

SERVICE RULES AND REGULATIONS

The selected candidate after accepting the offer letter shall join duty on the specified date itself. Inconvenience if any shall be reported to the Principal sufficiently early. On joining, the candidate should submit, a joining report with dated signature to principal.

Probation

Every employee shall on initial appointment be on probation for a period of one year from the date of his/her joining the duties. The period of probation may be extended by a further period not exceeding one year. Services of an employee during probation may be terminated without assigning any reason by giving one months' notice in writing. If an employee desires to be relieved during the period of probation, it will be necessary for him/her to give one months' notice in writing.

Confirmation

If the work and conduct of an employee during the period of probation are found to be satisfactory, the employee shall be informed of his/her confirmation after the completion of probation period.

Promotion

If the faculty member has obtained qualification and experience as prescribed by AICTE will be considered for promotion. Promotion will be based on their performance evaluation. Management has the right to appoint faculty from outside in any position.

Relieving / Termination

Notice period in case of relinquishing or termination of service is one month period. Letter of resignation should be submitted in advance fulfilling the notice period. The letter can be accepted without detrimental to the class work and relieved at the end of the semester after completing all assigned work. The Management reserves the right to waive – off / reduce the notice period if the staff is relieving to take up appointment in Government, only on condition that he/she has produced the relevant documents to prove his/her appointment. As per KTU regulations, faculty is not permitted to leave before the semester end and before completing all assigned work. The employee shall not be granted any leave except casual leave during the notice period.

Service Benefits

A staff member will become eligible for annual increment only on completion of one year of continuous service and after satisfactory completion of probation. Increment for each year is approved based on the faculty appraisal. However, employees availing loss of pay leave for more than 30 days in a year will not be considered for increment during that year.

Research promotion scheme

The institute promote research among faculty and students. Faculty members are encouraged to attend workshops/ Conferences, present papers in national/ international conferences, publish papers in leading journals, obtain patents and publish books. The institute introduce characterization fund to support research activities. An amount of 30,000/- will be allocated to each researcher. The total allocation for each department will be capped at 100,000/- per year.

Part time research scholars: Maximum six months loss of pay leave (which can be taken either as a single slot or as two slots of three months duration).

Full time research scholars: Maximum three years loss of pay leave.

Awareness Program

All the rules and regulations of the institution are explained by the concerned department head to the fresh appointees. Periodical changes in the rules are communicated by total faculty meeting or intra departmental meeting or passing minutes of the HOD meeting.

LEAVE RULES

Leave Application

The Application shall be submitted on prescribed form well in advance and shall get sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged. Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable for disciplinary action including termination of services.

Kinds of Leave

There exists for the following kinds of leave (a) Casual leave (b) Duty leave (c) Maternity leave (d) Leave with-out pay (e) Study leave

Casual leave: Every employee held on the roster of the institute is entitled to maximum three-day casual leave for each month subject to a maximum of 15 days of casual leave in one calendar year. Casual leave will not be carried forward to next academic year.

Duty leave: Duty leave cannot be availed of unless previously sanctioned/approved by the HOD/Principal. Duty leave may be granted for one or more of the following purposes: a) To attend the valuation, meetings of examination committees etc. of the university b) To attend faculty development program when duly authorised by the principal c) Any other special case on merit as approved by the principal on the basis of recommendation of the HOD.

Maternity Leave: The women employees having more than one year service at the College are eligible for avail maternity leave. Maternity leave can be granted for a period of 180 days). Salary for the leave period shall be paid after the employee joins the duty (on completion of leave period).

Leave with-out Pay: No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if any employee has to avail leave in excess of authorization, he/she may be granted. Leave without pay shall also be got sanctioned in advance as any other leave.

Study Leave: The faculty members become eligible for study leave for doing PhD and post PhD.

DUTIES AND RESPONSIBILITIES

Principal

- Institute Administration.
- Developing, implementing and evaluating the programs within the institutions.
- Annual budget preparation.
- Asses teaching learning process.
- Encourage involvement of stakeholders
- Arrange parents meeting, college programs etc.
- Motivate teachers to provide quality education and perform other duties.

- Communicate with faculty members to improve their performance and maintain morale.
- Support office administrators, assistants, counselors and additional staff to perform their duties effectively.
- Evaluate employee performance and give feedback.
- Dealing with student discipline issues.
- Conduct meetings with various bodies such as Governing Body, Management Committee etc.
- Formation of the student council.
- Coordinate the activities of Internal Quality Assurance Cell.
- Establish, implement and the quality management system.
- Arrange faculty and staff development programs.

Vice Principal

- Facilitate Principal for Identifying core competencies of the Institution.
- Developing strong Teaching-learning Environment.
- Developing Strong Industry Support for Collaborative Learning.
- Monitor academic discipline among the students.
- Monitor Faculty & Students Discipline & Counseling
- Take progress from Departments about Industrial Visit, in plant Training of Students.
- Encourage the faculty to attend the Conference / FDP etc.
- Monitor and assist Alumni association for Scaling up Alumni Network, Organizing Alumni Meet.
- Any other Responsibilities assigned by the Principal from time to time.

