employee who has been granted leave on medical grounds may return to duty without first producing a Medical Certificate of fitness.

k) Leave on loss of pay (LLOP), Half Pay Leave (HPL), and Earned Leave (EL) cannot be availed for a period of less than one day. Also LLOP, HPL, EL cannot be availed for one day split into two halves as AN and FN of two consecutive working days.

l) An Employee who leaves his place of duty during vacation is liable to be recalled.

m) In the case of the Principal and Director, Secretary / Chairman of the Governing Council will be the authority to sanction leave. The Director/Principal shall be the authority competent to grant leave to all other Employees.

n) An Employee cannot return to duty before the expiry of leave sanctioned to him/her unless he/she is permitted by the competent authority to do so.

o) The general holidays admissible in any calendar year will be announced in the month of December of the previous calendar year. However, though the Republic day (Jan 26th ) and the Independence day ( Aug 15th ) are holidays, the attendance of all the Employees at the flag hoisting ceremonies on these days is mandatory.

## **6.2 Leave Rules for the Regular Employees**

Rules relating to the different kinds of leave that can be availed by a regular employee are described below.

### **6.2.1 Casual Leave**

a) Casual leave will be admissible to a Regular Employee of the college for a total period not exceeding 15 days in a Calendar Year; the quantum of casual leave admissible to him/her will be on proportionate basis.

b) It may be granted, subject to eligibility, for a period not exceeding 10 days at a time, including holidays.

c) Any balance period of casual leave shall lapse with the calendar year.

d) Casual leave should not be combined with any kind of regular leave discussed in the following sections or with vacation.

### **6.2.2 Special Casual Leave**

a) Special casual leave not countable against casual leave mentioned above may be granted to any regular Employee when he/she is prevented from attending to his/her duties on account of prevalence of any infectious disease in his/her house. It may be granted for a period not exceeding 21 days at a time on the strength of certificate issued by the Municipal / Health Authorities. If this period is exceeded, the employee should take other eligible leave due and admissible under these leave rules. If the employee himself/herself is affected by the infection



he/she should take only the leave to which he/she is eligible as no special casual leave is admissible to the infected Employee himself/herself.

b) Special casual leave not exceeding 30 days in a calendar year may be granted to an Employee for participating in National/ International Sports and Games.

c) Special casual leave may also be granted to an Employee who is prevented from attending to his/her duties for want of transport facilities owing to a local or regional or state-wide “Bandh” or the like, provided the Employee is staying at a distance of more than 5 km in radius from his/her Headquarters. In normal circumstances, special casual leave requires advance sanction and the Employee has to make alternative arrangements for his/her work.

d) Special casual leave not exceeding 3 working days commencing from the date of operation shall be granted to an Employee when he/she undergoes sterilization operation under the family planning scheme, once during the service period, subject to the production of a Medical Certificate from the doctor who performs the operation to the effect that the operation has been performed.

e) When a male Employee’s wife undergoes a non-puerperal tubectomy operation under the Family Planning Scheme, the Employee shall be granted special casual leave not exceeding 3 days commencing from the date of operation subject to the production of a Medical Certificate from the doctor who performs the operation to the effect that the operation has been performed on his wife.

f) Special casual leave cannot be combined with ordinary casual leave or with any other leave or with vacation.

### **6.2.3 Vacation**

a) Teaching staff (faculty) are eligible for 21 days of vacation in every Calendar Year. They can avail vacation whenever it is declared as per the guidelines issued.

b) If they cannot be granted full 21 days and are retained during part of the vacation they would be compensated with a quantum of earned leave at 2/3 of the period of un-availed vacation in the year

c) Non-teaching staff also are eligible for 14 days of vacation in every Calendar Year. They can avail vacation whenever it is declared as per the guidelines issued.

d) If they cannot be granted full 30 days and are retained during part of the vacation they would be compensated with a quantum of Earned Leave equal to the period of un-availed vacation in the year.

e) Vacation may be taken in combination with or in continuation of earned leave, half-pay leave and extra-ordinary leave (to be described below) provided that the total duration of vacation and leave shall not exceed 120 days under any circumstances.

#### **6.2.4 Earned Leave**

- a) The total Earned Leave admissible to a regular Employee will be 1/3 rd of the period spent on duty during vacation.
- b) In addition to the leave earned on account of retention during vacation, every employee will be credited with 3 days of earned leave for every year of completed service.
- c) An Employee will, however, cease to earn such leave when the Earned Leave due accumulates to 180 days.
- d) Leave earned by each Employee during any calendar year will be finalized and credited to his/her Earned Leave account only at the end ( that is on 31st December ) of the year. Therefore the leave earned in any year can be availed of only during subsequent years.
- e) The grant of Earned Leave at a time shall not exceed 120 days. This limit may, however, be relaxed by the Competent Authority who may grant Earned Leave in excess of 120 days for special reasons.
- f) The Earned Leave can only be availed by the Employee while he/she is in service that too after prior sanction and it cannot be en-cashed either in service or at the time of leaving the service because of resignation or retirement or any other reason.

