

# CHIRALA ENGINEERING COLLEGE

(Estt. 2001)

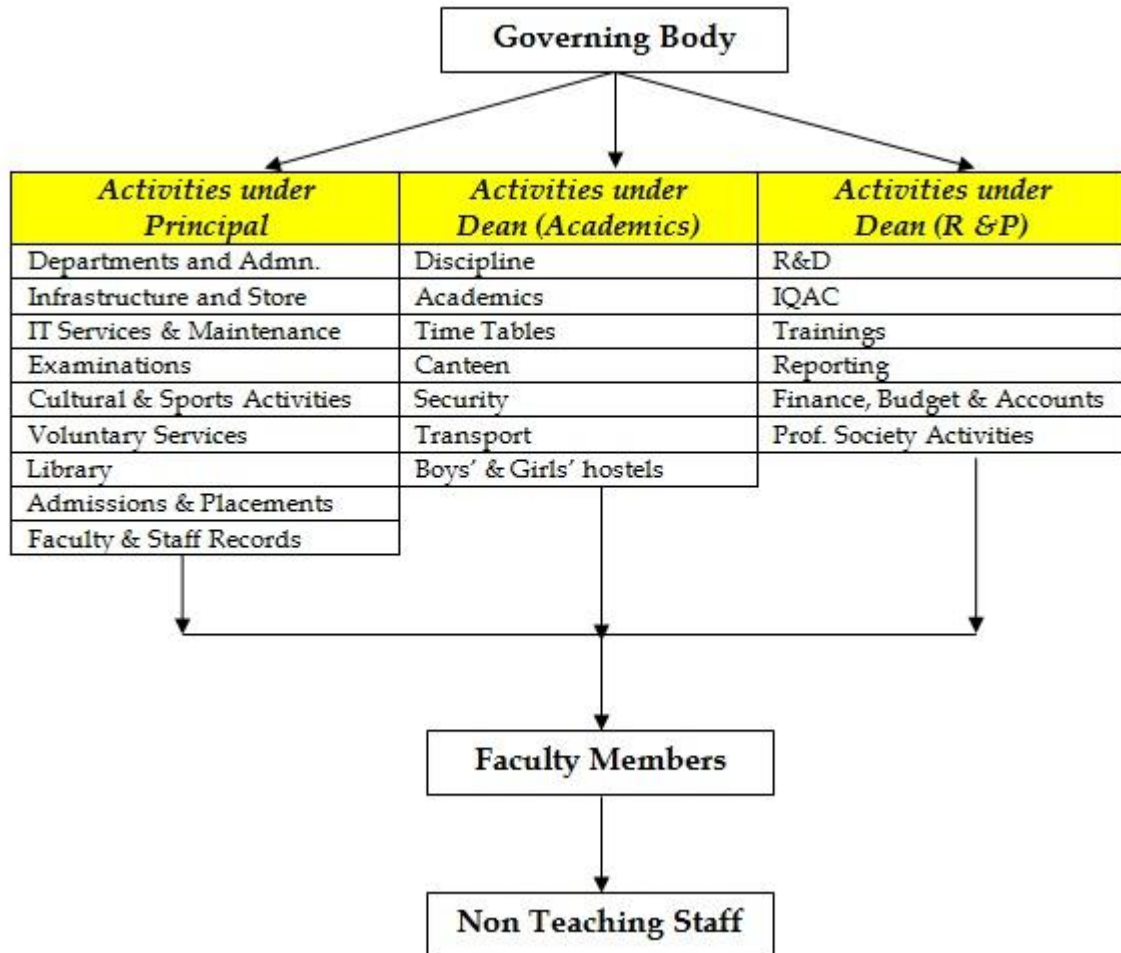
*HR Manual*

Feb 2015

# Chirala Engineering College

Chirala

## ORGANIZATIONAL STRUCTURE



Broadly, the Principal oversees three major functions, viz., Administration & Finance, Academic Support and Student Affairs.

The Dean of Research & Planning oversees two functions viz., the IQAC and R&D. Additionally, the Dean also takes care of Faculty Development.

The Dean of Academic looks after all the matters related to Academics.

There are over 35 Activity Committees constituted purely of faculty members, with about two-thirds having student participation also. All the Activity Committees are overseen jointly by the Principal and Deans.



# Chirala Engineering College

Chirala

## ROLES & RESPONSIBILITIES

### 1. Principal

#### ***Administration & Finance***

- Administration Section
- Accounts & Finance Section
- To be Custodian of the records and such other property of the college as the Management may commit to his/her charge including official seal of the college;
- To conduct the official correspondence on behalf of the authorities of the college;
- Supply to the management copies of the agenda of meetings of the authorities of the university, as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a week of the holding of the meetings;
- To issue notices for convening meetings of the authorities of the college and all Committees and Sub-Committees appointed by any of these authorities and follow up action thereof.
- To keep the minutes of the meetings of all the authorities of the college and of all the committees and sub-committees appointed by any of these authorities;
- To represent the college in suits or proceedings by or against the college, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose as authorized;
- To enter into agreement, sign documents and authenticate records on behalf of the College as authorized by the competent authority;
- To hold in special custody books and documents of the University;
- Constitution of various committees
- Framing of Rules for approval by the management
- Handling of RTI queries

#### ***Academic Support***

- Examinations Section
- Students Admission relating to UG & PG Courses
- Students Personal records/ Files
- Students Record Handling
- Grades & Certification
- Correspondence with Student's parents, etc
- Student Counselling
- Handling student queries (Academic)
- Students related Court cases
- Degrees/Provisional Certificate
- Convocation
- Maintaining record of admission, failures, promotions, dropouts, ex-students and pass-outs.
- Publication of magazine, newsletter, annual report, etc.

#### ***Student Welfare***

- Hostels facilities and its monitoring
- Canteen facilities and its monitoring
- Health related matters
- Transport related matters
- Cultural and technical activities organizing, etc.
- Sport activities organizing, etc
- Service to community activities
- Awards, recognitions
- Scholarships /Freeships, Awards, etc – Grant of Students concessions

- Students discipline maintenance
- Initiating all anti ragging measures and prevention of ragging
- To perform such other duties as may be specified by the management from time to time.

## 2a. Dean of Research & Planning

### ***R&D***

- To collect information about current technological developments in various disciplines.
- To provide well developed library including handbooks, manuals, data books, project reports etc. necessary for designing different projects.
- To maintain good Industry-Institute-Interaction.
- To carry out different projects sponsored by the industries.
- To conduct technological discussions, panel faculty members and experts from IITs, NITs, Industries, etc. so as to develop innovative and research ideas and capabilities amongst the faculty and students.
- Try to get sponsored projects from DST, CSIR, AICTE, UGC, etc.
- To provide software development facility with complete software necessary for designing, simulation and problem solving.
- To generate R&D facilities for Ph.D/M.Tech scholars
- PhD & other Research Degrees admission related matters.
- Monitoring of research progress
- Convening meetings and administering Research Board decisions
- Project formulation & monitoring
- Consultancy proposals & monitoring
- Coordination with various University schools for Research & Development Activities
- Collaboration work related to Institute of Higher Learning (National & International)
- Monitoring of progress of Grant-in-aid projects.

### ***IQAC***

- To develop systems those are efficient and transparent.
- Organize audits of all functional units of the institution.
- Put up recommendations to the management on developmental activities.
- To perform such other duties as may be specified by the management from time to time.

