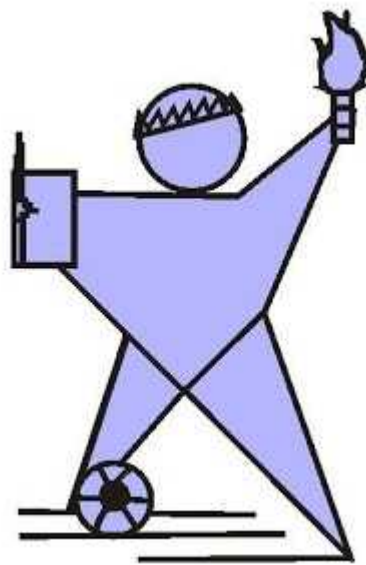


Rules & Regulations



IPS ACADEMY

INSTITUTE OF ENGINEERING & SCIENCE

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Institute of Engineering & Science, IPS Academy was established by Indore Educational Services Society in the year 1999 with the sole motto of “Knowledge, Skill & Values” devoted to imparting technical education to the educationally, economically and socially backward people.

1. Vision, Mission & Quality Policy

(a) Vision:

To be the fountainhead of novel ideas & innovations in science & technology & persist to be a foundation of pride for all Indians.

(b) Mission:

- To provide value based broad Engineering, Technology and Science education where in students are urged to develop their professional skills.
- To inculcate dedication, hard work, sincerity, integrity and ethics in building up overall professional personality of our student and faculty.
- To inculcate a spirit of entrepreneurship and innovation in passing out students.
- To instigate sponsored research and provide consultancy services in technical, educational and industrial areas.

(c) Quality Policy

We are committed to impart Quality Education and Training in the field of basic Education, Engineering and Technology, Management and other professional courses. It aims to be the world-class academy through continual improvements. It also caters to the industry & service sector needs by providing innovation through FDP's, Projects & Consultancy and Teaching packages. The academy support faculty & staff to work as a cohesive team and update their skill and knowledge to match the need of global market.

2. The Governing Council of the college consists of the following;

- President of the Society - Chairman
- One Nominee of the All India Council for Technical Education
- An Industrialist/Technologist/Educationist from the region to be nominated by the Chairman.
- Nominee of the University
- Nominee of the Director of Technical Education/State Government
- Principal /Director of the concerned technical institution (as nominee of the society / Trust) - Member Secretary.
- Two to Five Members to be nominated by Management

- Two faculty members to be nominated from amongst the regular faculty.

Responsibilities

- To set and monitor the organization's mission, purpose, direction, priorities and strategies within the boundaries of the organizational policies and by-laws.
- To approve the institution of new programs of study, leading to the award of Degrees and or Diplomas.
- To develop policies that allows the organization to serve well all its stakeholders.
- To monitor the organization's programs and services by influencing decisions and finances.
- To monitor development, the direction and growth of the institute and issue directions and recommendations.
- To perform such other functions and institute committees, as may be necessary and deemed fit for the proper development and fulfill the objectives of the institute.
- To approve appointments made by the Selection Committee.

3. Administration

Awareness:

The administrative rules and regulations covering all cadres of staff employed and the information relating to roles, powers and administration are available on the institute web site www.ipsacademy.org

- The rules and regulations cover general administration, recruitment of staff, service conditions, duties, promotion policies, increments, awards and disciplinary actions etc.
- Awareness of staff recruitment is made utilizing Newspaper and electronic media and widely broadcasted to attract fresh talents and skills.
- At the time of joining and through periodic departmental meetings and notices, awareness of rules and procedures is being maintained.
- The institute website publishes information on fresh vacancies and appointments for new posts.
- The academic calendar and all activities (circular and beyond), and the same information is accessible on the institute web site.

3.1 Principal

The principal is responsible for policy planning while providing the much required academic and administrative leadership and direction besides the financial management, in line with the policies of the management, university and the government.

The Principal is basically assigned with wide range of duties, such as coordinating, motivating and inspiring the faculty, the administrative and the supporting staff to play their respective roles suitably and work for the common goal of providing and disseminating effective technical Education and guide and enable the students to carve out promising career and life profiles.

The Principal shall monitor and evaluate the academic and research activities. The Principal has to, with the active assistance of staff and students, promote industry-institution interaction, Research & Development, extend consultancy services, and arrange Training and Placement for the students.

The Principal shall put up sincere efforts to look after the overall welfare of the staff and students. The Principal shall see to that there is rapport among the staff and students, the different cadres of staff, between the staff and the management. The Principal shall ensure perfect order and discipline among all concerned and a serene academic environment in the campus free from restive situations and commotion. The Principal shall maintain regular right and appropriate contacts and interaction with various government and university authorities at various levels, A.I.C.T.E State Council of Higher Education, Industries, Organizations and sister institutions. The Principal happens to be the spokesperson of the institution.

The Principal has the professional obligation to participate at regional and national levels, in the cause of development of Technical Education. The Principal along with all the staff working under him is singularly and collectively responsible to the management, university, government at different levels, the students, their parents for smooth and effective functioning of the institution, matching to the requirements of the user systems.

The duties of the Principal may be suitably categorized as academic, general administration and financial administration.

Academic administration:

With the assistance of Heads of Departments and senior faculty, the Principal runs

the academic administration. The time tables of different classes/sections are prepared by a senior Head of Department as “Coordinator of time table” appointed by Principal. An integrated time-table of the entire institution is prepared and submitted to the Principal for approval. Principal shall closely watch and supervise various academic activities as per time table and the almanac by taking rounds, attending Departmental Review Committee meetings, holding meetings with H.O.Ds for reviewing the progress of academic work, watching the performance of the faculty, arranging special classes for academically backward students and such other effective measures, to achieve desired academic standards.

The Principal should evince keen interest in matters related to admissions, detained candidates, dropouts, students’ attendance, and conduct of internal tests and university examinations, students’ grievances if any, student friendly and student welfare activities.

The Principal should plan, schedule and coordinate training programmes, refresher/orientation courses for the benefit of faculty, sponsor the staff for higher studies, seminars, workshops and conferences and other quality improvement programmes.

The Principal shall, by involving the faculty at different levels, ensure the implementation of all the student welfare activities, such as issue of identity card, bus pass, railway concession, scholarships, educational tours, visit to real engineering and industrial situations, seminars, organizing fresher’s day, college day functions, implementation of proctorial systems and function of anti-ragging, disciplinary committees, student chapters of professional bodies, N.S.S activities, etc.

General administration:

With the assistance of the Heads of the Departments and Administrative Officer, the Principal runs the general administration.

The Principal makes the proposals for appointment of all posts of cadres (including contract, part time, adhoc and daily wage employees), regularization of services, declaration of probation, release of increments, promotions and career advancement schemes, arrange for performance appraisal of teaching and non-teaching staff.

The Principal is empowered to sanction all leaves upto the level of the Heads of the Departments except himself. However, he may delegate powers to the Heads of

the Departments to accord sanction of casual leave to the staff under their respective control.