#### **6.2.5 Half-pay Leave**

- a) The half-pay leave admissible to a regular Employee will be 20 days for each completed year of service.
- b) The half-pay leave due may be granted to an Employee on Medical Certificate or on private affairs.
- c) Commuted leave on full pay, not exceeding half the number of half-pay leaves to his/her credit, may be granted to an Employee on medical reasons (supported by proper certificate) only.
- d) When commuted leave is granted, twice the number of commuted leaves shall be debited from the half-pay leaves to his/her credit.
- e) The total duration of Earned Leave and Commuted Leave in conjunction shall not normally exceed 120 days.
- f) The maximum commuted leave admissible during the entire period of service shall be limited to 240 days

### **6.2.6 Extra-ordinary Leave**

Extra-ordinary Leave may be granted in the special circumstances mentioned below

- a. When no other leave is admissible
- b. When other leave being admissible, the Employee applies in writing for extra-ordinary leave. Extra-ordinary Leave is not debited against any leave account. No salary is admissible during such leave.

### **6.2.7 Academic Leave**

a) Academic leave, not exceeding 10 days in a calendar year, may be granted to the regular teaching staff (faculty) member of the college for academic purpose such as external examiner-ship of practical's, spot valuation and attending meetings of JNTUA, Ananthapuramu and any other University recognized by UGC and attending Workshops, Seminars, Conferences and Symposia.

b) When the teaching staff (faculty) member is on vacation he/ she cannot avail Academic Leave.

c) The Academic Leave cannot be combined with any other kind of leave

### **6.2.8 Maternity Leave**

- a) Maternity leave is admissible to married Regular Women Employees
- b) The leave may be sanctioned up to 90 days on full pay.
- c) The leave is not admissible in case of a Women Employee who has TWO surviving children

### **6.2.9 Leave Salary:**

a) An Employee can avail Earned Leave after it is sanctioned. While on Earned Leave he/she will be paid the same salary as he/she would have been paid if he/she were to be on duty.

b) An Employee can avail Half-pay Leave after it is sanctioned. While on Half-pay Leave he/she will be paid half the salary as he/she would have been paid if he/she were to be on duty.

c) An Employee on Commuted Leave will be paid salary equal to twice of that in (b) above.

d) An Employee on Extra-ordinary Leave is not entitled to any leave salary.

### **6.3 Leave Rules for Adhoc Employees**

Adhoc Employees are entitled to Casual Leaves only and no other kind of leave.

### **6.3.1 Casual Leave**

- a) Casual Leave will be admissible to an adhoc employee of the college for a total period not exceeding 15 days in a calendar year.
- b) If the Employee joins the College in the middle of the Calendar Year, the quantum of Casual Leave admissible to him/her will be on proportional basis and also per quarter basis.
- c) It may be granted, subject to eligibility, for a period not exceeding 10 days at a time, including Holidays.

### **6.3.2 Extra-ordinary Leave:**

Extra-ordinary leave may be granted in the special circumstances mentioned below

- i. When there is no Casual Leave admissible, or
- ii. When the Casual Leave is being admissible, the employee applies in writing for Extra-ordinary Leave. Extra-ordinary Leave is not debited against Casual Leave account. No salary is admissible during Extra-ordinary Leave.

### **6.4 Unauthorized absence**

An employee who is not attending duty (after exhausting all the leaves to his credit and therefore is on loss of pay) or absent unauthorized , for a period of 6 months ( 12 months on genuine medical reasons ) will be discharged from service w.e.f the day on which he/she exhausted all his/her leaves.

## **CHAPTER-7**

### **GENERAL BENEFITS**

These benefits are applicable to the Regular Employees only. The Employees of **BITS** shall furnish to the college office immediately the details regarding their legal heirs or nominees if they have not already done so.

#### **7.1 E.P.F.**

All the employees of the college shall be covered by the Employees Provident Fund Act.

#### **7.2 Health Insurance**

The Employees of **BITS** are not entitled for any reimbursement of medical expenses incurred for the treatment of themselves or their family members. However they are eligible for reimbursement of Rs 1000/- in every Calendar Year in the annual premium paid by them towards the health insurance policy taken by them, provided the annual premium of the policy is more than Rs 1000/- .

#### **7.3 Educational and Festival Advances**

Members of Non-teaching staff are eligible to draw Educational (in respect of their own children ) and Festival Advances which are recoverable in ten equal installments without interest from their salaries starting from the month that succeeds the month in which the advance is drawn. The maximum advance that can be drawn and the other guidelines will be issued by the Management from time to time.

#### **7.4 Group Gratuity Scheme**

All the Employees holding regular posts and drawing scale of pay will be covered by the Group Gratuity Scheme maintained by L I C of India at the cost of the College with effect from 01-04-2006.