## 2b. Dean of Academics

### ***Academic Affairs***

- Academic Division
- Maintenance of Standard of Teaching
- Issue of Academic Schedules & Calendars at least fifteen days prior to the commencement of the session.
- Nomination of Representatives as per Academic Regulations.
- Framing of Regulations relating to quality & teaching
- Coordination work between schools relating to teaching
- Curriculum Development in collaboration with concerned Board of Studies for New Programmes if and when introduced
- Overseeing activities of various schools

## 3. Head of the Department

- To attend to policy making and long term vision of the department.
- Organize the department(s) for most efficient operations.
- Plan and implement faculty, staff, and students development activities. **(At least one activity per Semester).**
- Get departmental professional society activities organized regularly. **(At least once in Semester).**

- Organise seminars/conferences at regular intervals. **(Minimum one seminar per Semester and one conference in two years)**
- Seek research & consultancy projects from the Industry. **(Minimum two per annum)**
- Organize at least once/twice a year the following activities:
  - Colloquiums
  - Guest lectures.
  - Industrial visits.
  - Faculty development Programme
- Faculty/staff requirement/recruitment.
- Review of staff assessment.
- To perform such other duties as may be specified by the management or the Principal from time to time.
- Assign responsibility to all the faculty & staff members in writing, monitor their performance and counsel them as required. **(A week prior to the start of Semester).**
- Plan & monitor curricular & co-curricular activities of the department.
- Appoint class / programme coordinators and laboratory in charges and monitor their attendance/performance. Counsel defaulting faculty/staff members. **(Daily report to be submitted to Dean).**
- Monitor syllabus completion and academic progress of the students. **(Monthly report to be submitted to Dean)**
- Counsel defaulting students and communicate with their parents, both in writing as well as telephonically. (copies of written communication to be sent to Dean)
- Arrange alternate classes for absenting faculty member, if required.
- Organise industrial training for students.
- Maintain students' discipline vis-à-vis Class-room. **(Weekly report to be submitted to Dean).**
- Get departmental website prepared and updated on weekly basis.
- External support to the I/c Placements in placement activities.
- Analyze University results; determine remedial measures and ensure their implementation. **(To be completed in a week after result and report to be submitted to Dean).**
- Ensure proper maintenance of students' sessional marks, attendance, etc. **(Report to Dean once a week)**
- Ensure appropriate readiness for the next semester as also smooth functioning of the ensuing semester. The responsibilities include the following:
  - Identification and procurement/repair of deficient/repairable items of equipments for the labs.
  - Formulation of Time-Table, Lecture & Lesson Plan, Academic Calendar, subject allocation, faculty load, etc.
  - Fortnightly review of progress and completion of syllabus (theory and practicals) and report to be submitted to PVC/VC.
  - Review of submission of Home Assignments/ project work, etc.
  - Review of evaluation /assessment of the students.
- Ensure provisioning of equipments/ consumables/ books, etc. fifteen days before the commencement of the semester.

#### 4. Faculty

- Identify weak/defaulting students, counsel them and seek assistance from their parents for improving the performance of such students. **(This to be done on fortnightly basis).**
- Ensure observance of following activities:
  - Reach the Institute a few minutes before the scheduled time.
  - Reach the class room on time, preferably a few minutes before the scheduled time, as per the time table.
  - Ensure that proper discipline and decorum is maintained in the class room and lab.
  - Teach in interactive manner (more in discussion mode), as far as possible.
  - Refrain from giving dictation or copying from the book/notes on to the board.
  - Use slides/PPT for at least one topic from each unit (maintain record)
  - Avoid drawing sketches on the board, use slides/PPT.
  - Quote practical examples/application pertaining to topics being taught.
  - Provide web site references for further reading by the students (maintain record).
  - Train students to present seminars on referenced topics.

- Teach few topics beyond the syllabus.
- Take up the role of Mentors (maintain record), and help students to the best of ability.
- To go prepared in class.
- Be sympathetic towards the students and adopt a helping attitude.
- Make students realize at frequent intervals their responsibility and the purpose for which they are here.
- Engage in updating own knowledge.
- To perform such other duties as may be specified by the management or the Principal/Dean from time to time.

## **5. Librarian**

- General administration of Library
- Preparing estimates and budgets
- Planning and developing the Library.
- Processing, selection and acquisition of Books/ Periodicals/ learning resource materials
- Cataloguing, classification and Indexing.
- Arranging for repairs of books, etc.
- Orienting the users towards effective utilization of Library Services.
- Physical verification of resources
- Maintain required number of text books & reference books as per AICTE/UGC norms.
- Procure books as demanded/required by the faculty members duly approved by the authorities.
- Ensure automation of library system which includes functions like receipt, issue, search, reservation of books, etc.
- Arrange procurement of Journals, magazines, news papers, etc.
- Issue/receive books to the members of Book Bank and other members of library.
- Maintain library records and discipline within the library.
- Maintain books in good state/ get the same bound, if required.
- Maintain membership of DELNET, INDEST Consortium, etc.
- Intra-Library services
- Publication of Books & Journals.
- To perform such other duties as may be specified by the management or the Principal from time to time.

## **6. I/c Training**

- Teaching formal degree and informal courses including lectures, tutorials and practicals.
- Planning and organizing physical resources.
- Students assessment, evaluation, their record maintenance and progress reporting.
- Innovation in instruction to develop resource materials and teaching aids.
- Assisting in curriculum development.
- Students counseling/guidance and student interaction.
- Undergo orientation and other faculty development programmes.
- To arrange for training to staff members in industries/research/service organization.
- To perform such other duties as may be specified by the management or the Principal from time to time.

## **7. I/c Placements**

### ***Placements***

- Maintain liaison with the industry in and around the college campus.
- To conduct an annual survey of job requirements in the industries, research and service organizations.
- To arrange apprentice training for students.
- To arrange campus interviews for students and assist for suitable placement.
- To arrange in-plant training for students and to get industries sponsored projects for both staff and students.

- To create a data bank of personnel, who are experts in their respective field from industries/research/service organizations and invite them to deliver lecture for the benefit of students and staff.
- To help Alumni group create a data bank of the Alumni who are placed in reputed industries/research/service organization.
- To organize effective industrial and field visit for staff and students covering several industries across the country.
- To arrange signing of MoUs between Institute & Industry to facilitate I.I.I.
- To arrange student projects in industry with joint supervision of faculty and industry.
- To arrange expert lectures of faculty in industry for their in-house staff on relevant topics.
- To arrange short term courses for industry staff to update their knowledge and skill.
- Arranging guest lectures by Industry experts.
- Arranging additional short term courses in consultations with Principal/HoDs which help in getting students the jobs.
- Assist students in preparing their CVs.
- To perform such other duties as may be specified by the management or the Principal from time to time.

### **Admissions**

- Planning for Advertisement and notification for admission
- Scrutiny of applications and preparation of admission list
- Public relation and all co-ordination work related to admission
- Arrangement for admission of selected students and enrolment
- Providing information to website on admission matters.
- Correspondence and communication on all admission matters.
- Advise and make recommendations for policy planning related to admissions.
- Processing of admission cancellation application.
- Co-ordination with consultant for admissions.
- Organizing Orientation and other Functions.

### **8. I/c Examinations**

- Conduct Entrance Test for Admissions, if required.
- Conduct of End Term Exams and related matters.
- Assisting Dean in conduct of Mid-term test and related matters.
- Preparation of Roll List based on Exam Forms for Students
- Arrange Paper Setting from approved Examiners
- Arrange Moderation of Papers
- Printing of Papers / Answer Books
- Arrangement of Stationery
- Issue of Admit Cards
- Exam Ordinance
- Appointment of Invigilators
- Instructions to Invigilators/Students
- Answer Book Collection
- Arrange Spot evaluation
- Appointment of Scrutinizers
- Marks Tabulation
- Entry of Marks in Computer
- Declaring of Results (Grades)
- Maintenance of Confidentiality and Secrecy
- Payment of remuneration for exam work.
- To perform such other duties as may be specified by the management or the Principal from time to time.

## **9. Non Teaching Staff**

### **Assistant/Deputy Registrar (Admn. & Accts.)**

- Framing of rules
- Recruitment of faculty, staff, etc.
- Issue of advertisements
- Selection Committee meetings and minutes
- Drawing of Expert Panels
- Appointments, relieving, etc.
- Personnel files
- Maintenance of service record
- ACR's
- Disciplinary Cases (Faculty & Staff)
- Leave records
- Maintenance of Attendance
- Arranging Faculty and Staff Development Programmes in collaboration with Training Division
- To assist the Principal in all Academic Support, Administration & Finance, and Student Welfare matters
- Any other duty assigned by superiors.