The Principal is empowered for initiating disciplinary proceedings and impose punishment of minor or major nature, such as warning, censure, fine, withholding of increments, promotion, effect recovery from the pay, of the whole or part of the pecuniary loss to the college and all such cases requiring arrangements such as suspension, removal, dismissal from services, shall be referred to Management Committee by the Principal.

Financial administration:

Subject to the budget provision made for a specific area of expenditure, the Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedures, as laid down by the Governing Body from time to time.

Principal is delegated powers to incur recurring contingent expenditure as per the norms prescribed by the Governing Body.

All contracts for and on behalf of the College (except the one between himself and the college) when authorized by a resolution of the Governing Body, passed in that behalf in writing and expressed to be made in the name of the college and even such contract shall be executed on behalf of the college, by the Principal. However, Principal shall not be liable in respect of anything under such contract.

Principal shall forward monthly salary bills of all the staff of the college to the management for necessary action.

The Principal or any officer delegated with such powers by the Principal shall countersign all kinds of scholarship bills in respect of the students of the college.

Principal has the power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops, etc., subject to the limit of powers delegated in the respective areas and subject to the prescribed procedures, budget provision under the respective heads.

Principal shall countersign the T.A. bills of the staff of the College.

3.2 The Advisory Board of the department consists of the following;

- Principal - Chairman
- Head of the concerned department.
- Two external members - Academicians
- Two external members - Industrialists
- Faculty members of the department

Responsibilities

- Principle Planning Body (five-year plan)
- Monitoring of Institute performance
- Monitors the attainment of Vision /Mission/PEOs/POs.
- Monitors the attainment of Five-year plan
- Evaluation of Departmental Five-year plan
- Taking suggestions from all stake holders and its sub committees.
- To provide the developmental and application of quality benchmarks/ parameters for the various academic and administrative activities of the institution.
- To monitor promotion, implementation and continuous improvement of innovations in Curriculum, Co-curricular and Extra-curricular activities and facilities of the institution.
- To recommend the Governing Body on any matter, which it may consider necessary for the fulfillment of the objectives of the institute for consideration and approval.

3.3 Head of the department

Enunciation and development of the objectives of the departments.

Consolidation, review, development and possible expansion of the teaching programme of the department. He shall plan and monitor the Research, Extension and Consultancy activities. Planning of the industrial and other training programmes for the benefit of the members of the department.

Teaching functions:

- Measurement, assignment and analysis.
- Stipulation of optimum size growth of the department taking into account of the diversities and specialty requirements.
- Recommending the equipment and other requirement.
- Examination of research schemes of the department.
- Recommending the building and furniture needs of the department.
- Financial and other administrative matters concerning the department.
- Contacting other institutions, industries, government & non-government agencies for obtaining research grants for specific departmental projects.
- Developing departmental staff, plan for technicians and supporting

staff.

- Student/Departmental relations of the above matters are to be discussed in the Departmental Committees for arriving at appropriate decisions.
- Responsibility of inter departmental matters and for enrolment of members of the staff on institutional committees.

Personnel administration:

Each department will be under the overall control of the HOD (generally a Professor). In the absence of a Professor, the Department will be headed by an Associate Professor. It will be the responsibility of the HOD to coordinate all the activities of the department. He/She is to ensure that the resources of money, men and material are effectively utilized to the best advantage, keeping in view the smooth running and development of the department as a whole.

- The HOD is responsible for maintenance of discipline of students and staff in general and or their section in particular.
- He/She distributes the academic work fairly among the teaching staff of his branch.
- He/She will see that no class is let off for want of a teacher.
- He/She will arrange meetings with the staff more often to know the progress of academic work and to ensure prompt completion of syllabus as required by a prescribed time schedule.
- He/She will fix the number of theory & practical classes for each category of staff as per the AICTE/University norms.
- He/She will conduct assessment of the student performance. He will provide staff performance appraisal information to the Principal.
- He/She will promote interaction among the staff of his section, technicians, industries for the marketability of the students passing out through the department.
- The HOD is responsible for maintenance of discipline among student and staff in general. The HOD will display the names of the eligible candidates to appear for the university examinations based on percentage of attendance well in advance on the notice board.
- The HOD is responsible for maintenance of attendance of students.
- He/She will constitute various committees such as time-table syllabus

revision committee, departmental advisory committee and other departmental committees.

- He/She will be providing leadership both in postgraduate and under graduate courses in relevant fields of specialization. He supervises research & research guidance and consultancy services.
- He/She will be keenly involving himself in all spheres of activity in the cause of smooth function of the institution.
- He/She is responsible for policy planning, monitoring and evaluation and also promotional activities both at departmental and institutional level. He/She will have to involve himself in curriculum development and the development of resource materials, development of new programs, continuing education activities, interaction with industry and society, students counseling. Further the Heads of the Departments are responsible for administration both at departmental and institutional levels. HODs shall act as Additional Chief Proctors and involve themselves in making Proctorial system a success.
- He/She will attend to any other work assigned/required by the Principal and the management from time to time for the healthy growth and development of the institution.

3.4 Decentralization in working:

3.4.1 Administration

- The Principal of the college is the head of the institution providing the required leadership to the institution and its system. The principal ensures that all provision of the university bye-laws, statutes and the regulations are observed. He/She convenes the meetings of the Advisory Board, Finance committee, Institutional Development and Monitoring Committee, Selection Committee, etc. He/She is also responsible for admission of students, recruitment of faculty, curricular programs, student feedback, internal and external assessments, financial implications, course contents, co-curricular and extra-curricular activities through appropriate functional heads and committees.
- The faculty is actively engaged and involved in decision making process.
- Periodic meetings of HODs of all the departments and the intra-departmental meetings are conveyed and implement decisions taken by the

committees and endorsed by management. Senior faculties are represented in all committees by rotation to enhance administrative experience of all staff. This will help to refine and run the system of administration to continuously sustain, renew and enhance quality of the education by the institution.

- The Administrative Officer (Registrar) is responsible for the non-academic aspects of Management of the institutes, support systems including HR and is assisted by the Office Assistants who look after correspondence, admissions, HR, scholarships etc.
- The Finance aspects are looked after by the Finance Officer and are assisted by the Accountant and Deputy Accountant.

3.4.2 Examination

All the examination matters are dealt as per RGTU norms

3.4.3 Departments

- HoDs through their departmental committees and coordinators, administer each department's activity.

3.5 Delegation of financial power

3.5.1 Director / Principal

Director / Principal is delegated with financial powers to a maximum of Rs. 200,000/- for purchase and for unplanned spending up to Rs. 50,000/-

- To authorize purchase of consumables for laboratories.
- To permit reimbursement of traveling and other expenses for official purposes within the permitted limit
- To sanction the honorarium for guests.
- To sponsor faculty / staff for any academic and co-curricular activities as per norms.
- To authorize any other expenses he may deem essential.

The Principal may in case of any contingency obtain oral permission from the authorities, if the expenditure to be incurred exceeds his/her powers and get ratified by the President.

3.5.2 Heads of Departments:

The HoDs are delegated with powers up to Rs. 50,000/- for sanctioned work and Rs. 20,000/- for unplanned work

- To make urgent consumable purchases for Lab.
- To meet small non-recurring expenses.
- To incur any other expense deemed necessary.