#### **7.5 Other Benefits**

- a. The Employees of **BITS** are not entitled to encashment of Earned Leave. They can only avail them while in service.
- b. They are not entitled to Leave Travel Concession.
- c. They are not entitled to any pensioner benefits
- d. They are not entitled to any other service benefits except those specifically provided for in this manual.

## **CHAPTER-8**

### **CONDUCT RULE**

#### **8.1 General**

The following clauses define the code of conduct for the employees of BITS. They are equally applicable to both regular and ad-hoc employees.

1. Every Employee of the College shall be devoted to his/her duty and shall maintain absolute integrity, honesty, discipline, impartiality and a sense of propriety.
2. No Employee of the College shall behave in a manner which is unbecoming of such an Employee or which is derogatory to the prestige of the College.
3. No Employee of the college shall act in a manner which will place his/her official position under any kind of embarrassment.
4. No Employee of the College shall, in performing his/her official duties, act in a discourteous manner.
5. No Employee of the College shall, in his/her official dealings with the public and students, adopt dilatory tactics or willfully cause delays in disposal of work assigned to him/her.
6. No Employee of the College shall participate in any strike or similar activities including absence from duty without permission, hunger strike, etc; against the Management of the College.
7. No Employee of the College shall,
  - i. while on duty, be under the influence of such drinks or drugs to such an extent as to render him/her incapable of discharging his/her duty properly and efficiently, or
  - ii. appear in public places in a state of intoxication, or
  - iii. Consume such drinks or drugs in excess.
8. Every Employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her duty. No Employee shall be absent from duty without prior permission. Even during leave or vacation no Employee shall leave headquarters except with the prior permission of the proper authority. Whenever leaving the station, an Employee should inform the Principal in writing through the respective Head of the Department, ( or directly if the employee happens to be the Head of the Department.), the address at which he/she would be available during the period of his/her absence from the Head quarters.
9. No Employee of the College shall engage directly or indirectly in any trade or business.
10. No Employee of the College shall take part in promotion, registration or Management of a company or a cooperative society or a business concern for commercial purposes.
11. No Employee of the College shall negotiate for or undertake any other employment or work except those connected with his official duties.
12. No Employee of the college shall join or continue to be a member of an association the objective or the activities of which are prejudicial to the interest of the sovereignty of India or Public Order

13. No Employee of the College shall, except with the permission of the Management of the College, ask for, or accept or in any way participate in the raising of any subscriptions, or other pecuniary assistance from the other employees of the College in pursuance of any object what so ever.
14. No Employee of the College, except with the permission of the Management, shall participate in radio broadcast, or drama, or any tele-serial or feature film.
15. No Employee of the College shall, by any public utterance, written or otherwise, criticize any policy or action of the Management of the College nor shall he/she participate in any such criticism.
16. No Employee of the College shall be a member of, or be otherwise associated with any political party or any organization in respect of which there is slightest reason to think that the organization has a political aspect and takes part in politics, nor shall he/she participate in, subscribe in aid of, or assist in any other manner, any political movement or activity.
17. No Employee of the College shall have recourse to the press or any Court of Law without first approaching the Governing Council through proper channel for redressal of his/her grievance(s).
18. No Employee of the College shall bring or attempt to bring any extraneous influence on his/her colleagues or the Management for the furtherance of his/her interests.
19. No Employee of the College shall, in performing his official duties, act in a discourteous or discriminatory manner with any woman colleague and/ or woman students and shall not indulge in sexual harassment in any manner either directly or by implication. Sexual harassment means as defined u/s 354 A of Indian Penal Code or any other law for the time being in force.
20. No Employee of the College shall contract another marriage without first obtaining the permission from the Management, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him/her.
21. No Female Employee of the College whether un-married, or widowed, or divorced as the case may be shall marry any person who has a living wife without first obtaining the permission from the Management though the parties are governed by the personal law which otherwise permits contracting more than one marriage while the prior marriage is subsisting.
22. An Employee against whom insolvency proceedings have commenced in the Court of Law shall forthwith report full facts thereof to the college.
23. An Employee against whom criminal proceedings are initiated in a Court of Law shall immediately inform the Principal of the College the details thereof.
24. An Employee who is accused of civil or criminal offence and kept in police custody for more than 48 hours will be suspended from the service from the day he/she is taken into custody. During the suspension period he/she shall be paid only the subsistence allowance as decided by the Governing Council. If he/she is proved guilty and convicted then he will be deemed to have been dismissed from the service with effect from the Day of Judgment. If he/she is proved innocent and acquitted then the suspension shall be revoked and he/she shall resume duty from the day on which the judgment is passed acquitting him/her.