### **Assistant/Deputy Registrar (Acad.)**

- Correspondence with outside authorities Govt. & other agencies on academic and administrative matters.
- Court cases regarding students.
- Maintaining receipt/dispatch register.
- Maintaining fees, security deposit registers.
- Maintaining student master roll register.
- Maintaining student personal files.
- Correspondence with parents regarding progress/other matters.
- Handle student concession for transportation.
- Check/submission of exam application forms along with fees.
- Process distribution of admit cards, processing dues to be collected from the students through emails.
- Correspondence with the examination authorities for examinations and curriculum.
- Giving information to students on examinations and other aspects.
- Handling student applications, certification etc.
- To assist the Dean in all Academics and R&D matters
- Any other duty assigned by superiors.

### **Accounts & Finance Officer**

- To be custodian of the funds of the college.
- Exercise general supervision of the funds of the college and advise it as regards its financial policy; and
- Perform such other functions as may be assigned to him/her as may be prescribed by the Management.
- Hold and manage the property and investments including trust and endowed property for furthering any of the objects of the University.
- Be responsible for the preparation of the annual accounts and the budget of the college for the next financial year and for their presentation to the management;
- Keep a constant watch on the state of the cash and bank balances and on the state of investments;
- Watch the progress of collections of revenue and advise on the methods of collection employed and co-ordinate with the HOD's;
- Have the accounts of the university regularly audited by the auditors as may be appointed for the purposes in every three months;
- Call for, from any office under the university any information or return that he may consider necessary to discharge his financial responsibilities
- Pass all the bills and vouchers
- Check day-book with cash receipts, vouchers and submit to the management for verification.



- Check the bank book with bank deposits slips / cheques issued.
- Reconciliation of Monthly Bank Statement.
- Processing purchases, purchase orders and scrutiny of bills
- Processing and issue of cheques for payments
- Control of Fee and security deposit registers.
- Fee defaulting students to be identified & action taken with the help of HODs. Primarily he is responsible for this.
- Grants-in-aid Accounting
- FDRs and renewal and encashment.
- Oversee and monitor activities of Store Officer.
- Store and stock registers checking.
- Certification of Annual physical verification
- Purchases related to departments, sections, etc.
- Verifying entries in accounting software (like Tally, EX, etc.) and getting quarterly statements of accounts duly audited.
- Submission of returns and reports to various authorities.
- To perform such other duties as may be specified by the management or the Principal from time to time.

### **Engineer**

- Assess the requirements of the land & buildings.
- Design and construction of Buildings & Roads, landscaping, etc
- Assist in finalizing the bill of materials, tenders and contractors.
- Secure the custody of structural, plumbing, electrical and working drawings.
- Inspect and assess the requirement of maintenance of all maintenance activities of the college including control and supervision of the entire maintenance work, electrical, sanitary, plumbing and all other works related to land & building.
- Refurbishment /renovation
- Maintain and control the related stores.
- Water supply
- Electric supply
- Air – conditioning
- Prepare the programme of construction for the architect.
- Coordinate the construction activities.
- Verify the bills of suppliers/contractors to process payment.
- Process and execute the regular and special maintenance works.
- To safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the college
- Liaison with local authorities, wherever necessary.
- To perform such other duties as may be specified by the management or the Principal from time to time.

### **Workshop Superintendent**

- Planning, scheduling, organizing, coordinating and monitoring workshop training, and tasks of the Institute.
- Plan, deliver and evaluate theoretical and workshop instructions.
- Design, develop and test instructions/tasks for skill training.
- Plan and organize staff development programs for workshop.
- Procurement, erection/installation and commissioning of plant and equipment in the workshops.
- Procurement, storage, accounting of materials, tools and equipment.
- Guide students in the performance of practical tasks, skill exercises and evaluate their performance.
- Advise/ assist students/ faculty members in the fabrication of jobs.
- Repair and fabrication of campus infrastructure.
- Preventive and breakdown maintenance.
- Organise and execute all fabrication and production jobs.
- Lay down and implement the safety procedures.
- Participate in professional development activities.

- Maintain all records and documents related to workshop.
- Participate in consultancy and research & development activities.
- Assist in the administration of department.
- Participate in co-curricular and extra-curricular activities.
- Student guidance and counselling
- Any other duty assigned by superiors.

#### **Instructor Physical Training**

- Organize games and sports
- Preparing of sports and games requirement.
- Conduct activities in gymnasium.
- Prepare grounds for playing and sports.
- Maintain store and store records.
- Organise and manage participation of students in sports/competitions
- Assist in the conduct of co-curricular activities.
- Student counselling and guidance.
- Maintain students' discipline.
- Maintenance of Gym and Grounds.
- Any other duty assigned by the superiors.

#### **Instructor/ Asst. Instructor/ Lab. Technician**

- Installation, commissioning and operation of tools and equipment.
- Procurement, storage, accounting of materials tools and equipment.
- Issue of materials, tools and equipment for shop jobs.
- Plan and deliver shop instructions.
- Guide the students in the performance of practical tasks/skill exercises and assist in evaluation of their performance.
- Arrange for preventive and breakdown maintenance.
- Inculcate safety procedures and practices among students.
- Assist students and faculty in the fabrication of the projects.
- Operation and maintenance of tools and equipment including preventive and breakdown maintenance.
- Participate in all productive activities as a skilled worker.
- Participate in co-curricular and extra-curricular activities.
- Any other duty assigned by the superiors.

#### **Store Keeper / Assistant**

- Maintain all store accounts, records and registers.
- Maintain and keep-in-safe custody the stores.
- Process inspection, issue and receipt of stores.
- Prepare demand note of stores.
- Prepare and dispatch all relevant documents, forms etc.
- Physical verification of consumables, stationery and eqpt.
- Prepare inventory/ All Purchase orders.
- Process condemnation and disposal of stores.
- Any other duty assigned by the superiors.

#### **10. Section / Activity In-charge**

- Organise the meetings and interaction of the committee.
- Assist in framing policy and making decisions.
- Assist in selection of student representatives.
- Counsel the students.
- Prepare the budget and process expenditure.
- Maintain the record of minutes and other documents.
- Prepare the relevant reports on the activities entrusted.
- Any other duty assigned by the superiors.

## 11. Faculty Advisor

In order to have good relationship between the students and faculty advisors, and also to achieve good academic performance, the faculty advisor is to monitor the following activities:

1. Examining the dress code of their allotted students.
2. Following up of attendance and valid permissions or leave letters of the students allotted to them which have to be forwarded to their HoD concerned.
3. Maintaining absent call register and permissions or leave letters of the students allotted to them.
4. The advisors have to mentor the students allotted to them and bring forth good behavioural attitude and cultivate good study habits among them.
5. Keeping in touch with the students allotted to them by talking to them and also to their parents on phone after college hours @ two or three students per day in order to build healthy relations between students and faculty advisors.
6. Seeking continuous feedback of their allotted students related to academics and update the same to the HoD concerned.
7. The faculty advisors have to mould the students allotted to them and get the interest in their academics by following their own methods.
8. The faculty advisors have to try their level best to get 100% results among the students allotted to them.



# Chirala Engineering College

Chirala

## SERVICE RULES - 2014

### 1. GENERAL

- 1.1 These Rules may be called the “Chirala Engineering College Service Rules - 2014”. These rules shall apply to all the employees in the service of Chirala Engineering College, Chirala.
- 1.2 The Governing Body (GB) of Chirala Engineering College, Chirala reserves to itself the right to amend, alter or add to these rules without any notice.
- 1.3 Such amendments and additions shall become binding on all the employees.
- 1.4 Definitions: In these Rules, unless there is anything repugnant to the subject or context.
  - (a) “The College” or “CEC” means “Chirala Engineering College”, Chirala and its Sections, Wings, Departments, Schools and Centers”, established and managed by GB of CEC.
  - (b) The “Principal” means the Principal of the College who is responsible for the running and efficient administration of the College and enjoying the powers, functions and responsibilities as defined in the Rules of the College.
  - (c) “Employee” includes salaried employees whether teaching, non-teaching staff, estate staff or any other person in the whole or part time employment of the College, whether such employment is probationary, ad-hoc, permanent or contractual.
  - (d) “Management” or “GB” means the Governing Body of the College duly constituted in conformity with the guidelines laid down by the AICTE/ UGC. The decisions of the GB will be communicated through Principal or the person nominated by him. Any decision on behalf of the GB as and when required may be taken by the Principal.
- 1.5 All the employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners committed to their care.
- 1.6 The employees are expected to commit and conduct themselves according to the spirit of National Integration showing love, concern, and respect to all without any discrimination on the basis of caste, creed or religion. Any act or speech against these rules will be considered as a serious breach of discipline and will be dealt with accordingly.
- 1.7 Every employee shall strive to inculcate in the students a high sense of values, social consciousness, pride in their College and loyalty to the country. It is the sacred duty of the Employees to work for the intellectual, moral, social and physical development of each and every student.