3.6 Various Committees

3.6.1 Purchase Committee

The composition of purchase committee is as follows:

- One person nominated by the Governing Body of the institute for a period of two years.
- One senior-most faculty member of the institute to be nominated in rotation by the principal for two years.

Responsibilities

- To review the financial affairs of the Institute and report it to the Governing body.
- To consider budget estimates relating to the grant received/receivable from funding agencies, and income from fees, etc. collected for the activities to undertake the scheme of autonomy;
- To prepare Annual Budget of the institution and Audited accounts for all the incomes and expenditures.
- To review the audit reports and making recommendations.
- To contribute to the preparation of the draft budget and recommending their approval to the Governing Body.

3.6.2 Grievance Handling Committee

All grievances of staff and students are to be redressed expeditiously, and each member is a key stakeholder of the organization. Any grievance reported verbally or written should be appropriately dealt with by the concerned Head of the Department. However, the aggrieved, if so desires or feels that his/her grievance is not redressed satisfactorily, can approach the Grievance Handling Committee for Redressal.

The Grievance Handling Committee comprises of three separate cells depending on the nature of complaint and section of the member, which are described as follows:

3.6.2.1 Discipline Cell

The main role of discipline cell is to address the complaints from Student and Staff.

Self-discipline is primarily desirable, and all members in the institutions environment are expected to adhere to rules and regulations in an ideal situation. Any aberrations in this regard are to be referred to the Discipline Cell, who should dispose of the case expeditiously. All discipline matters of students and matters related to Teaching and non-Teaching staff are to be referred to Discipline Cell

3.6.2.2 Anti-ragging Cell

Ragging though a Universal phenomenon, it often takes a malignant form wherein both the juniors and the new students may be subjected to psychological or physical discomfort or harassment.

To prevent and deter such incidents in Higher Educational Institutions, the Government of India has taken serious view on the cases of ragging. The other effective steps taken by the Government include notification of anti-ragging regulations by regulatory authorities viz. All Indian Council for Technical Education (AICTE) and University Grants Commission (UGC) vide F.1-16/2009(CPP-II) dated 21 October 2009.

The students/parents are required to submit Anti-Ragging related affidavit to the Institute at the time of admissions. The media campaign started by Government since 2009 through print, audio/visual has created awareness throughout the country. IES follows the notification strictly and to protect its academic atmosphere from being marred by the acts of ragging, has instituted anti Ragging Teams under the Anti Ragging Cell to prevent ragging at the time of joining and continues the monitoring through the first-year session. Any cases of ragging observed are to be referred to Disciplinary Committee for appropriate action.

3.6.2.3 Anti Sexual Harassment Cell

The Honorable Supreme Court in the case of Vishaka and Others Vs State of Rajasthan and Others (JT1997 (7) SC 384), has laid down guidelines and norms to be observed to prevent sexual harassment of working women. These are ingrained in the Government of India CCS Conduct Rules [Rule 3 (1) (iii)] in the light of misconduct which attracts appropriate disciplinary action at work place and where ever such conduct amounts to a specific offence under IPC the concerned authorities can initiate appropriate action under the law. Being a private academic

institution IES is also within the purview of the law and its jurisdiction as UGC in its notification F.No.14-4/ 2012 (CPP-II) of December 2012 has formulated regulations in the letter (Para 1.1 and 1.2, which also applies to institutions recognized under Clause (f) of Section 2 of UGC act 1956).

The Principal has constituted the anti sexual harassment cell for prevention of sexual harassment in the campus, and the cell is empowered to deal with cases concerning sexual harassment of women staff and students and hence will function as a sub-committee of the institute.

3.6.3 Women's Development Cell

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

Scope

The Women's Development Cell of IES purports to conduct activities for the students, teachers and administrative / supporting staff of the college at 3 level - Apex, College and Departmental levels. Activities at the Institutional Apex, level will aim at the community at large, the focus being on providing community interaction and meaningful humanitarian experience to students and teachers. It will also interact with governmental social bodies that address women's issue such as sexual harassment — verbal or physical in nature.

Objectives

- Creates awareness on equal opportunity for women that will ultimately lead to improved attitude and behavior.
- Brings about attitudinal and behavioral change in adolescent youth of the female gender.
- Provides a harassment free working atmosphere, by identifying and fixing responsibility on the concerned persons for ensuring equal treatment of and participation by women in all areas.
- Conducts programs for ladies to empower them financially, emotionally, mentally and physically.
- Deals appropriately with reported cases of sexual harassment, abuse or discrimination, and initiate action against grievances in respect of unfair treatment due to gender bias.

3.7 Librarian

It is needless to overemphasize the fact that effective and efficient management of Library (including the key role played by the Librarian) is one of the indicative and parameters in the functional assessment of an educational institution.

The duties of the Librarian being multi-fold and vital fall under the following heads.

- Processing section.
- Circulation section.
- Reference section
- Journal section.
- Automation process.
- Reprographic section.
- Binding section.
- Budgeting.
- News papers & magazines section.
- Issuance of library cards.
- Up-keep & maintenance.
- Other related activities.

The Librarian shall take care of the following:

- Books, Magazines, Journals and such other literature donated shall be suitably stamped, numbered, grouped and preserved properly.
- Books given to the staff at a time are limited to 8 books only. Books given at a time for students is limited to 2 only for a period of two weeks.
- Budgeting for the Library, its books, magazines, journals, news papers etc., besides the other related activities such as binding, xeroxing and the procurement of stationery is by far the most important responsibility of the Librarian.
- Dealing with the old news papers, magazines etc., writing off the damaged and loss of books due to non-return by the students or staff or due to theft etc., and maintenance of related records.
- Issuance of Library Cards to the students at the time of admission and arranging No Dues Certificates at the time of leaving the institution both in respect of students and staff.
- Upkeep and maintenance and ensuring cleanliness absolute silence and neat,

tidy and congenial ambiance in the reading room.

- The Librarian will be the Convener and Member Secretary of the Library Committee functioning under the Chairmanship of the Principal.
- The Librarian under the direction of Chairman and other members of the Library Committee shall ensure to streamline and tone-up the functioning of the library so as to make the library and the reader services available thereto to be relevant and matching to the needs of the users.
- The Librarian should help in periodical conduct of physical verification. A suggestion Box shall be placed in a prominent position inviting suggestions from students, staff and all concerned for successful and effective management of the Library. A visitors book, inviting their remarks with regards to the library, shall be kept by the side of the Suggestion Box.
- He/She shall prepare periodically the statistical record of books, journals and periodicals frequently used and demanded by students.

The librarian shall attend the work allotted by Principal/Management from time to time.