## 8.2 Misconduct:

Without prejudice to the general meaning of the term misconduct, the following acts and / or omissions, which are illustrative and not exhaustive, shall be treated as serious misconducts:

1. Going on or participating in an illegal strike or abetting the same
2. Theft, fraud, breach of trust, or dishonesty by misappropriation of funds in connection with or damage to the property of the College or the property of another Employee/Office within the College premises.
3. Non-observance of safety measures or failure to use safety appliances like helmets, seatbelts etc., or interference with safety devices or firefighting equipment or disobedience of a safety instruction by the superior.
4. Carrying College's goods, files or office documents to the house/home or any other place outside the College without prior written permission of the College.
5. Un-authorized use of any of the College's facility/equipment or any other thing for personal use.
6. Leaking any confidential information relating to official matters.
7. Giving false information regarding one's name, father's name/ husband's name, date of birth, qualifications, details of previous service/salary particulars, address etc., at the time of joining the service in the college or thereafter.
8. Habitual late attendance and / or absence without leave and / or late attendance on more than three occasions within a month or similar omissions of leaving the premises before time.
9. Assaulting, abusing or intimidating any Employee of the College either within the premises or at any other place.
10. Demanding, taking or giving bribes/gifts or any illegal gratification or indulging in any corrupt practice and /or lending or borrowing money to and from any Employees.
11. Carrying on (directly or indirectly) benami transactions in the College premises like money lending business and / or other private business without the written permission of the Management or having private financial dealings with persons or firms etc., having business relations with the College for the sale and purchase of any materials, equipment or supply of labour, if any, or for any other purpose.
12. Writing of anonymous or pseudonymous letters criticizing the College or any other employee of the College staff and making false reports regarding misconduct of colleagues and superiors or defamatory remarks against the Management.
13. Forming and encouraging groups and holding meetings within the work premises or any other premises owned by the College without the prior written permission of the Management.
14. Habitual neglect of work or negligence in work.
15. Refusal to work on a job or a mission, which does not call for any additional skill or experience.
16. Hiding away and/or attempting to hide away any articles, documents or materials of the College.
17. Obtaining or attempting to obtain leave of absence on false pretension.
18. Refusal to act in any position offered by the Management.
19. Willful disfigurement, destruction or alteration or forgery of any record/file of the College.



20. Bringing or possessing or using alcoholic drinks, charas, bhang, ganja or any other intoxicant within the College's premises or reporting for work while under the influence of alcoholic drinks, drugs or narcotics.
21. Refusal to accept a charge sheet or an order or any other communication from the Management either in person or by post or through courier.
22. Entering or remaining in the work premises after the permissible/ authorized hours of duty.
23. Refusal to act on the accepted terms and conditions of service.
24. Handling or attempting to handle any machine, equipment, apparatus or vehicle not entrusted to the charge of the Employee.
25. Falsifying or refusing to give testimony when an accident, misconduct or other matters are being investigated.
26. Interfering in the work of other Employees and / or the Management.
27. Doing private or personal work within the College premises without the previous permission of the Management.
28. Refusal to work on Holidays or on off days when required to do so, or refusal to work overtime, in the exigencies of the College work.
29. Approaching higher authorities for personal promotion or favours or gains directly or through other people.
30. Refusing to undergo training as and when required by the College.
31. Copying in any form and taking the extracts of official documents with a view to keeping/storing/sharing them and maintaining files at home.
32. Hiding or not disclosing (immediately after knowing ) to the Management the breach of trust done by any other colleague.
33. Making statements (in any manner whatsoever) to the press or other media without prior permission of the Management.
34. Fulfilling a task by other persons than the one to whom it has been assigned. In case of absence, the Employee has no right to bring another person to replace him, except with the prior consent/ permission of the Management.
35. Collection or canvassing for the collection of any money, whatsoever, for purpose not authorized in writing by the Management within the premises of the College.
36. Drunkenness, fighting, riotous, indecent or disorderly behavior or conduct likely to cause breach of peace or conduct endangering the life or safety of any other person.
37. Any act subversive of discipline and efficiency, and any act involving moral turpitude committed within the college premises, and outside if the same has bearing on the services of the employee.
38. Breach of any rules or instructions for the maintenance and or instructions for the running of any department or maintaining cleanliness.
39. Non-observance of dress code stipulated by the Management.
40. Refusal to give evidence in any enquiry against any other employee, charged with any misconduct.
41. Gambling or playing cards, etc, within the College premises.
42. Knitting, gossiping within the College premises.
43. Sleeping or dozing whilst on duty
44. Insubordination, malingering, deliberate delaying of work, and refusing to carrying out the orders

45. Using abusive language or slogans against any superior or colleague.
46. Absence from place of work without the permission of the Departmental Head.
47. Speculation in any investment or commodity within the premises of the Employer.
48. Submission or representation to any authority or public-men except through proper channel.
49. Misbehavior during the pendency of disciplinary action instituted against him/her.
50. Interference, tampering with records, attendance register, etc., either pertaining to himself/herself or to any other employee.
51. Unauthorized removal or defacement of notices on the Notice board.
52. Giving interview to Press, Radio, Television without the permission of the Management.
53. Participation in public discussions, debates, and deliver speech in public pertaining to the affairs of the College without permission from the competent authority.
54. Reading magazines, novels and other non-professional literature/material during working hours.
55. Loitering, idling or wasting time during working hours.
56. Expectorating or otherwise committing nuisance on the College premises.
57. Not wearing the complete uniform provided by the Management, if any, during working hours or wearing the uniform improperly while on duty.
58. Any attempt or threat to assault, or any attempt to murder or attack, or any assault or beating or murder of any Employee of the College within or outside the College premises.
59. Not disclosing/intimating to the College any infectious or sexual/ skin/any other disease/contagious disease from which the Employee is suffering.
60. Habitual production of the Medical Certificate for availing of leave.
61. Having immoral relationship with Employees of either sex within the College premises.
62. Eve-teasing (sexual harassment) in the college premises or in the transport vehicles provided by the College.
63. Displaying the ugly and sexual figures in cell phones/ computer systems/ laptops in any manner.