### 2. OBJECTIVE

The objective of these rules is to lay down uniform policy for all the employees of the College with a view to minimize use of discretionary powers, procedural delays and hold-ups. All the employees are expected to familiarize themselves with these rules and regulations for most effective results.

### 3. APPLICATION & JURISDICTION

- 3.1. These rules shall apply to employees of all categories, posts and status.
- 3.2. These rules supersede all previous orders, rules, minutes, circulars, etc. including the HR policy in as much the matters related to Terms & Conditions of Employment, Conduct, Leave, Promotion Policy, etc.

#### **4. POSTS & APPOINTMENTS**

- 4.1 The posts in the College will be created on Adhoc, Temporary, Contractual, and Permanent basis by the GB as per the requirement of manpower calculated on the basis of the norms of the AICTE/ UGC and adopted by College. Additional posts as required for the AICTE/ UGC extension, specific projects and production activities will also be created if required.
- 4.2 All appointments shall be made by the GB on the recommendations of the Selection Committees constituted for the purpose and shall be sent to affiliating University for ratification.
- 4.3 Appointment of the faculty and staff to the posts will ordinarily, be made in the first instance on adhoc / contractual/temporary/part-time basis but may be kept on probation (in case of temporary appointment) for a period of one year. In special cases, the period of probation may be extended by 6 months by the competent authority.
- 4.4 Appointments on adhoc or contractual or on part time basis will be made for specific tenure, period or duration and will be deemed to expire on the last day of the tenure unless and until the same are extended by a specific written order from the Competent Authority.
- 4.5 On satisfactory completion of probation or extended period of probation as the case may be, an employee will be informed of the completion of probation in writing and his services shall be regularized.
- 4.6 Appointment to the post is subject to submission of Certificate of Fitness issued by a registered medical practitioner holding at least a M.B.B.S. degree.
- 4.7 Principal/ Dean/ Professors/ Associate Professors/ Assistant Professors/Lecturer (SG)/Sr Lecturer/Lecturer shall be treated as vacational staff while all other category of staff shall be treated as non-vacational staff.

#### **5. CATEGORY OF EMPLOYEES**

- 5.1. Teaching staff
- 5.2. Non- teaching staff (Technical & Non –Technical)
- 5.3. Estate Staff

#### **6. TENURE OF EMPLOYMENT**

All employees shall fall in anyone of the categories of employment viz. regular, adhoc or temporary or on contract/part time for a fixed tenure/ job as specified in their appointment letter/ mutually agreed upon.

#### **7. TERMS AND CONDITIONS OF EMPLOYMENT**

- 7.1. Every employee of the College shall retire on attaining the age of 65 years. Extension or re-employment upto to the age of 70 years may be given in special cases at the discretion of the College. The GB may extend employment, if the employee attains the age of superannuation on or after 1<sup>st</sup> of July / January upto the end of academic session respectively. The figures 65 / 70 may be modified by the GB as per the guidelines of the UGC / MHRD/AICTE.
- 7.2. The GB reserves the right to assign appropriate work commensurate with the qualifications and experience of the employee and regulate the working hours from time to time.

- 7.3. An employee may be assigned any other duty, in addition to normal duty, falling within the functional jurisdiction of the College, which he/she is capable of performing and which is necessary to be performed.
- 7.4. Every employee shall devote his/her full attention to safeguard the interest of the College.
- 7.5. Full-time employee of the College shall devote his/ her whole time in the service and for the benefit of the College. He/she shall not take up any other employment or engage in any private business of any other nature or join any other educational institution/ school/ college/ social organization without the written permission of the Principal. He/ She shall also not make himself or herself directly or indirectly interested in the business of any other person or organization.
- 7.6. The employment of the College has an implied undertaking that he/she shall not divulge any official secrets / valued information gained by them during the course of their employment with the College to any other individual or institution/ college/ agency/ organization while in service of the College. Divulging of official secrets shall construe misconduct/indiscipline and is a punishable offence.
- 7.7. He/ She shall abide by and follow the rules and regulations of the college and the instructions issued from time to time by the higher authorities/Principal/GB.
- 7.8. He/ She shall be responsible for safe-keeping and return in good condition and order the properties, equipments, books, etc. of the College which may be issued to him/her for his/her personal use, custody and/or charge. The GB has the right to realize cost of the equipment/books/property of the College placed in custody of/issued to an employee for performing his/her duty from his/her dues. The GB reserves the right to take such other action(s) as they may deem proper in the event of an employee's failure to account for the aforesaid items of property to the satisfaction of the GB.
- 7.9. The Principal will deem to take the address mentioned in employment form as postal address for all communications. All the correspondence and communication forwarded to this address shall amount to proper legal notice.
- 7.10. The violation of any terms and conditions of employment shall be liable to instant dismissal without any notice or compensation. Similarly the falsification of information furnished in the personal data shall be liable to instant dismissal without any notice or compensation.
- 7.11. All employees shall abide by the rules of the Central Library/ Computer Centre/Schools, etc. as issued by the respective competent authority from time to time.

## **8. PAY AND ALLOWANCES**

- 8.1 The pay scales for the faculty will be in accordance with the norms of the AICTE/ UGC and specifically adopted by the College. The allowances for the faculty, pay and allowances for supporting staff will be decided by the GB.
- 8.2 The employees appointed against the permanent, temporary, ad-hoc or contractual posts, on temporary, ad-hoc or contractual basis will be given suitable pay scale or gross emoluments as mentioned in their appointment order.
- 8.3 Every employee shall be paid his/her salary of a calendar month by the 7<sup>th</sup> of each succeeding month.
- 8.4 The College shall deduct from the salary of an employee any dues legally recoverable, and pay them to the bank or credit the amounts to College A/c on behalf of the employees.

- 8.5 Annual increment of pay though routine, shall not be automatic, but will be subject to all-round good performance of the employee to the satisfaction of the GB and the same shall be granted on 1<sup>st</sup> July of every year. If a staff-member joins the College in between the session and has put in at least eight months of service, prior to July, he/she shall be granted annual increment otherwise the grant of increment shall take place on 1<sup>st</sup> of July of following year after completion of one year.

## 9. CONDUCT RULES

- 9.1 The education is the backbone of every society. The faculty members have a very vital role to play and each one is expected to present himself/herself as a role model. Each one of the faculty member shall therefore abide by the code of conduct as given later.

### 9.2 Misconduct

- Some of the actions of misconduct are list below and shall attract disciplinary action against the defaulting employee:
  - a) Willful in-subordination/ disobedience of lawful orders issued by the authority empowered to do so.
  - b) Habitual late coming, irregular attendance and willful absence from duty.
  - c) Marking the attendance without express permission of the superior after having been marked absent/ on leave, etc.
  - d) Neglect of work or negligence in performance of duty including malingering and avoiding assigned academic/ administrative responsibility.
  - e) Damage to the property of the College.
  - f) Drug abuse, drunkenness, disorderly/ indecent behaviour within the premises of the College.
  - g) Gambling and smoking within the premises of the College.
  - h) Collection of money from the students/employees without the permission of the competent authority
  - i) Commissioning of an act which amounts to criminal offence involving moral turpitude
  - j) Misuse/ misappropriation of College property or funds assigned to an employee for official purposes.
  - k) Instigating students into undertaking unlawful activities.
  - l) Developing unhealthy relationship with students
  - m) Violating the teacher-taught norms

### 9.3 Consumption of Intoxicating Drinks and Drugs

- a) An employee of the College shall strictly abide by the law relating to intoxicating drinks and drugs in force.
- b) An employee of the College shall not be under the influence of any intoxicating drink or drugs during the course of his/ her duty and shall take due care that his/her performance is not affected in anyway by the influence of such drugs or drinks.