3.8 Systems / Web Administrator:

- He/She is responsible for System Administration, monitoring the functioning of the network, the main Computer Centre and the Departmental Computer Centres and the periodical developmental activities and expansion of the Computer Centre. He/She shall make timely proposals for the system requirements, stationery and consumables including electrical requirements, scanner equipment in respect of internet.
- He/She shall ensure effective maintenance of printers, scanner equipment of Internet, rectification of Hardware and Software problems of Main and Departmental Computer Centres.
- He/She shall ensure effective implementation of laboratory instructional Programmes in Computer Programming Laboratories.
- He/She shall handle laboratory instructional classes. He/She shall supervise all the activities of all the employees working under him viz. System Analyst, Programmer, Assistant Programmer and Data Entry Operators. He shall take up any other activity assigned by the Heads of the Departments Principal and the management from time to time.

3.9 Systems Analyst/ Programmer:

He/She assists the System Manager in all his activities. He/She will be looking after the routine duties of the Systems Manager, during the absence of the later. He/She shall guide the other subordinate staff of the Computer Centre. He/She shall handle laboratory classes in Computer Programming. He/She shall take up any other activities as assigned by the System Manager, the Head of the department, the Principal and the Management from time to time.

3.9.1 Data entry operators:

- He/She shall take up the data entry work of the Office, Accounts Section, Examination & Academic Branch and Computer Centre and give the printouts of the same.
- He/She shall attend to the data entry work related to Library and all other Departments as and when needed by the Heads of the Departments.
- He/She shall help the students in taking printouts of Lab Reports and Project Works.
- He/She shall look after Air Conditioners, Voltage Stabilizers etc., in the Computer Centre.
- He/She shall attend to any other related works, as assigned by the Institute administration in the interest and exigencies of the institutional works.
- He/She shall attend to any other work allotted by Systems Manager/Principal/Management from time to time.

3.10 Training & Placement Officer:

- For organizing practical training of the students.
- For arranging campus interviews and other possible modes of placement of students.
- To be in constant contact with the employing agencies, find out their requirements and make arrangement for diffusion of information, regarding career opportunities and available training facilities.
- To identify the deficiencies pointed out by the prospective employers and coordinate with the academic departments for possible improvements in evolving remedial measures.
- To assist the Principal in preparing statistical information regarding the placement and in establishing linkages with the National Technical

Manpower System.

- To inter-act with industries for assessing industrial needs and promoting “Joint Research Activities”.
- Organising curriculum planning workshops and seminars.
- Organising entrepreneurship awareness camps and carrying out entrepreneurship development activities in the college.
- Arranging continuing education and short term programs for industries and government agencies.
- Any other work allotted by Principal / Management from time to time.

3.11 Physical Instructor/ Sports Officer

Incharge of Physical Education motivates, imparts intensive instructional and Physical Training, organizes various Sports and Gym activities and helps the students to take Physical exercises including aerobic so as to enable them to maintain good physique, develop the most needed psychological resilience, besides achieving the much desired Psycho-Muscular Balance, the competitive and combative skills, Sportsman spirit, the ability to aim at and work to well determined goals and objectives, strive hard for personal excellence as well as the cause of the team and institution think beyond self (by way of developing healthy inter personal relations) above all a Physical Director shall be committing himself for the cause of whole some personality development of the students of teenage and post-teenage groups by way of channelizing their abundant energy and emotions towards constructive and positive character building of future citizens.

- He/She shall act as a Liaison Officer between the students of different classes and branches, between his students and the students of other institutions, between the students and the Principal in all the matters related to Games and Sports.
- One of the primary objectives of the Incharge of Physical Education is to propose, initiate and facilitate the process of Constituting Sports and Games Committee and then convene the meetings there to discuss and plan out Games and Sports activities for the entire year and thereby to make a viable estimate, propose and get the approval from the authorities of the Games and Sports Budget.
- He/She shall check out and organize Games and Sports programmes and events to be evenly and uniformly spaced and phased over the entire

academic year for all the students of all disciplines and also fix up Matches and Games with other institutions and teams within and outside the State including at National and International Levels.

- He/She must involve himself during all the stages of the process of procurement of Games and Sports equipment, articles, materials and other ancillary requirements such as short listing the reputed supplying firms, floating quotation, preparation of consolidated comparative statements, place purchase orders, check the delivered equipment, articles and materials, cause entries in the relevant registers and place the bill for passing and final settlement. The Physical Director is responsible for preventing pilferage preserving and up keep of the equipment etc., procured for running the Games and Sports activities. He must make suitable arrangements for issue and receipt of the Sports and Games materials. He shall be responsible for conducting effective annual physical verification of Games and Sports material, arrange for the auction of semi condemned articles and condemn and write off the unserviceable items from the records.
- He/She is responsible for preparation, upkeep of playgrounds in respect of Games such as Cricket, Foot Ball, Basket Ball, Volley Ball, Hockey, Ball and Shuttle Badminton and arranges facilities for indoor games such as Table Tennis, Chess, Caroms etc., besides lying field tracks for heats and such events like High Jump, Long Jump, Triple Jump and Relay Race.
- During the leisure periods, or whenever the students are free from class work particularly, beyond 3 p.m., the Physical Director has to train the students in Games, Sports, Events. Besides making available the facilities to enable the students to enthusiastically participate every day in Games and Sports. He shall also organize with the advance information and permission organize Sports meet and Matches with Sister Educational Institutions. He would organize annual Sports and Games meet and Interclass Matches for the Students of different classes and branches and also for the Staff members, and the occasion of the college day celebrations.
- He/She asked to arrange for intensive training camp in the event of participation of College team in University Competitions, State and National as well as International Competitions and shall act as a coach and Manager of the team.

- By virtue of his close intimate relations with all the students of the College, a Incharge Physical Education is more suited to be a member in all such Student Welfare Committees such as Anti-Ragging Committee, Discipline Committee etc.,
- He/She shall discharge any other duties as required by the Principal and the Management.

3.12 Administrative Officer

- He will be the Administrative Head of the Office of the Engineering
- College, with over all superintendence, direction and control and execution.
- He shall assist administration at different higher levels of Principal, the Chief Executive and Chairman of the institution.
- To deal with routine correspondence with educational institutions, Universities, Industrial organizations etc.,
- To deal with important correspondence in the absence of Principal, unless any other officer is appointed, specifically by the Principal for that purpose.
- To write confidential reports of the employees working under his control.
- To attest the entries in the Service Registers of all non-teaching employees.
- To issue and to sign administrative orders 'for Principal' after obtaining the approval of Principal .
- Any other duties assigned by the Principal/Management from time to time.

3.12.1 Office Assistant (Establishment)

Issuance of notification and related processing bring out proceedings in respect of;

- Appointment/recruitment/Promotions/Career Advancements of teaching and non- teaching staff.
- Declaration of probation.
- Release of increments and maintenance of increment watch register.
- Issuance of circulars, notices, memos/circular memos.
- Issuance of disciplinary proceedings.
- Opening, up keep and updating of personal files, service registers of staff on rolls.
- Preparation of monthly attendance and absentee statements.
- Processing issues related to retirement, resignations, removal/retrenchment etc.,
- of in- Service employees and also processing of terminal budgets of those

who expire, while being in service.