Dean Academics

- Coordinating the development of and implementing the college's Vision and Goals Statement;
- Leading, and coordinating college strategic planning
- Supervising, evaluating, and supporting Departments in a manner that promotes excellence in instruction, scholarly and creative productivity.
- Deciding the number of sections, batches for each theory and lab courses.
- Preparation of time table
- Adherence of academic rules by all teaching faculty

- Regular and effective conduct of classes by teaching faculty
- Follow up of evaluation system in its true spirit and maintain liaison with Principal
- Development of human resources teaching and nonteaching technical
- To participate and contribute in the Committees for which they are ex-officio, nominated or elected members

Dean Research

- Dean R&D is a senior position in the college and reports to the principal. He/she is expected to demonstrate capability to create ecosystem of Research in Institute.
- Planning of research activities, resource mobilization and management of R&D projects.
- Identify opportunities for externally funded R&D projects, apply for funding, submit project proposals, follow up with the funding agencies, for securing sanction of projects.
- Identify R&D projects to be taken up with college funding.
- Prepare annual R&D plan of activities including externally funded projects and collegefunded projects.
- Manage R & D projects
- Ensure that the lab facilities and other installations and capital equipment are used optimally through R & D/ consultancy related activities
- Form a research committee composed of distinguished faculty members having aptitude for research and, members from industry/R&D organizations to address the issues of research.
- Co-ordinate setting of yearly targets for research publications by the department faculty in national, international journals, major paper presentations in regional, national, and international conferences, regularly monitor the progress, and take steps, as required, for achievement of targets.
- Maintain data base of paper presentations, paper publications, publication of books, by the faculty of all the departments of the college including research awards, recognition received by them from reputed professional bodies and agencies.
- Motivate the eligible faculty to guide PhD scholars.
- Develop and establish policy to check malpractices and misconduct in research.

- Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, national and international recognition for research contributions.

Dean Student Affairs

- Formation of student council
- Students Counseling other than mentoring
- Student discipline
- Grievances and action for the same
- Student health care
- Plans for proper conduct of Extra Curricular activities and ensures execution of the same by coordinating with In-Charge of Student Activities including sports activities, which are as follows:
- To promote and provide opportunities in college for development of extra-curricular activities.
- Ensure the effectiveness of following activities by facilitating activity coordinator.
- Administrator
- Administration of the institute office.
- Account for the institution revenue and expenditure.

Head of Department

- Department Administration.
- Organize the department meeting frequently for issues and decisions.
- Communicate academic council decisions to the department staff members and initiate to do the needful.
- Portion coverage and teaching plan verification, course file of the courses offered by the department through the Academic Management System (AMS).
- Monitoring PG and UG project evaluation and other department work and follow-up the same.
- Communicate information through SMS or Email.
- Supervision of department discipline (direct/through Department coordinator).
- Monitoring timetable and workload planning (direct/through Academic coordinator).

- Other works assigned by the Principal.

Training and Placement Head

- Liaison with industry.
- Identify the needs and provide soft skills training to students.
- Student academic counseling.
- Arrange campus interviews.
- Industrial training and placement of students.
- Propose annual budget of CGPU.

IQAC Coordinator

- Taking a lead role in undertaking Academic Audit and to give feedback with the purpose of devising quality enhancement programs.
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for getting responses from students, parents and other stakeholders on quality related institutional processes
- Dissemination of information on the various quality parameters of higher education.

Head Industry Connect

- Building and Maintaining Relationships: They are responsible for establishing and nurturing relationships with industry partners, including corporations, businesses, government agencies, and other relevant organizations. This involves networking, attending industry events, and initiating collaborations.
- Facilitating Collaborations: The Head of Industry Connect often acts as a liaison between the institution and industry partners, facilitating collaboration opportunities such as research projects, internships, sponsored programs, and joint ventures.
- Curriculum Development: Collaborating with industry partners to ensure that academic programs offered by the institution are relevant and up-to-date with industry standards. They may provide insights into skill gaps and areas where curriculum enhancements are needed to meet industry needs.
- Career Services Support: Working closely with career services departments to provide students with opportunities for internships, co-op programs, and job

placements within industry partners. They may also organize career fairs, networking events, and workshops to connect students with potential employers.

- **Promoting Innovation and Entrepreneurship:** Encouraging innovation and entrepreneurship among students, faculty, and researchers by fostering partnerships with industry stakeholders. This can include supporting startups, technology transfer initiatives, and commercialization efforts.
- **Advocacy and Outreach:** Representing the institution in industry forums, advisory boards, and committees to advocate for the institution's interests and foster collaboration opportunities. They may also engage in outreach activities to raise awareness about the institution's capabilities and expertise within the industry.