## **CHAPTER 9**

### **CONTROL, DISCIPLINE and APPEAL**

#### **9.1 Suspension**

An Employee of the College may be placed under suspension from service

- (a) When a disciplinary proceeding against him/her is contemplated or is pending, or
- (b) When he/she has engaged himself/herself in activities prejudicial to the interest of the College or the security of the State, or
- (c) Where a case against him/her in respect of any criminal offence is under investigation, enquiry or trial.

An Employee may be placed under suspension from service even if the offence for which he/she is charged does not have bearing on the discharge of his/her official duties.

An Employee under suspension from the service may be paid a subsistence allowance as decided by the Governing Council provided that the Employee under suspension does not have income from any other source during the period of suspension and the employee should give an affidavit inter alia stating that he/she is not gainfully employed anywhere during such period.

#### **9.2 Penalties**

The following penalties may, for good and sufficient reasons, be imposed on any employee of the College

##### **a) Minor Penalties:**

- (i) Censure;
- (ii) Fine;
- (iii) Withholding of promotion;
- (iv) Withholding of increments of pay without cumulative effect;
- (v) Reduction to a lower stage in the time scale of pay for a specific period without cumulative effect;

##### **b) Major Penalties:**

- (vi) Withholding of increments of pay with cumulative effect;
- (vii) Compulsory retirement
- (viii) Removal from service;
- (ix) Dismissal from service;

### **9.3 Imposing Penalties**

No order imposing any of the penalties specified in clause 9.2 (b) on any Employee of the College shall be passed by the Disciplinary Authority except after an enquiry is conducted.

### **9.4 Procedure for Enquiry**

- a) Whenever a case of misconduct or a case of indiscipline comes to the notice of the Administration, the accused Employee, with or without being kept under suspension depending on the severity of the incident, will be informed of the institution of enquiry along with the details of Inquiry Officer through a Memo asking him or her to appear before the Inquiry Officer at the place and time specified by the Inquiry Officer.
- b) The enquiry Officer appointed shall be a person known for unbiased and impartial attitude and familiar with principles of natural justice.
- c) The enquiry Officer shall be at least a rank higher than the delinquent employee against whom the enquiry is conducted.
- d) The enquiry Officer should neither be a complainant nor a witness.
- e) Based on the findings of inquiry a show-cause notice will be served on the accused keeping in view the principles of natural justice.
- f) During any inquiry the delinquent is not entitled to engage a lawyer.

### **9.5 Enquiry Information to the Employee**

Orders passed by the Disciplinary Authority shall be communicated to the Employee on whom the penalty is imposed and he/she shall also be supplied with a copy of the report of the enquiry.

### **9.6 Appeal**

An appeal shall lie against any order passed by Competent / Disciplinary authority. The Employee of the College shall prefer an appeal ( may appeal only ) against the following orders :

- (a) An order of suspension
- (b) An order imposing any of the penalties listed in clause 9.2(b)

### **9.7 Appellate Authority:**

- a. In the case of Principal, the governing council.
- b. In case of all other Employees the person nominated by the Chairman.

**9.8** No appeal preferred under these Rules shall be entertained unless such appeal is preferred within a period of 30 days from the date on which a copy of the order appealed against is communicated to the Appellant.

**9.9** Any Employee preferring an Appeal shall do so separately and in his/her own name.

**9.10** The Appeal shall contain all material statements relied on by the Appellant and shall be complete in itself and shall not contain any disrespectful or improper language. It shall be presented to the Authority to whom the Appeal lies, a copy being forwarded by the Appellant to the Authority which passed the order appealed against.

## **PART-B**

### **(DUTIES & RESPONSIBILITIES)**

#### **CHAPTER 10**

##### **Duties and Responsibilities of Principal:**

As the head of the institute, principal should have the vision and leadership ability to keep a college developing.

##### **Academic:**

1. To monitor and conduct academic activities of the institute under the guidance of the Management and assistance of the Head of Departments.
2. To depute teaching and technical staff for refresher courses, higher studies and arranging for suitable training in the campus.
3. To take institute and faculty feedback and accordingly take the remedial actions.
4. To plan and take the necessary actions for improvement of college results and academics
5. To promote industry institution interaction and research & development activity.
6. To Plan for campus placements through training and placement officer.
7. To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with assistance of HODs.
8. To review results and give suggestions to improve the results further.