- Maintenance of register of probationers etc.,
- Maintenance of stock file (Government, University, A.I.C.T.E. Orders, Circulars, Memos etc.).
- Preparing, maintaining of staff attendance registers and preservation of the same after the period of use.
- Any other duties entrusted to him/her by the Superintendent/Registrar/Principal/Management from time to time.

3.12.2 Office Assistant (Scholarships)

- To prepare proposals for all types of scholarships fresh and renewals to be sent to various sanctioning authorities before the due date.
- Will maintain cash book for scholarships and will be solely responsible for all the transactions.
- Will prepare cheques for sanctions and amounts received to be disbursed/issued to the students, towards scholarships, pocket money, book grant etc. A separate bank account shall be opened in the name of the Principal.
- Will prepare two acquittances one for the office records and the other for the sanctioning authority, along with the challan of remittance of un-disbursed amount if any, to the Treasurer.
- Will maintain the records as required by the sanctioning authority.
- He/She is solely responsible if any amount under National Merit Scholarships are lapsed on the last working day or the closure of the financial year.

3.12.3 Personal Assistant

- Will maintain inward and outward register.
- He/she will maintain local delivery register.
- He/she will maintain register of tappals received by the registered post, with particulars of enclosures etc.
- He/She shall attend to any other duties assigned to him/her by the Management from time to time.

3.13 Security Personnel

- Persons other than staff getting entry into the campus/compound/premises may be enquired as to establish;

- Who they are, whom they want to meet, what work they have, in the event of any doubt about the person seeking entry, they shall contact Care Taker/Administrative Officer/HOD concerned/Principal and entry shall be allowed only after ascertainment/conformation/ permission from the above.
- Persons with lethal weapons, or in a drunken condition, or shouting or making slogans or running in/chasing/riotous mood, shall be stopped, gate to be closed, superiors shall be informed or if it warrants intimate police by phone while seeking help.
- Vehicles, such as lorries, trucks or vehicles not belonging to the institute, or the staff, shall be stopped, enquired, the number; make etc., shall be recorded. If carrying any material, equipment tool/machinery/equipment/shall be suitably recorded, shall be allowed in after seeking permission from superiors.
- Whether any material, equipment, tools/equipment either loaded in the vehicle or carried manually shall be checked/verified apart from asking for the way bill/gate pass, duly signed by the authorised persons and only then permission to be given for carrying out the said items after suitably recording the same.
- The keys of various classrooms, laboratories, workshops, shall be preserved in a suitably fitted and protected keyboard. The concerned security shall keep watch of the record where the deposition and receiving of the keys are recorded in the appropriate pages and columns.
- Shall check-up that no class rooms/labs, etc., shall be kept opened beyond the institution timings or office hours unless authorized by the concerned superior authorities.
- After the class hours, they shall close the class room/laboratories and lock the same. They shall check-up whether laboratories, workshops, computer centre, office, etc., are closed and locked, if not they shall be locked with the available locking system, seal them and bring the same to the notice of the concerned superior authorities/Principal.
- They shall see whether the fan points and light points are switched off or otherwise before the closure, particularly when they are not required to be 'ON'.
- During all the times of the day, they shall see that no damage or theft occurs

to the laid-out pipe lines, electrical fixtures, sanitary fittings, cocks/valve taps of drinking water or other water supply systems. They shall take rounds at closer intervals in batch of 2 or three all around the campus, buildings, etc., during vulnerable hours of night, and that no damage is done to the structures and fixtures, doors, windows, ventilators, trees, campus garden, lawns and such other protected/nurtured vegetative systems.

- Property of the institute/staff/students like registers, records, keys, locks, files, note books and any other furniture, material, tools equipment, machinery found outside the rooms, laboratories, open ground, verandahs, corridors, in places other than the places determined shall be suitably preserved, brought to the notice of the Principal/concerned supervisor authorities and see that they are given back to the appropriate location, fulfilling the prescribed procedures and the same shall be recorded suitably.
- They shall always be in prescribed uniform cap & get-up. They shall not sleep during the working hours. They shall have a whistle to alert/alarm other security personnel/concerned person during the period of riot, theft, rampage or any similar situation or unwanted happening.
- Their day-to-day activities, findings, incidents, movement of men, material and vehicles, shall be subject to the scrutiny by the authorised superiors.
- He shall attend the work allotted by Management from time to time.

3.14 Office Attendants /Peons

- On all working days, he/she shall come to the college half an hour in advance of the schedules starting time. He/She shall take the key/keys of the room of Hod/Centre/Section/Library/Laboratory which he/she is allotted and open the same. He/She shall open all the doors and windows, switch on fans, lights etc. Get the area swept by the concerned sweeper. He/She shall clean the office tables etc., with dusting / cleaning cloth. Set the tables, chairs, books, registers, records etc., in order. He/She shall fetch drinking water and keep the water pot, drinking jugs and water glasses in appropriate place. Circulate the attendance register to all the concerned staff of the department/section for their signatures and then take the attendance register to the office before 10.15 a.m., and the same shall be brought back to the section and handed over to the HOD/Section In charge.
- He/She shall transmit the official papers, files etc., from HOD to the staff,

within the department/section and from the section to the office of the Principal, except during the lunch hours, he should not move out of the department/section, unless asked to do so by the officer/officers in charge on official work. Shall fetch chalk pieces, dusters, stationery, equipment etc., from the stores and assist in preserving them in the department/section at an allocated place.

- He/She shall affix the notices, of the section/department or from the office of the Principal on the Departmental Notice Boards. At time of closing, He/She shall switch off power to fans, lights etc., set in order and the furniture, equipment, books, files, records etc. He/She shall ensure that all the doors and windows of the room/rooms etc., are closed and hand over the keys to the department/section-in-Charge/Staff-in-Charge.
- He/She shall carry out any other duties works in the cause of the department/institution as assigned by the Principal/HOD/Staff-in-Charge from time to time.

3.15 Housekeeping/sanitary workers

- He/She shall come to the institution at 8.00 a.m. and leave the institution only after 5.00 p.m. Shall sweep allotted areas/rooms/verandahs/labs. Clean the walls, removing cobwebs etc., clean the room, tables, chairs while doing their duties, they will help in switching off the power to fans, bulbs, tube lights as and when they find that teachers and students are not there and there is no class work in any classroom or laboratories etc.
- As and when required, sweepers may have to attend to works of sweeping, work as water carriers to examination halls and supply drinking water to the staff and students in the examination halls during university examination and internal examinations. They will be under the immediate supervision of the Caretaker and overall supervision of Administrative Officer.
- They may have to attend any other duty as assigned by Administrative Officer, HODs or Principal in the exigencies of urgent institutional works.

3.16 Lab Technician:

A Laboratory Technician is responsible to Laboratory Assistant, in all matters connected with laboratory instructions, up-keep and maintenance of equipment, tools, materials fixtures and furniture in the laboratory.

In case of a Lab Assistant not being posted to a laboratory or absent or on leave,

the Lab Technician will hold and discharge the duties of Lab Assistant.

The following is the detailed list of duties to be discharged by a Lab Technician.