### 9.4 Work Schedule

#### a) Working Hours

- i) All teaching faculty members are expected to be on duty for at least 40 hrs. per week. Similarly all non-teaching (Technical & Non-Technical) staff shall devote a minimum of 40 hrs. per week at the College. The working hours are exclusive of lunch break, time spent in doing personal work, etc. Although most devoted/ sincere teaching faculty may devote

anything upto 60 hrs. per week at the College, yet following schedule shall, henceforth, be applicable:

<b>Monday – Friday</b>	0830-1600 hrs. with 30 minutes lunch break
Second Saturday	Closed

- ii) Save as otherwise provided in these rules, the office timings may be changed/ modified to suit the functional obligations of the College. The faculty and staff members shall **NOT** claim compensation for such additional hours of work put up by them.
- iii) Non-teaching (non-vacational) employees may be given weekly off on different days to suit the needs of the College.

b) Late Arrival

- i) The College has provided transport for the conveyance of the employees. However, if they miss it, they shall make their own arrangements to reach the College on time. Exceptions listed below shall apply.
- ii) Late arrival upto 10 min shall not attract any penalty provided it does not affect the class schedule.
- iii) Late arrival beyond 10 minutes and up to 30 minutes shall entail loss of half day Casual Leave.
- iv) All the late arrivals entailing half day loss of CL shall be got regularized by the employee by getting the leave approved. Non-regularization shall however, lead to recordable offence.
- v) Habitual late coming shall attract disciplinary action.

9.5 Movement out of College premises

- a) No employee shall be allowed to leave the College premises during working hours without permission from the competent authority.

**Note:** Employees, who are required to go out of office on official duty, shall obtain 'Outdoor Duty/On-Duty (OD) Slip' signed by the competent authority. The OD slip shall be handed over to the HR department before leaving the office/ College. A copy of the same shall be handed over at the gate and an entry shall be made in the register accordingly. Employees leaving the office on personal accounts without approval/ grant of leave shall be treated as absent without leave and shall be liable to disciplinary action including the loss of pay.

9.6 Absence Without Leave

- a) Absence without sanctioned leave in advance particularly during the currency of the academic session is highly undesirable and must be avoided. The employees of the College shall, therefore, NOT ABSENT without having taken the leave of absence, particularly during the currency of the academic session. However, in case of emergency including sudden sickness, the employee shall inform his/ her immediate reporting authority/Head and seek his/ her permission for absence at the earliest opportunity. This shall be followed by a written request for regularizing the absence immediately next day failing which it shall be treated as LWP.
- b) In case an employee remains absent from the College for more than 10 days without any information/ sanction of leave, he/ she shall be treated as a



defaulter and it shall be presumed that he/ she is not interested in the job and that the continued absence shall be considered as abandonment of services which shall ultimately call for his/ her removal from the employee's roll.

9.7 Working on Sundays/ Holidays/ After office hours

- a) Any employee may be called upon to work beyond the stipulated working hours to meet a specific job requirement.
- b) All employees shall abide by the demand of the College. Evading the responsibility shall tantamount to indiscipline.

10. **LEAVE RULES**

- 10.1. Leave cannot be claimed as a matter of right. The Principal has the right to refuse, revoke or curtail leave according to the exigencies of the service.
- 10.2. The employee will not absent himself / herself without prior sanction from the Principal and will not leave station without having earlier obtained written permission from the proper authority. In an emergency an application shall be sent as soon as possible stating nature of emergency and reasons for the absence.
  - a) Taking leave or extending leave without sanction will be treated as absence from the duty and renders an employee liable to disciplinary action.
  - b) The absence of an employee for 10 days or over stay of sanctioned leave for 10 days without information will make him / her lose his / her lien on the job. The Principal shall be within his right to presume that such employee has abandoned the job of his / her own accord and would not like to continue.
- 10.3. An employee on leave (except on Long leave of more than 120 days) may be allowed to return on duty before the expiry of leave.
- 10.4. Before proceeding on leave, even for one day, the employee may leave instructions in writing about the work to be carried on during his / her leave.
- 10.5. An employee shall intimate the office his / her address and telephone numbers whenever there is a change and when they are on leave or vacation.
- 10.6. The employees proceeding on any type of leave exceeding 7 days will duly handover all documents/ stores on his/her charge to the person nominated by his superior officer.
- 10.7. Grant of any kind of leave to faculty and staff during the days of class contact period is to be discouraged.
- 10.8. Vacation to faculty may be granted in such a manner that at any point of time, normally 50% of faculty may be on duty to do examination, training, supervision, departmental work, etc.
- 10.9. Schedule chart of vacation to faculty is to be submitted by the HODs to the Principal for his information and advice before its issuance.
- 10.10. Prefixing and suffixing of holidays and Sundays with vacation shall be allowed.
  - a) Suffixing of holidays and Sundays with 'leave without pay' will be treated as continuation of 'leave without pay' itself.
  - b) No half-day 'Leave without pay' (LWP) can be granted.
- 10.11. a) Under unavoidable circumstances, if any employee is absent from duty without permission, then leave application should be submitted on the next working day.

Failure to do so may result in treating the absence as 'leave without pay' and may lead to 'break in service'.

b) Applying for leave or absenting from duty off and on or frequently during class contact period will be treated as breach of conduct.

10.12. Leave is a privilege and not a right. It is earned and does not automatically become admissible as soon as one joins the service. No form of leave except CL is generally considered admissible till an employee has completed a minimum of ONE year of service. No leave shall be availed till it has been sanctioned formally or approval taken verbally from the sanctioning authority.

10.13. However, in keeping with various practices in vogue, following leave rules have been framed. The leave admissibility in respect of all regular employees shall be as under:

Type of Leave	Annual Admissibility (days)	Max. Accrual (days)	Remarks
Casual Leave	12 days	NIL	
Maternity Leave	As per rules	NA	
Vacation Leave	20 days	Nil	Applicable to teaching faculty only and shall be availed during summer vacation only.

No advance leave will be granted to any of the employee in normal circumstances. In exigencies of such requirement, the approval of the Competent Authority is mandatory.

10.14. The leave year is the Academic year viz 01<sup>st</sup> July to 30<sup>th</sup> June.

10.15. On severance of the services, if an individual has availed Casual Leave in excess of the entitlement, the same shall be recovered at the time of settlement of the accounts.

10.16. In the event of an individual resigning from the services of the College, no kind of leave shall be allowed to be availed during the notice period. However, CL may be availed during the said period.

10.17. Casual Leave (CL)

- a) Casual leave is catered to meet emergent/ unforeseen requirements of an employee. It shall, however, be got sanctioned in advance unless unavoidable.
- b) HOD and Principal are the only authority to sanction leave over the telephone.
- c) CL can also not be availed in advance.
- d) An employee is entitled to one CL every month of attendance in the College. CL cannot be accumulated beyond the calendar year.
- e) CL can be availed up to the number of days of CL earned or up to 3 days, whichever is less.
- f) CL cannot be combined with any other leave.
- g) CL can be availed for even the half day.
- h) Any holiday including Sunday etc either intervening prefixing/suffixing CL will be allowed.

#### 10.18. Vacation Leave

- a) Teaching staff is entitled for vacation @ 2 days per month of working upto 20 days in an academic year. In case he / she is not allowed to avail all or some of the 20 days vacation or as due to him / her in that year, then he / she will be eligible for leave for an equivalent number of days in an academic year. This leave will be credited only after completing first year of service. For example if a faculty member has availed 10 days vacation in that year of duty and was detained for 10 days, he / she will be entitled for 10 days of Leave.
- b) Vacation shall be availed after specific approval of the Principal in each case and subject to the durations being not less than 7 days or as credited for the preceding term whichever is less in one spell.
- c) Vacation leave can be availed only after completion of one year of continuous service. The Principal may detain any of the faculty during any vacation in part or full to attend to work assigned.
- d) Vacation Leave can be combined with EOL.