##### **Administration**

1. To recruit the Teaching and Non-teaching staff based on the requirements of the departments.
2. To go round the classrooms to ensure that the class work is being conducted effectively.
3. To conduct the periodical meetings of the faculties for effective administration of the college.
4. To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.

5. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by University of JNTUA.
6. To approve vendors for resources as required in the institute.
7. To sanction the leave of the staff as per the norms.
8. To monitor and update the institute website with complete information about the institute.
9. To communicate with University of JNTUA, APSCHE, AICTE for compliance.
10. To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body, College Academic Council and other college Committees and maintaining the minutes of the meeting.
11. To go through the letters found, if any in the suggestion box and act on them, if required.
12. To attest the academic registers and dairies maintained by teaching staff.
13. To instruct the teaching staff through a schedule to conduct annual stock verification of Library and Lab equipment.
14. To monitor the activities of the examination section(JNTUA)
15. To promote the brand building of the Institution by adopting new technologies.
16. To execute any other work assigned by the management

### **Finance**

1. To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.
2. To authorize for cash advances for urgent purchases required in the institute.
3. To ensure that all financial transactions are conducted as per the norms.

### **Roles and Responsibilities of the HOD:**

#### **Academic:**

1. To monitor and conduct academic activities of the department under the guidance of the Principal.
2. Allocate the subjects to the faculty members well in advance (at least two weeks) before commencement of the semester/year.

3. Make sure that the time-tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the classwork.
4. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
5. To plan and take the necessary actions for improvement of department results and academic performance.
6. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the deadline given by the principal. The evaluated answer sheets along with award sheet filled in by the concerned faculty member have to be submitted to the exam section as per the schedule given. Softcopy of the Mid Exams also to be submitted to the exam branch as perschedule.
7. Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feed-back to the concerned faculty members. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.
8. Advise the class teachers to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.
9. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teachers.
10. Counsel the students who are absent for the mid test or irregular to the class work.
11. Form the student batches and allot the project guides as per guidelines given by the principal.
12. Allocate the students to the teacher-counselors in the beginning of the academic year.
13. Inform the concerned authorities of any important information of events taking place in the Department from time to time.
14. Arrange special classes if necessary, for the benefit of below average students.
15. Ensure academic discipline in the department.

16. Maintain and update the files such as Faculty Lesson Plan Files, Faculty Service Files, Budget Files, Department Meetings Minutes File, Lab Equipment Quotation File etc.,

### **Administration**

1. To maintain discipline and enforce rules as laid down by the institute, in the department.
2. Send staff attendance register after making necessary entries to the principal office by 10.30 A.M every Monday.
3. Designate faculty member who will be the Head I/c during his/her absence and make sure that all files and records are available for Head in- charge. Give contact Mobile phone number to enable the authorities to consult them in emergency when he/she is away from headquarters.
4. To monitor and conduct academic activities of the department under the guidance of the Principal.
5. To monitor the day to day activities of the department.
6. Verify the student attendance registers maintained by the staff members once a week.
7. Interact with students (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the principal.
8. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
9. Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
10. Convene departmental staff meeting once in a fortnight on the day allotted and record the minutes of the meeting.
11. To conduct regular meetings with teaching and non-teaching staff as well as the Class Representatives to sort out any issue and queries related to academics.
12. Route all the correspondence through the office of the principal.
13. Make arrangements to lock all the laboratories and class rooms before leaving the premises.
14. Follow the guidelines / instructions given by the principal from time to time.
15. To execute any other work assigned by the Management/Principal.



## **Finance**

1. To prepare the department requirements and budget needed.
2. To oversee the purchase and deployment of any resource allotted for the department.

## **Roles and Responsibilities of the Class Teacher**

1. Instruct all the students to attend the classes regularly and to follow the dress code.
2. Collect the list of absentee students (Period wise) and submit it to the HOD daily.
3. Submit the list of students absent for the internal tests to the HOD.
4. Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that month) and submit the list of students who have got less than 75% of attendance in aggregate to the HOD immediately.
5. Result analysis must be done after the announcement of results by the university/ College and update student record regularly after knowing supplementary exam results in the current Semester.
6. Motivate the students to attend the seminars without fail.
7. Instruct the students to attend the internal / external exams without fail.
8. Motivate the students to present papers in Conferences / Seminars at regional / national level.
9. Inform the subject teachers of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
10. Communicate the attendance and internal marks of students to the concerned parents from time to time as directed by the HOD.

## **Roles and Responsibilities of the Librarian:**

1. To implement all library rules as defined by the Principal.
2. To ensure the documented Quality Management System is followed at various stages of library processes.
3. Responsible for overall functioning of the library.
4. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e-books , online resources etc. and renewal of books / magazines.

5. To display all technical articles, literature and new arrivals.
6. To execute any other work given by Principal.

#### **Roles and Responsibilities of the Training and Placement Officer:**

1. To maintain complete information regarding student appearing for placement activities.
2. To conduct placement activities smoothly
3. To decide and arrange for personal development programs for student.
4. To update and maintain the contact details of companies interested in recruitment activities.
5. To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
6. To take feedback from industry about the students recruited.