- Assist the Lab Assistant in all his work.
- Guide the students in completion of an exercise.
- Shall help the faculty/Lab-in-Charge in fabrication related activities of a project taken-up.
- Shall help the students in fabrication related activity of a student project work.
- Assist the Laboratory Assistant in periodical maintenance of equipment and materials of the laboratory and extend assistance to the other laboratory staff.
- He/She shall attend to any other work allotted by HOD/Principal/Management from time to time

3.17 Lab assistants:

To assist the Asst. Professors taking a lab class.

- He/She will be supervising the conduct of practical classes, as per the instructions of the Asst. Professors concerned and the guidelines given by the manual. He/She will set up the experiments and make available all accessories and samples for conducting experiments and investigations.
- He/She will check-up the orderly and correct functioning of the machinery/equipment/system of experiment.
- He/She would prepare drawings, charts, etc., as per the time table and as per the syllabus. Any major repairs, replacements will be taken-up with the suppliers within the warranty period. Beyond warranty period, he would contact the local agency and get the equipment and get repaired and spare parts listed and submit proposal for the same, through proper channel to the Principal.
- He/She will also indicate the requirements, the materials required for experiments. Besides, various tools, fittings, fixtures such as fans, tube lights, furniture required will be brought to the notice of Lab-in-Charge and the HOD.
- He/She shall attend to any other work allotted by the HOD/Principal/Management from time to time.

4. Recruitment and Service Conditions

4.1 Recruitment of Teaching/Non-Teaching Staff

The institution is constantly upgrading its quality of education and increasing the intake. To match changes in existing staff strength (both Teaching & Non-teaching), the human resources are constantly upgraded through fresh recruitments on biannual basis, also during emergencies/exigencies to meet the academic schedule. The institution recruits once in May / June and in Nov / Dec of the academic year. Following acts and rules are adopted as guidelines for procedures, recruitments, promotional policies, code of conduct issued and updated from time to time by the regulatory bodies.

- Rules by RGTU Bhopal
- AICTE Norms

Teaching Staff:

Cadre Structure for Teaching Staff:

- Principal
- Professor / Associate Professor
- Assistant Professors
- Librarian / Director of Physical Education
- Teaching Assistants

Qualifications:

Faculty has been recruited based on the qualifications prescribed by the AICTE from time to time.

For the top administrative position of the Principal, apart from the guidelines given by the AICTE and RGTU, administrative experience and ratification by the University is taken into consideration.

Mode of Selection of Teaching Staff:

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

- Advertisements are issued in leading newspapers.
- Applications are scrutinized after the last day for receipt of application.
- A Selection Committee is constituted as per Affiliating University and AICTE norms.

- Call letters for interviews are sent to eligible candidates, specifying place, date and time of interview.
- Selection Committee decides and recommends the candidates.
- Letters of appointment are issued to selected candidates.

Constitution of Staff Selection Committee (SSC)

- Nominee of the Vice Chancellor of the affiliating University
- DTE Nominee
- AICTE Nominee
- Subject experts
- Management Nominee
- Nominee of governing body / Principal of the institute.
- Head of the concerned program of Professor Cadre.

Non-Teaching Staff:

Cadre Structure for Non-Teaching Staff:

(a) Office

- Administrative Officer
- Office Superintendent
- Senior Assistant
- Junior Assistant
- Record Assistant/ Data Entry Operator
- Attendant/Peon

(b) Labs (other than computer Labs)

- Lab Technician / Lab Assistant
- Lab Attendant

(c) Computer Labs

- System Administrator
- Programmer
- Lab Technician / Lab Assistant

Qualifications:

Non-Teaching Staff has been recruited based on the guidelines prescribed by the AICTE.

Mode of Selection for Non – Teaching Staff:

All positions are advertised in the news papers or notified on the local notice boards. After scrutiny of applications received, a short listing is made by the Principal. Interview call

letters are sent to eligible candidates to appear for personal interview. The selection committee consists of the following:

- Principal
- HoD of concerned department
- Management Nominee

All appointments (Teaching and Non-teaching staff) made after selection, are forwarded to the Chairman for approval and the Governing Body for its ratification.

4.2 Job Responsibilities of faculty

As per AICTE Recommendations, the Job Responsibilities of faculty consists of 4 components viz,

- Academic
- Research & Consultancy
- Administration
- Extension Services

Each of them is described below:

Academic

- Class Room Instruction
- Laboratory Instructions
- Curriculum Development
- Development of Learning Resource Material & Laboratory Development
- Students Assessment & Evaluation including examination work of University
- Participation in the Co-curricular & Extra-curricular Activities
- Student's guidance & Counseling & helping their personal, ethical, moral, and overall character development
- Keeping abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books, publication, seminars, etc.
- Continuing Education Activities
- Self development through upgrading qualification, experience & professional activities

Research & Consultancy

- Research & Development Activities and Research Guidance
- Industry sponsored Projects
- Providing Consultancy and Testing Service
- Promotion of industry institution interaction and R&D

Administration

- Academic and Administrative management of the Department / Institution
- Policy Planning, Monitoring & Evaluation and Promotional activities both at Departmental and Institutional level
- Design and development of new programs
- Preparing project proposals for funding in areas of R&D Work, Laboratory Development, Modernization, Expansion, etc
- Monitoring and Evaluation of academic and research activities
 - Participation in policy planning at the Regional / National level for development of technical education.
 - Helping mobilization of resources for the institution.
 - Develop, update and maintain MIS
 - Plan and implement Staff Development activities
 - Conduct Performance Appraisal
- Maintain accountability

Extension Services

- Interaction with Industry and Society.
- Participation in Community Services
- Providing R&D support and consultancy services to industry and other User agencies.
- Providing non-formal modes of education for the benefit of the community
- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge.
- Providing technical support in areas of social relevance
- Any other relevant work assigned by the Head of the Institution

Working Hours

The normal working hours of the College shall be from 9.0 a.m. to 5 p.m. on all working days except third Saturday of every month.

Teaching Days

The college shall have at least 90 days of teaching per semester as per RGTU norms.

4.3 Service Conditions Including Promotion Policy:

- A person shall be deemed to have been appointed to the service when his recruitment is made to a post in accordance with these rules excluding staff

appointed on contract or temporary/adhoc basis.

- Every appointee shall be certified by a medical authority for sound mental and physical health.
- The pay of teaching staff shall be as per the norms of AICTE and fixed by selection committee.
- The employees shall be paid salary either on consolidated or on time scale of pay as may be decided by the Selection Committee at the time of appointment and employees shall be bound by such arrangement during their service in the posts concerned.

Saving Clause: Nothing in these rules shall adversely affect the interests of any person who was appointed to the service of the College before the commencement of these rules, subject, however, to the condition that such person shall not be eligible hereafter for appointment to any other post in this college without possessing or acquiring such qualifications as are prescribed for that post.

- All appointments in the academic services shall be made by open competition by an advertisement and selection, where all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad hoc appointments in specific cases or recruit by deputation.
- There shall be a duly constituted Selection Committee in accordance with the norms fixed by the Government and the University.
- Save as otherwise provided every employee of the College shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with the Principal and a copy thereof shall be furnished to the employee concerned.