**NOTE:** CL/VL shall be got sanctioned by the competent authority on the prescribed form. All leave applications shall have the endorsement of the HR department indicating the days of leave availed/ days of leave in balance. All applications duly approved shall be submitted to the HR department before proceeding on leave. Non-compliance may lead to a person being marked absent.

#### 10.19. Maternity Leave

- a) A permanent female employee with less than two surviving children may be granted maternity leave of 90 days from the date of confinement or prior by the Principal.

**Note:** (i) Prior notice of at least one month of such leave will be given by the employee.  
(ii) Maternity Leave includes of all intervening holidays and vacations.  
(iii) If Maternity Leave extends beyond vacations it is calculated from the date of confinement.

- b) Maternity Leave not exceeding 6 weeks may be granted to a permanent female employee (having less than two children) in case of miscarriage (including abortion) on production of medical certificate to the Principal. This facility may be availed twice in life time.
- c) During the period of Maternity Leave she will be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- d) Leave without pay upto a maximum of three months in continuation of Maternity Leave may be granted by the Principal.
- e) Maternity Leave will not be applicable to contractual/ temporary/Adhoc or Part-time appointees.

#### 10.20. Study Leave

- a) Study leave leading to M.Phil/PhD may be granted to faculty below the rank of Professors after a minimum of 05 years of continuous service, to pursue a special line of study or research directly related to his/her work in a university or to make a special study of the various aspects of College organization and methods of education.
- b) The paid period of study leave may be upto 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported

by the Research Guide through HOD. Care should be taken that the number of teachers given study leave, does not exceed 10% of faculty strength in any department subject to overall ceiling of 10% at College level.

- c) Management shall be approving authority on the recommendation of concerned HOD and Principal.
- d) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- e) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the GB. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the GB to treat the period of shortfall as ordinary leave has been obtained.
- f) Study leave may be granted on full pay up to two years extendable by one year at the discretion of the College.
- g) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- h) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with extraordinary leave or vacation, at the discretion of the sanctioning authority. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- i) A teacher granted study leave shall on his/her return and re-joining the service of the College may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- j) Study leave shall count as service for seniority/annual increment/contributory provident fund, provided the teacher joins the College on the expiry of his/her study leave.
- k) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- l) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the College for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- m) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the College, binding himself/herself for the due fulfillment of the conditions laid down above and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the College in accordance with above clauses.

- n) The teacher shall submit to the Principal/Dean, six monthly reports of progress in his/her studies from his/her the Head of the Institution. This report shall reach the Principal/Dean within one month of the expiry of every six months of the study leave. If the report does not reach the Principal/Dean within the specified time, the payment of leave salary may be deferred till the receipt of such report.

#### 10.21. Leave for Part-time Education

- a) The faculty members may be allowed to attend morning/ after-noon classes provided the same leads to the improvement of qualification. However this facility shall be available for the duration of approved course not exceeding 3 years.
- b) The faculty member shall be required to submit Time Table duly authenticated by the institute/college/university where he has taken admission.
- c) The faculty member shall, however, be required to execute a bond to serve the College for a minimum of three years after the completion of the course or draw proportionately reduced salary.
- d) Faculty member availing leave for part time education shall teach a minimum of two courses for 12 hours per week.

#### 10.22. Duty Leave (also referred to as On-Duty)

- a) Duty leave of the maximum of 15 days in an academic year may be granted for:
  - i) attending conferences, congresses, symposia, short term courses and presenting papers in seminars on behalf of the College or with the permission of the College;
  - ii) delivering lectures in colleges, institutions and universities at the invitation of such colleges, institutions or universities received by the College, and accepted by the Principal/Dean;
  - iii) working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the College;
  - iv) participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister concern or any other academic body, and
  - v) for performing any other duty for the College.
- b) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion and such leave may not be granted for more than two times for similar activity during an academic year.
- c) Faculty, who are sponsored for short term course/presentation of paper etc are required to submit a report on the course and certificate of attendance within a week time after joining. It is also mandatory to give a seminar within one month positively failing which duty leave will be treated as leave due or LWP.
- d) The leave may be granted on full pay.

Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances;

- e) Duty leave may be combined with extraordinary leave.
- f) Documentary evidence shall be accompanied with the request.
- g) The incumbent shall seek CL or EOL for attending to paid activities e.g. working as an external examiner, Examination Superintendent, Member of an Inspection Committee, etc.

- h) The Principal shall sanction this leave.

#### 10.23. Sabbatical Leave

- a) Permanent, whole-time teachers of the College who have completed Ten years of service as Assistant Professor, Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the College and higher education system.
- b) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- c) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.
- d) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- e) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the GB may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- f) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of Seniority/annual increment/contributory provident fund, provided that the teacher rejoins the College on the expiry of his/her leave.

#### 10.24. Extra Ordinary Leave

- a) In case of genuine necessity and when no other leave is due, leave without pay may be granted subject to the conditions to be specified at the time of granting the leave. The Principal shall be the sanctioning authority.
- b) Period of EOL (LPW) is considered as *dies non*. Hence this period will not count for increment, Career Advancement etc. Also if the period of EOL exceeds 07 days in month, no VL will accrue to the employee for that month.

#### 10.25. Compensatory Leave

- a) Compensatory leave may be granted to an employee called upon to work on Sundays and holidays.
- b) The compensatory leave shall generally be availed within the same month. It may however, be allowed to be availed within 2 calendar months in exceptional cases.
- c) No compensatory leave shall be allowed for remunerative work such as, examination invigilation duty, practical examination, etc., if the employee is called upon to work on Sundays and Holidays. However, examination duties are mandatory for all the employees of the College.

**11. PROVIDENT FUND AND OTHER BENEFITS**

11.1 All eligible employees shall subscribe to the Provident Fund by contribution to be deducted from their salary in accordance with the EPF Act and Rules. The College shall contribute in accordance with EPF Act and Rules as applicable.

11.2 It shall be binding on all the College employees to subscribe / follow any monetary scheme introduced by the College from time to time.

**12. DRESS CODE**

The students have a dress code. However, no specific dress code has been laid down for the faculty members. Not-with-standing, all the faculty members are expected to come to the College properly dressed, with gents wearing neck tie and ladies in sarees. Broadly, all faculty members are expected to be in formal attire. T-shirts and Jazzy clothes are NOT expected to be used by the faculty members on all academic days.

**13. NOTICES/CIRCULARS**

All the schools/departments shall maintain a file of NOTICES/ CIRULARS in the respective school/ departmental office. It shall be the responsibility of all the employees to make themselves conversant with all the instructions issued from time to time.

- a) All notices displayed on the Notice Boards shall be treated as read and accepted.
- b) All circulars issued by the offices of the HOD/Dean/Principal/GB are expected to have been read and complied with.
- c) Circulars/notices not read on account of absence shall be read on return from absence.

**14. ACADEMIC CALENDAR**

The academic calendar is formulated at the beginning of each trimester. It lays down in detail the teaching days, the holidays and the examination schedule. It shall be the responsibility of each faculty member to acquaint himself/herself with the calendar and abide by the same.

**15. NON-COMPLIANCE OF RULES/REGULATIONS**

Non compliance of rules/regulations on account of ignorance of the orders is inexcusable. All the faculty members shall acquaint themselves with the orders in vogue.

**16. TERMINATION OF SERVICE**

16.1 Service of an employee shall automatically stand terminated if an employee remains absent from duty without sanction of leave for Ten consecutive days. The services will stand terminated in case of any one or more of the following conditions too:

- a) On expiry of the period of employment.
- b) Indiscipline/disobedience/misconduct/moral turpitude.
- c) Resignation.
- d) Non-fulfilment of the Terms & Conditions of Employment as contained in these rules/HR policy

16.2 On termination of service of an employee, the employee shall automatically cease to be member of any Committee/Board/Senate.