#### **The Duties and Responsibilities of a Faculty**

##### **General**

1. The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
2. The staff shall stay in the workplace during the working hours of the College.
3. It is always mandatory for staff to display ID cards when they are in campus.
4. The staff shall discharge the responsibilities diligently in honest and un-biased manner with total commitment.
5. The staff shall maintain confidentiality. They shall not give or pass any information to any inside/outside persons, unless and until the employee has been authorized to do so.
6. The staff shall assist/carryout their works with a view to meet the deadline notified by the competent authority.
7. The staff shall not indulge in rude or abusive behavior, comments against superiors and negative comments about other staff members.

8. The staff shall desist from participating in professional or personal behaviors that jeopardize the moral standards of the institution.
9. The staff members are expected to conduct themselves in a professional, co-operative, and ethical manner.
10. The staff shall comply with rules, regulations, policies of Management from time to time.
11. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/Institution.
12. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
13. Faculty Members should attempt to publish textbooks, research papers in reputed International / Indian Journals /Conferences.
14. 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.
15. 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.
16. Faculty Members should record in the movement register whenever they seek permission from HOD to leave the campus during the working hours, the time at which they leave the college and the time when they come back. However, if they seek permission in the morning or in the evening, they have to record one entry (Morning: Reporting time, Evening: Leaving time). The Movement register is kept with HOD. The maximum allowable permission time is onehour only.
17. Faculty Members should bring the note pad to all the meetings conveyed by the Management/Principal/HODs to note the points discussed.
18. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

## **Department**

1. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
2. The teaching load will be allotted by the HOD after considering the Faculty Member's interests.
3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
4. Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
5. 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.
6. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
7. The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal.

## **Class Room Teaching**

1. Once the subject is allotted, the Faculty Member should prepare and submit two copies of Lesson plan of their subject to the HOD before commencement of the class work. One copy will be returned to them after approval. The lesson plan may also be informed to the students. They are advised to prepare the Lesson plan based on the Lesson Dairy of the previous year.
2. The Faculty Member should get the lesson plan and course file - approved by HOD and Principal. The course file consists of Syllabus, Lesson Plan, previous years university question papers, Lecture notes, handouts, tutorial sheets, Mid test/exam question papers etc.,
3. The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal.
4. Faculty should thoroughly prepare and do homework on the subject before taking the class.
5. The Faculty Member should refer to more books than textbooks and prepare his/he detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in theclass.

6. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
7. The Faculty Member should engage the full 50 minutes and should not leave the class early.
8. The Faculty Member should collect the anecdotes (both general & subject related) and quote them in the classes to maintain student interest in the class.
9. The Faculty Member should plan carefully what to do on the first day to give students a clear impression of the subject content.
10. Faculty should ensure that they have a grasp on the course content as well as access to all necessary materials, including textbooks and other resources.
11. The Faculty Member should create interest in the subject by relating the topic to real-life examples and current applications.
12. The Faculty Member should maintain Students' attention throughout a class session by periodically asking them questions.
13. The students should be given one minute to list as many points as they can recall about the previous lecture or about a specific topic covered in last class.
14. The students should be given a minute to come up with two good questions about the preceding lecture segment or to summarize the major points in the lecture just concluded.
15. Students should be empowered to play active roles within the institution. Conferring of responsibilities onto them may allow the development of a greater sense of responsibility and sense of belonging to the college.
16. Faculty should seek frequent feedback from students on their teaching. Such feedback allows faculty to assess their initial effectiveness in working toward course goals and to modify their approach if necessary.
17. Students should be encouraged to make optimal use of resources available on the NPTEL website.
18. The Faculty Member should identify slow learners in each class and place a special focus on them to improve their academic performance.
19. The Faculty Member should conduct regular tutorials in problem-oriented subject. The Tutorial problems must be handed over to the students at least in week in advance of actual class.
20. The Faculty Member should interact with the HOD or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
21. The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
22. The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
23. The Faculty Member should make himself/ herself available for doubt clearance.
24. The Faculty Member should motivate the students and bring out the creativity / originality in the students.

### **Laboratory**

1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
2. Whenever possible, additional experiments to clarify or enlighten the students must be given.
3. The lab observations/records must be corrected then and there or at least by next class.

### **Test / Exam**

1. While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.
2. During invigilation, the Faculty Member should be continuously moving around. He/she should not sit in a place for a prolonged time. He/she should watch closely so that nobody does any malpractice in the exam/test.
3. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent.
4. The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to Exam Section i/c.
5. The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

### **Student – Faculty Rapport**

1. The Faculty Member should have a good control of students.
2. As soon as the Faculty Member enters the class, He / She should take attendance.
3. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator, HOD.
4. The Faculty Member should act with tact and deal with insubordination by students maturely.
5. The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.