Probation:

- Initially the appointment of the selected candidate will be on probation of, one year, during which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time.
- If any person or candidate is appointed on purely temporary basis in a vacancy, such candidates have no right to claim a permanent post. However, the candidates appointed temporarily may also apply for permanent post following the regular

procedure adopted to the candidates of open competition.

- If a person, having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date fixed for appointment on probation.
- Any candidate appointed on temporary/adhoc basis, his/her services can be terminated without any notice and without assigning any reason.

Increments

- Increments will be sanctioned only on satisfactory report of performance of the Employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding the increment shall state the period for which it is to be withheld and whether the postponement shall have the effect for postponing future increments also. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any period spent on leave before the period is completed.
- In all cases, the increment is sanctioned based on the report of the appraisal of the employee by
 - Students Feedback
 - HoDs concerned
 - Principal & Management

In case of Non-teaching employee, the appraisal is made by

- HoDs concerned
- Principal & Management

Promotion policy:

Promotion to higher level of service shall be made subject to availability of the posts, eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all-round development/improvement of the corporate life of the institution. Other things being equal, seniority will be the deciding criterion.

Retirement :

- An employee of the College shall be retired on Superannuation when he/she attaining the age of Superannuation of 65 years. Provided that the
- authority shall have the right to issue orders of retirement of an employee who has attained the age of sixty (60) years for reasons of inefficiency, ill health and

the like.

- However, this rule does not apply to those who are appointed on contract basis for whom it will be decided by the management..

Resignation

- Any member of the faculty/Support staff (on probation/permanent) shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally Teaching faculty members will not be relieved in the middle of a semester.
- However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

Termination of services of an employee:

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

- The Management reserves the right to terminate the service of an Employee whether probationer or regular on medical grounds giving one month notice or in lieu thereof one month pay.
- The Management may terminate an Employee whether temporary, probationer or permanent if he/she is involved in political activity, or in a criminal case or in the event, it is proved by a competent Committee appointed for this purpose that the Employee has failed to do his duty leading to moral turpitude or negligence of duties.
- A service file shall be maintained in respect of each employee of the College where all his/her service particulars shall be recorded under the signature of the Principal.
- In case of doubt or interpretation of a rule, as these rules are applicable to Institute of Engineering & Science the decision of the Chairman will be final.
- Notwithstanding said anything anywhere, any service rules, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- The Management subject to the ratification of the Governing Council is the Authority for introducing, repealing or amending any service rule it deems necessary for day-to-day administration of the College.

Code of Conduct:

- An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the Principal.
- Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the Institute, particularly in his relationship with the Principal, Staff, students and Visitors to the Institute.
- No employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the institution.
- No staff member of the institute shall, engage himself/herself in coaching privately, students for any remuneration.
- No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the Institute.
- No employee shall, except with the previous sanction of the Principal, own, wholly or in part, conduct or participate in editing or management of any news papers or other periodical publications.
- No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- No employee shall take part in any act or movement, such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring disrepute to the Institute nor shall he/she resort to media with his/her grievances.
- An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/authority, court, or to

the press for vindication of his grievances.

- The Governing Body in exercising the provisions of these rules, shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances which were beyond his/her control before joining duty.
- Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/her Superior.

The following acts of commission/omission shall be treated as misconduct.

- Failure to exercise efficient supervision on the subordinate staff
- Insubordination or disobedience to any lawful Order of his/her Superior Officer. Gross negligence in teaching or any other duty assigned.
- No outsider shall be allowed to get inside the premises of the College or to damage the College property.
- Any act involving moral turpitude punishable under the provisions of the IPC
Intemperate habits affecting the efficiency of the teaching work.

Failure on the part of an Employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

4.4 Performance Appraisal of Employees

Annual Staff Performance Appraisal Systems have been introduced. The system consists of:

- Self Appraisal
- Appraisal by Head of Department
- Appraisal by Principal & Management

Weightages given to the Appraisals

In case of Faculty

- Appraisal by Students
- Appraisal by Head of Department
- Appraisal by Principal & Management.
- In case of Support staff
- Appraisal by Head of department

- Appraisal by Principal

Transparency

The Principal and HOD will discuss results of the appraisal with each employee.

Sustained good performance will be a requirement for:

- Internal promotions
- Selection to HODs / Chairman of Committees Selection Grade promotions
- Eligibility for Study Leave and other benefits Awards
- Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with.

4.5 Work Load of a Teacher

Workload of a teacher should not be less than 40 hours per week, of which teaching contact hours shall be as follows:

Principal	:	4 hours/week
Professor	:	12 hours/week
Associate Professor	:	14 hours/week
Assistant Professor	:	16 hours/week

5. Leave Rules

Procedure to apply for leave:

- Online Application for any leave must be submitted before the leave is actually availed except exam duty leave, which is to be accompanied by attendance certificate.
- Any leave, particularly vacation, if it is applied and sanctioned, cannot be cancelled under any circumstances.
- The faculty members who are availing any leave should make necessary alternate arrangement for their class work, invigilation or any other work assigned.

Casual Leave:

- Staff members are entitled 10 days of casual leave per academic year. The casual leave shall be availed with prior permission after making alternate arrangements for the class work.
- Casual leave will be forwarded by the Head of the Department and approved by the principal, who has to take care that there is no dislocation of regular class work.
- Casual Leave in excess of the prescribed limit will be counted as leave without pay (LWP). LWP will not be permitted for half a day.

- Holidays in between two LWPs will be also counted along with LWP. Holidays will be counted along with the LWP if the staff doesn't report to the duty immediately on the next working day after LWP.

(a) Permission

- Two permissions of 1 hour either in the first hour or in the last hour of the day in a calendar month can be granted in case of emergencies. More than 2 permissions will be counted as half a day casual leave. Permission should be availed sparingly, only in case of absolute necessity.

Vacation Leave

- Vacation period will be declared at the end of both odd and even semesters. Staff members who have served for at least one year in our college are eligible for vacation.
- Service period is counted from the date joining to date of beginning of vacation period.
- Teaching staff are eligible for 45 days (maximum of two weeks during winter and the balance during summer) of vacation during one academic year as per RGTU.
- The norms for availing vacation are as given below:
- As far as possible vacation should be availed within the declared vacation period. The vacation may start on any day of the week and end on any day. The duration should be for a minimum period of 7 days. The duration will be calculated from the starting day of vacation till the day of rejoining duty. If it is not possible to permit continuous vacation due to official work it should be availed within two spells.

Pre-availing of vacation:

Pre-availing of vacation may be granted to staff members and the period of leave is limited to ensuing vacation period. Such leave shall be debited against the vacation earned by the staff subsequently. The leave will be granted only for study purpose or on Medical grounds provided the Principal is satisfied about the necessity for granting such leave. If the pre-availed vacation is not earned subsequently (in case resignation is submitted after availing the facility) the salary for the above period will be recovered before relieving the staff from service.

Earned Leave

The unavailed vacation will be converted into earned leave in the ratio of one day earned leave for every two days of vacation on the first working day of next academic year.