16.3 The service of an employee on probation may be terminated by the Principal with the approval of the GB at any time giving a month's notice or salary in lieu of notice without assigning any reason whatsoever.

- 16.4 The services of permanent or confirmed regular employees are liable to be terminated by the competent authority on grounds of misconduct, persistent inefficiency, negligence of duty, continuous absence for 10 days without a sanctioned leave, conducting or involving in activities prejudicial to the interest or discipline and aims of the College, prolonged illness which interferes in his/her regular performance of duty, or breach of code of conduct rules of the College by giving one calendar month notice or by paying equivalent sum in lieu of such notice. No such notice will be necessary from the College, if the services of the employee are terminated by dismissal due to any major misconduct. All the terminations and dismissals shall be placed before the GB in its ensuing meeting for ratification.
- 16.5 Any employee desiring to leave the service shall give to the College one month notice in writing. It shall, however, be open to the Principal /GB to accept one month salary in lieu of notice.
- 16.6 Services of adhoc/ temporary employees may be terminated during the first three months of service because of their unsuitableness to the post by giving a 30 days notice or pay thereof for the notice period.
- 16.7 CL / EL / LWP (Leave without Pay) and Notice period cannot run concurrently. It is obligatory on the part of employee who has resigned to attend the College duties during the notice period.
- 16.8 It is mandatory to intimate by the employee the communication address with mobile and telephone numbers in his / her resignation letter.
- 16.9 Services of an Adhoc/Contractual/Part-time employee shall come to an end on completion of the specified work for which he/she was employed or on the expiry of the period for which he/she was appointed, whichever is earlier. But, before the expiry of the said period or work, as the case may be, services of the employee could be terminated by either party by giving 30 days notice or 30 days salary in lieu of notice without assigning any reason whatsoever.

## 17. **PERFORMANCE EVALUATION**

- 17.1 The performance of each employee in every academic year shall be assessed by the Higher Officer of each employee and reviewed by the Superior Officers. Any salient points counselling the employee for improvement along with the positive qualities shall be communicated in writing.
- 17.2 The performance evaluation record (ACR) shall consist of three parts: The first part shall contain a factual record of employment, the salary scale, increments, promotions, leave availed, etc. The second part shall contain the self-assessment of the employee. The third part contains the confidential and evaluative statements with regard to the overall performance of the employee by his/her senior officer and reviewed by all the superiors in the hierarchy.
- 17.3 The contribution of an employee towards the academic, social and spiritual life of the College will be given weightage when assessing his/her overall performance. The students and other faculty also will give their feed back on particular faculty for introspection and counselling by seniors. The faculty shall respond positively on this data for improvement.
- 17.4 Employees are required to affix their signature to the entries on the first and second parts. They are to be apprised of the evaluation and counselled accordingly. Employee has to sign the "Noted" column in the III part of the ACR/SAR form.
- 17.5 The proforma of ACR/SAR is subject to change from time to time by the competent authority.



**18. CODE OF CONDUCT**

- 18.1 Management through the Principal shall see that the Service Rules are followed as well as adhered to in letter and spirit by all the employees.
- 18.2 Every employee of the College shall be governed by the Code of Conduct, instructions, etc. as prescribed and notified from time to time and every employee shall be liable to the disciplinary action, for the breach of any provision of the Code of Conduct.
- 18.3 The Principal shall initiate disciplinary proceedings for non-compliance of code of conduct/service rules and appoint an enquiry officer to conduct the inquiry of the charges.

**19. CODE OF CONDUCT FOR FACULTY**

The Code of Conduct for the faculty of the College shall be as follows:

a) No faculty member (teacher) shall –

- i) knowingly or willfully neglect his/her duties;
- ii) propagate through his/her teaching, lesson or otherwise, communal or sectarian outlook, or incite or allow any student indulge in communal or sectarian activity;
- iii) discriminate against any student or any other person on the ground of cast, creed, language, place of origin, social and cultural background or any of them;
- iv) indulge in, or encourage any form of malpractice connected with examination or any other College activity;
- v) make any sustained neglect in correcting term or assignments or examination work by the students;
- vi) while being present in the College absent himself except with the prior permission of the Principal from the class which he/she is required to attend;
- vii) remain absent from the College or duty without sanctioned leave or without the previous permission of the Principal.

Provided that where such absence without leave or without the prior permission of the Principal is due to reasons beyond the control of the teacher, it shall not be deemed to be a breach of the Code of Conduct, if on return to duty; the teacher has applied for and obtained, ex-post facto, the necessary sanction for the leave.

b) the employee will not:

- i) Accept any job assignment of remunerative character from any source other than the College or give private tuition to any students or other persons without written permission of the Principal or engage himself in any business,
- ii) prepare or publish any book(s) commonly known as guides, or assist, in their publication other than the College.
- iii) enter into any monetary transactions with any student or parent; nor shall he/she exploit his/her influence for personal ends; nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay;

- iv) accept, or permit any member of his family or any other person acting on his behalf to accept, any gift or receive advantage from any student, parent or any person with whom he has come into contact by virtue of his being in the College.
- c) An employee shall not:
- i) cause, or incite any other person to cause, any damage to College property;
  - ii) behave, or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in or outside the College premises;
  - iii) be guilty of misbehavior or violence towards any parent, guardian, student, or other employee of the College.
- d) Every teacher shall:
- i) be punctual in attendance and in respect of his/her class work and also for any other work connected with the duties assigned by the Principal/Dean /HOD.
  - ii) abide by the rules and regulations of the College issued from time to time and also show due respect to the constituted authority.
  - iii) employees will on every working day sign/mark the their attendance at the time of arrival and leaving the College and be ready at least, five minutes before the commencement of the classes.
  - iv) shall perform his/her duties with all seriousness and sincerity.
  - v) shall prepare the lessons to be taught and update his/her knowledge in the subjects assigned to the satisfaction of his/her superiors.
- e) Conduct outside the Class Room
- (i) All employees are responsible for the discipline of students – even outside the class rooms.
  - (ii) Supervision during the break or off time is vital for protection of the students. Employees may be allotted such duties to maintain discipline and orderliness.
- f) Library and Equipment
- (i) Students must be trained to make extensive use of the library facilities.
  - (ii) Faculty and Technical Supporting Staff are responsible for the proper care, operation and maintenance of all equipment, and learning aids and sports equipment etc. The authorities should immediately be informed of the needed repairs / replacements.
  - (iii) Students must be trained to take care of the College property. Books / equipment fixtures and fittings damaged or lost by a student shall have to be made good by the students.
- g) Building
- (i) The employees are responsible for the College property – for its use, care and maintenance.

- (ii) Social cleanliness is a part of basic discipline. The employees are, therefore, responsible to guide students in maintaining their College and surroundings tidy, particularly after their lunch / recess.
- (iii) It is the teachers' responsibility to take immediate steps to report to the Incharge about the need of maintenance of College property.
- (iv) Destruction or damages to College property --- desks, books, etc. is serious matter. The teacher must be alert and take immediate steps to correct the student or to report it to the HOD.
- (v) The Labs should be properly displayed with charts. The students themselves should be encouraged to prepare such charts, transparencies, films, models, etc. periodically.
- (vi) Before leaving the class room the faculty member should insist that students pick up waste paper and any unwanted material from the floor and place it in the waste paper basket; desk and chairs be left in proper arrangement, the chalk board erased and lights and fans are put off.

#### h) Control and Interaction with Students

- (i) In order to achieve the goal set before each employee to derive full satisfaction from the job and for mutual cooperation, some well understood limits are needed as a help to the self discipline.
- (ii) Employees must avoid disturbing the harmony, good relations and friendly atmosphere in the College by any form of speech, action or omission. On the other hand, teachers should foster and promote such conditions as are conducive to one's happiness, tension free atmosphere and the good of students.
- (iii) Individual attention is essential and teachers are encouraged to solve problems - personal, behavioral and academic. When a student does not show improvement, this fact must be brought to the notice of the HOD/Principal immediately. When a teacher feels that a student needs special help or is suffering from emotional problem, he/she must immediately inform the HOD/Principal.
- (iv) Poor discipline is usually a result of improper planning. Properly planned worthwhile activities in and outside the class help to prevent disciplinary problems.
- (v) The teacher should be firm and consistent but not unreasonable in demands, should avoid threats that cannot be carried, and favouritism and prejudices. Raising one's voice may often produce adverse results
- (vi) The teacher must always remember that each student has his/her self respect which must be also given to them. Ridicule, sarcasm in speech or action or unreasonable and unproductive punishment, especially for an entire group, will not be accepted.