### **Instructions to Invigilators:**

1. Report to the Chief Superintendent at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.
2. The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the Examination. Ensure that the candidate should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls. Programmable Calculators, Cell Phones and Pagers are not allowed for the examinations.
3. Ask the candidates to enter the set number of question paper received by him/ her in the two blocks on the first page of “Main Answer Book” and verify the signature affixed by the candidate. You have to sign on the title page of “Main Answer Book” after checking the Hall Ticket Number and set number of question paper issued to him.
4. Every candidate has to enter Serial No. of the “Main Answer Book” and the question paper set number in the “HALL-WISE ATTENDANCE” sheet and he / she has to put his/her signature. Fill up the entries at the bottom of this sheet and affix your signature.
5. Candidates are not allowed to leave the examination hall until 30minutesfrom the commencement of examination. Please ensure to collect question papers from the students leaving the hall prior to last 30minutes.
6. Please ensure to collect the answer book from the candidates before they leave the examination hall.
7. At the end of examination collect the answer scripts from the candidates and arrange them as per question paper set number (1,2,3,4) separately in the increasing order of the Hall Ticket numbers and handover to the officer-in- charge of examinations.
8. Any correction in the Hall Ticket Number on the first page of “Main Answer Book” should be attested by Observer/Chief Superintendent.

9. Drawing sheets should be folded to the size of main answer book and the stamp showing the Hall Ticket Number should be visible on the top after folding.
10. If any candidate strikes off all answers in his/her main and additional answer books, ask the candidate to write, “struck off by me” on each page.
11. Malpractice cases, if any, should be reported to the Chief Superintendent/Observer immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.
12. Additional sheets stamped by the Exam Section only are valid.

**Norms for Conducting University Practical Examinations:**

1. Practical examinations have to be conducted in the respective Laboratories / Workshops / Drawing Halls only.
2. Both the examiners (Internal and External) have to assess the students for 50% of marks assigned for practical. Internal examiners have to brief the external examiners regarding allocation of marks for each component of practical activity.
3. Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
4. Both the examiners must sign on the Answer Sheets as well as on the award lists.

**Incentives to Faculty for R&D Activities:**

1. For Research papers presented within the country, the Institute will reimburse Travel expenses (second class train fare) and 50% of the Registration fee.
2. Visits to reputed Institutes and Organizations for the purpose of collaborative research are encouraged for a period of 2 to 4 weeks, in a year. Train fare by 2nd class and DA of Rs.100/- shall be paid by the Institute for this activity.
3. The Institute will bear the postal charges for sending research papers to International Journals.



### **Faculty pursuing Ph.D.:**

1. Faculty pursuing Ph.D. in approved institutes is eligible to avail leave against future vacation as applicable to PG Courses.
2. In addition to FUTURE VACATION, they can avail one day O.D. per week for interacting with their guides, without disrupting the class work. To avail this facility, faculty has to submit proof of visiting their guides on day-to-day basis.

### **Faculty attending Seminars & Workshops:**

1. If Department sponsors the faculty for attending Seminars/Workshops / Short-term courses which are useful to the Department, the Institute pays the registration fee and DA @ Rs.100/- day. HOD should give proper justification for sponsoring the faculty.
2. If Faculty members are interested in attending seminars/short-term courses/workshops on their own, the Institute pays only 50% of the registration fee.

### **Duties and responsibilities of Lab In charge:**

The Lab In charge is responsible to conduct the laboratory sessions in a smooth manner by performing the following duties:

1. Recording the attendance of students in each session.
2. Maintaining the discipline and decorum of the students.
3. Demonstrating the experimental procedure to be followed and when necessary with particulars of theory and formula.
4. Guide the students in the conduct of the experiment.
5. Checking student observation books and records.
6. Report weekly to the Head of the Department on the progress and conduct of the laboratory sessions.
7. Ensure the safety of equipment by ensuring that these are securely stowed away at the end of the working hours.
8. Upkeep of laboratory area
9. Preparation of manuals for new experiments.
10. Maintenance of stock register of equipment, instruments etc.,
11. Maintenance and replenishment of stocks of consumables and spares.

### **Duties and Responsibilities of Lab Assistant:**

The duties of the Lab Assistant shall be to assist the Lab in charge for

1. The maintenance and upkeep of the laboratory area– its cleanliness and tidiness.
2. The maintenance of lab manuals, catalogs, and maintenance manuals of lab equipment.
3. Checking that the equipment is functioning properly at least one day prior to the conduct of every laboratory session.
4. To bring to the attention of the Lab -In -charge periodic servicing requirements of equipment

### **Dress Code for Faculty:**

Following is the dress code for the faculty of Institute:

- |           |   |                            |
|-----------|---|----------------------------|
| Gentlemen | : | Tucked in shirts and shoes |
| Ladies    | : | Saree / Punjabi dress      |

## **CHAPTER-11**

### **AMENDMENTS**

The Management has the right to Amend, Modify, Repeal, and Change and to Update any of these Service Rules and inform all the Employees of the changes accordingly.