Senior Faculty Advisor

- Making institute mail ID groups class-wise, coordinator-wise, faculty wise and lab staff wise and year wise etc. wherever necessary for easy communication during the starting of every semester.
- Help students in planning and getting general advice in the academic program.
- Faculty Advisor are the good counselors/ good mentor of the class.
- Keep records of academic activities of students registered for the particular semester.
- At the beginning of the semester, advisors have to produce a student's list with all details.
- Before the commencement of the semester, the advisor has to submit the mail ID and the contact number of the faculty handling the subjects in the class, including laboratories.
- Every month advisors have to produce the attendance details of the students on a consolidated basis up to the last day of the previous month.
- Advisors have to prepare and submit consolidated series exam marks statements within ten days after completion of the series.
- Assist the Chairperson of the class committee.
- Publish internal marks.
- Verify daily attendance entered by the faculties and regularity of students at least twice a week and report irregular students..
- Distribute the Academic No-due form once the final series examination is over and collect the filled form with signature from the faculty handling the classes.

- Verify the submitted forms and undersigned the same, then submit to the HOD office
- Prepare the consolidated internal marks and hand over the same to the department exam cell with the signature of the HOD at least one week before the last working day of the semester.
- Support result analysis team by entering the university exam results of his/ her class students.
- Advisors are responsible for the discipline of a particular class
- Verification and forwarding of duty leave applications of students
- Verification and forwarding letter submitted by the students to HOD/ Principal.
- Convening of class PTA meetings as per the instruction of HOD.
- Update and discuss all the work with academic, department coordinator and HOD..
- Other works assigned by HOD/Principal/Academic Council/Management.

Faculty Member

- The staff shall dress properly befitting to the standard and culture of the College. The staff shall not engage in discussions or conversations that are not related to the duties assigned to them.
- They shall be present on their seats /places / rooms and attend to the duties assigned to them. .
- Faculty has to come to the college at least 10 minutes before the commencement of classes and leave the college not earlier than 10 minutes after the end of the last hour.
- Follow the rules and regulations of the Institution from time to time.
- Update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- Take every attempt to publish text books, research papers in reputed International / Indian Journals /Conferences.
- Strive to prepare him/ her 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.

Laboratory/Workshop in Charge and Lab Assistants

- Help students analyse Evaluate & Create themselves through experiments, what they learn in the classroom
- Maintain the \ Stock Register and Consumable Registers.
- Find out the requirements for consumables for the laboratory and procure the same before the start of every semester.
- Plan for the procurement of equipment for the coming semester well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
- Make sure that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
- Organize the laboratory for oral and practical examinations.
- Identify those responsible for any breakage / loss etc. and recover costs.
- Laboratory assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- Laboratory assistants and in charge shall be available for maintenance and care of resources/services of the institute.
- Laboratory assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
- Laboratory assistants in coordination with Lab In-charge should display (i) List of Equipment/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.

CONDUCT & DISCIPLINE

Observe absolute punctuality and on time service in everything relating to college. The reporting time, class time, office time, leaving time and time of starting any function shall be correctly observed. The staff shall keep the College premises absolutely clean and litter free. Great care should be taken to keep their work place neat and orderly. The staff shall dress properly befitting to the standard and culture of the College.

In Department

The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities. Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the software as soon as the classes/laboratory hours are over. Whenever a Faculty Member intends to take leave, he/she should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab invigilation. In case of emergency, the HOD must be informed with appropriate alternate arrangements suggested. The Faculty Member should show no partiality to any segment / individual student. The faculty should bring the students misbehaviour in the class/campus to the knowledge of the HOD/ Principal. Faculty should carry out the administrative works of the department given by the HOD concerned.

In Class Room

Once a subject is allotted, the faculty member should prepare the lecture and hour wise lesson plan. Faculty members should get the lesson plan and course plan - approved by DQAC/IQAC. The course diary must be regularly updated and put up for inspection by university. Faculty members should go to the class at least 5 minutes before and enter the class without delay. Faculty members should engage the full period and should not leave the class early. Attendance must be taken for each lecture/practical/tutorial at the beginning of each lecture/practical/tutorial. Absence shall be indicated by 'A'.

In Laboratory

Faculty members going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments. Whenever possible, additional experiments to clarify/enlighten the students must be given. The lab observations/records must be corrected at least by next class. Give the students crystal clear instructions. Faculty conducting practical/projects shall be responsible for the respective labs during their practical hours. Faculty shall follow the guidelines/instructions as prepared by the lab in- charge. However, faculty can suggest changes in these matters with the consent of the HOD.

Stationery handling

In order to avoid possibility of wastage and ensuring continuous supply of stationery, everyone shall adhere to the following guidelines. The every issue of stationery should be based on requisition. The departments can prepare an indent whenever there is a need of stationery. The departmental heads should sign the indent. The staff before preparing the indent should verify whether the same stationary is available anywhere in the department. Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. has to be given by the HOD to the office well in advance (at least 10 days before the proposed date). While preparing the special indent, the actual use of stationery during previous similar occasion should be taken into account as a basis.