University Examination work on duty:

The staff members are permitted to attend the University practical examination work in other colleges and central valuation work, 'on duty' upto a maximum of 20 days in an academic year without detrimental to the class work. Staff members can attend the examination work of other Universities by availing eligible leave. In all the cases prior permission must be obtained from the Principal.

Directions for implementation of this rule:

The following will be followed in permitting the teaching staff members to take up University Examination work 'on duty'.

- The number of days of 'on duty' will be counted on academic year basis.
- They will be permitted only if their absence is not detrimental to regular class work.
- Normally they will be permitted to avail 10 working days for the particular examination session. (March to July / August to February)
- Attendance certificate must be obtained from the University authorities and submitted as soon as the valuation/examination work is over, without which 'on duty' permission will not be granted.
- No staff member should accept any external examinership, when they are already assigned any examination work, theory or practical in our college.

On duty Leave:

This will be permitted for the following activities during working days.

- Attending seminar/short term courses/conference /workshop etc.
- Being a member of any committee connected with their assigned duty.
- Conducting any approved co-curricular or extra curricular programme
- Delivering special lectures in other institutions
- Attending any other work assigned by Principal/HoD, in which case "OD" must be obtained from them.

Study Leave:

Any staff member who has registered for Ph.D. or P.G. Programme on part time basis is eligible for special leave to attend course work purely under the discretion

of the Principal.. To avail this concession, one has to execute an assurance to serve the institution for a specified period after completion of the degree.

Maternity Leave:

Lady staff members who have served at least two years in this college are eligible to avail maternity leave for 90 days, out of which 42 days will be with pay and the balance will be without pay; but the period will be counted for service.

In all other cases it will be without pay and the service will not be counted. This facility is only for two children.

6 Faculty Development

Higher Studies

The faculty is granted study leave for higher studies in the fields of specialization desirable from the point of view of the institution at IITs and Indian Institute of Sciences, Bangalore and the like. The said facility is limited to one faculty member every year in each department.

Preference will be given for the doctoral programmes, followed by Master Degree on execution of a bond to the effect that he/she shall serve the institution for a period of 3 years in respect of Doctoral programmes and that in case he/she fails to successfully complete the said programme, he/she would refund the assured amount as per bond executed: and further that he/she would refund the assured amount on prorated basis in case he/she does not serve the College for the full period as per the bond on return after successful completion of studies.

Seminars / Workshops / Conferences

The staff members who have put in more than one year service will be sponsored to attend short term courses or seminars conducted by other educational Institutions or bodies. Depending upon the nature of seminar/conference and the level of participation of the individual in the seminar/conference, the expenses in full or part may be borne by the management. The staff members have to deliver a lecture on the course/seminar on their return. Any book/proceedings supplied shall be placed in the department library for the benefit of all.

The following guidelines will be followed in permitting the staff members to attend short-term courses/refresher courses/conferences.

- A faculty member can avail sponsorship from the college for one program per semester or two programs in one academic year.
- Not more than two faculty members will be permitted to attend such programs

simultaneously from a department.

- Preference will be given to those who have not attended such programs recently.
- The application form should be submitted to the Principal well in advance along with the recommendations of the Head of the Department and the alternate arrangements made for the theory/lab classes handled by the staff concerned.
- Faculty members may be permitted to attend additional international conferences held in India with special permission from the Principal and without financial commitments from the Management.

Financial Assistance from the College:

(Subject to the condition that the organizers of the programs do not provide any financial support to the participants)

- Registration Fee
- Traveling Allowance: Second AC Train fare by the shortest route.
- Daily Allowances: Rs 250/= per day.
- However, the total amount (Registration, T A and D A) is limited to a maximum of Rs. 15000 for each faculty, however in special case may be extended up to Rs 20000/- with the permission of management.

International Conferences (held outside India)

(Permission shall be granted to the staff members with a minimum of 5 years of experience) under special consideration by the Principal and Chairman based on his/her past performance and future contribution to the institution)

- Registration Fee: Actual Amount
- Travel grant: 50 % of the Fare
- DA(per day) : Rs.1500/-(For the duration of the Conference)
 - A report related to the proceedings of the conference / workshop / short-term courses / Faculty development programs must be submitted to the HOD within a week, failing which the financial assistance granted to the faculty member will be recovered.
 - The copy of proceedings/books or any other material supplied shall be handed over to the department Library.
 - If a staff member resigns, the financial assistance extended during past one year due to sponsorship will be recovered.
 - The staff members who have a service of over three years (continuous service in this college) will be considered for sponsorship to go for Doctoral programme.

In case of sponsorship they have to execute an undertaking to work in this Institution for a specified period on their return after completing their studies.

Incentives for Research Work

The college aims at providing, promoting research, development, consultancy and such other profession – promotional activities, involving the faculty at various levels.

Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably encouraged and receive special appreciation.

The research publications in the following two categories have been identified as quality publications for the award of cash incentives.

Category I: Journals indexed by web of science viz, Science Citation Index (SCI) / Social Sciences Citation Index / Arts & Humanities Citation Index (Cash incentive of Rs.8000.00)

Category II: Publications in peer reviewed journal (Cash incentive of Rs.3000.00)

The list of journals under category I for various academic disciplines is available in <http://ip-science.thomsonreuters.com/mjl/>. If the faculty publications are in these journals, the faculties may be awarded a cash incentive of Rs.8000.00 per publications.

The research publication in category II can be identified by asking the concerned faculty to submit the reviewers report along with the response of the faculty to the queries raised by reviewer. The Committee consisting of 3-4 senior faculty members with research experience may ascertain whether the publication has been reviewed by the subject experts and the response of the faculty to reviewer's comment is satisfactory. Such publications can be recommended by the committee for award of cash incentives of Rs.3000.00 per publication. The faculty research publication in journal without any review by subject expert shall not be considered for the award of cash incentives.

Faculty members are encouraged to take up minor research and development projects by sanctioning the grants to the extent possible when sought and travel grants are sanctioned to faculty to present research papers at or attend National or International Conferences in India or abroad.

- Four additional increments after completion of Phd and one additional increment for those who register for Phd to assistant professor is awarded.

Staff Development & Training: Support Staff [Administrative]

- Arranging in house training programme for improving communication skills, particularly skills of writings, (with such inputs as grammar at basic level) with the help of the Department of English.
- Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

Staff Development & Training: Support Staff [Technical]

In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practicals) and also as suggested by the respective Heads of the Departments and functional heads.

7. WELFARE MEASURES

The following are the service benefits and welfare measures extended to the staff of the College:

- Provision for a separate lunch room for the benefit of staff members and girl students. Provision of canteen in the campus,
- The management grants maternity leave to the women employees, for a period of 90 days, 42 days with full pay and remaining without pay limited to the first two living children.
- Educational loan for higher studies
- Uniform for the faculties.
- Forty five percent concession in fees for wards of employees.
- Personal Loan
- In the event of death of an employee, while in service his/her dependant will be considered for employment on compassionate grounds, depending upon the merit of the case, limited to the cadre Junior Assistant, subject to eligibility of the individual concerned and the availability of vacant posts.