Note: The above Code of Conduct shall also be observed by the non-teaching (Technical & Non Technical) staff of the College which is not specific to faculty.

- i) As a guideline the following Do's and Dont's may be followed for effective teaching:

### **DOs**

- i. To reach the College at least 5-10 minutes before the scheduled time.
- ii. To reach the class room on time, preferably five minutes before the scheduled time, as per the time table.
- iii. To ensure that proper discipline and decorum is maintained in the class room.
- iv. To teach in interactive manner (more in discussion mode), as far as possible.
- v. To refrain from giving dictation or copying from the book/notes on to the board.
- vi. To use slides/PPT for at least one topic from each unit and maintain record.
- vii. To avoid drawing sketches on the board and instead use slides/PPT.
- viii. To provide good practical/field examples.
- ix. To provide web site references for further reading by the students and maintain record.
- x. To train students to present seminars on referenced topics.
- xi. To teach few topics beyond the syllabus.
- xii. To take up the role of mentors and maintain record and help students to the best of ability.
- xiii. To maintain course file.
- xiv. To go prepared in the class.
- xv. To be sympathetic towards the students and adopt a helping attitude.
- xvi. To make students realize at frequent intervals their responsibility and the purpose for which they are here.
- xvii. To update own knowledge and qualification.

### **DON'Ts**

- i. Don't let off the class before time unless there is a justifiable reason,
- ii. Don't ever be harsh or disrespectful to the students or their parents.
- iii. Don't be disrespectful to your superiors and colleagues,
- iv. Don't indulge in any act of theft, fraud or dishonesty in relation to the property of the College or a colleague,
- v. Don't furnish false information with respect to age, qualification, service details or any other matter germane to employment, during or after,
- vi. Don't act in a manner prejudicial to the interest of the College, good order and discipline,
- vii. Don't display willful insubordination and/ or disobedience, individually or collectively towards any lawful order issued by the authority empowered to do so.
- viii. Don't refuse to accept any notice/circular/lawful order and do sign on the office copy in token of having received the same issued by the authority empowered to do so
- ix. Don't indulge in any act of vindication which may affect the organizational culture/ climate.
- x. Do not ever miss the class
- xi. Do not make alternate arrangements for teaching schedule save it is EMERGENT, students tend to lose respect.
- xii. Do not dodge responding to students' queries; if the answer is not known to a query, say so and attend to it in the next class.
- xiii. Do not ever insult students or their parents.
- xiv. Do not ever attempt to earn cheap popularity by awarding them high grades, which they do not deserve, or keep quiet on their misconduct, etc.
- xv. Do not let personal image be tarnished by irresponsible talks and acts.

## **20. DISCIPLINARY ACTION**

- a) An employee against whom the disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him/her, and a date shall be fixed for the inquiry.
- b) Sufficient time of at least one week shall be given to him/her to prepare and give his/her explanation, as also to produce any evidence that he/she may wish to tender in his / her defence. He/She shall be permitted to appear before the officer conducting the inquiry, to cross – examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence / witness in his/.her defence.

- c) At the conclusion of the inquiry, the inquiry officer shall prepare a report of the inquiry regarding the findings on each of the charge.
- d) The Principal shall consider the findings of the inquiry and may impose a major penalty, a minor penalty or no-penalty at all depending on the merit of the case. The action taken by the Principal shall be got ratified by the GB.
- e) Appeal can be preferred within 15 days of the receipt of the Order appealed against, direct to the Appellate Authority (here the GB) who may condone delay if valid reasons are given.
- f) In an appeal against a major penalty if the Appellant specifically requests for a personal hearing, this may be granted by the Appellate Authority at its discretion.

21.1 Minor Penalties:

- (i) Censure in writing which will be placed in the service record.
- (ii) Recovery from pay, the whole or any part of pecuniary loss caused to the College by negligence or breach of orders.

21.2 Major Penalties:

In addition to the minor penalties mentioned above, the following will be major penalties:

- i) Reduction in rank.
- ii) Compulsory retirement from service, which shall not be disqualification for future employment in any other University/college/institute.
- iii) Dismissal from service, which may ordinarily be a disqualification for future employment in any other University/college/institution.

21.3. Pending the outcome of any inquiry, the employee may be suspended and he/she may receive a subsistence allowance as approved by the GB, but shall not be paid salary when under suspension.

**21. MEETINGS**

22.1 Participation and co-operation is of vital importance for any center of education to progress and deliver goods. Good work, new ideas for improvement, difficulties found on the way must be discussed and where required remedies suggested. Therefore, regular meetings possibly once in a month are to be held. Active participation in the College activities will be reflected through participation in the meetings.

22.2 All the employees concerned will attend such meetings. Attendance and punctuality at these meetings is compulsory.

22.3 Teachers, selected to attend conferences, seminars, workshops, courses etc. will be required to comply as these relate to their profession and development of the College.

22.4 Such teachers will be required to submit a written summary of the meetings and communicate to the other members of the staff through circulation or by a seminar.

**22. GENERAL DUTIES AND RESPONSIBILITIES**

Duties and responsibilities as prescribed in Staff Compendium shall be adhered to by every employee. Every employee shall also abide by any additional duties and responsibilities prescribed / notified from time to time by the GB.

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# Chirala Engineering College

Chirala

## FACULTY INCENTIVE

- Faculty encouraged to participate in International/National Seminars/Conferences;
- Policy of funding a faculty/staff on acceptance of Research Paper:
  - Funding for International conferences through AICTE;
  - 100% funding for National Conferences: Funding normally done once in a semester.
  - OD leave granted for the duration of conference and travel to and fro
  - To and fro travel costs
- College award for best teacher
- Subsidized Meal
- Mobile phone allowance
- Sponsoring faculty for attending seminars, conferences, FDP, QIP etc.
- PhD./M.Tech. Compensation – study leave with a maximum limit as prescribed by UGC/AICTE, OD leave for shorter periods.
- Appreciation letters for achieving 100 % student results.
- Research and Academic Incentive
- Benevolent fund coverage for all staff members who met with unfortunate death

### **Insurance and Pension schemes for all staff in consideration:**

- LIC of India's **Group Gratuity Cash Accumulative Scheme**
- LIC of India's **Employees Deposit Link Insurance (EDLI) Scheme & Employee Group Insurance Scheme (EGI)**
- LIC of India's **Group Superannuation Cash Accumulation Scheme** in conjunction with Group Insurance
- Pension options :
  - Life Pension ceasing at death.
  - Life Pension with Return of Capital and Group Pension Terminal Bonus on death.
  - Life Pension guaranteed for 5,10,15 or 20 years and life thereafter.
  - Joint Life Pension payable to the last survivor of the employee and spouse.
  - Joint Life Pension payable to the last survivor of the employee and spouse with return of capital on death of the last survivor.
- LIC of India's **Group Saving Linked Insurance Scheme**

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# Chirala Engineering College

Chirala

## STUDENT INCENTIVES

- Financial Assistance in the form of Tuition Waiver, Scholarship, half free ship, etc to poor.
- Bank Loan Facilitation.
- Book Bank facility
- Cash prizes and certificates for University Rank Holders Semester wise and Branch wise.
- Wide publicity given for University Rank Holders.
- Cash award for College topper.
- Award of freeship and scholarship on the basis of merit and merit-cum-means.
- Certificates and awards for students who excel in Inter-collegiate sports and cultural competition.
- Postgraduate Stipend for GATE qualified students (from AICTE), i.e. Rs. 8000 per month.
- To and fro travel costs for attending sports and games, conferences, etc. activities on case to case basis.
- College award for best student
- Benevolent fund coverage for students who met with unfortunate death

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