



# **V.S.B. ENGINEERING COLLEGE**

**KARUR – 639111**  
**Tamil Nadu**

## **CRITERION 6**

### **STAFF HAND BOOK**

## INDEX

Chapter No	Title	Page Number
1	About the College, Vision, Mission, Core Values and Quality policy	1
2	Organization Chart	2
3	Duties and responsibilities of various bodies	3
4	Recruitment Procedure	14
5	Service Rules	16
6	Code of Conduct for Staff	22

## **ABOUT COLLEGE**

V.S.B. Educational Trust was founded in the year 2000 by Mr. V.S. Balsamy, the founder and correspondent of the V.S.B. Engineering College, with an interest in promoting, managing and administrating educational institutions with high academic standards, discipline and to take up and help other allied activities in the field of education. Under the Trust, V.S.B. Engineering College, Karur was established in the year 2002 and V.S.B College of Engineering Technical Campus, Coimbatore in the year 2012.

## **VISION**

We endeavour to impart futuristic technical education of the highest quality to the student community and to inculcate discipline in them to face the world with self-confidence and thus we prepare them for life as responsible citizens to uphold human values and to be of service at large. We strive to bring up the Institution as an Institution of Academic excellence of International standard.

## **MISSION**

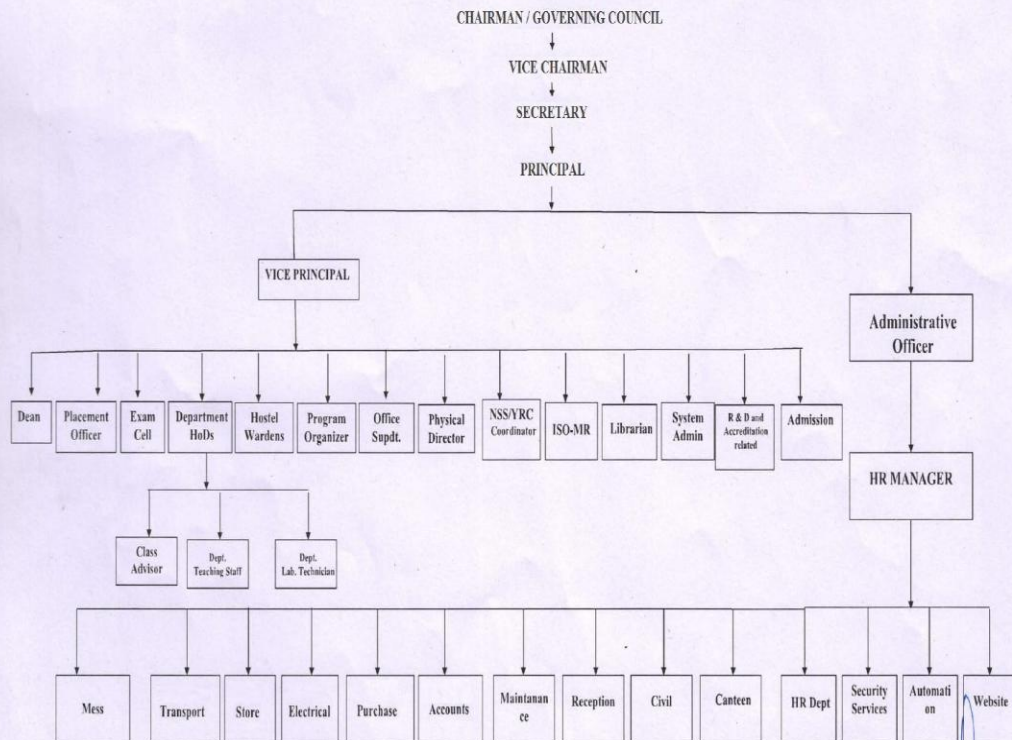
We transform persons into personalities by the state-of-the-art infrastructure, time consciousness, quick response and the best academic practices through assessment and advice.

## **Quality Policy**

- V.S.B.Engineering College strives to achieve academic excellence by futuristic outlook in the fields of Engineering and Technology in a well-disciplined environment through commitment to continual improvement in all areas Involvement of people at all levels.
- Upgradation of infrastructure and human resources.

# Staff hand Book

## V.S.B ENGINEERING COLLEGE, KARUR ORGANIZATION CHART



*[Signature]*  
CHAIRMAN

## CHAPTER 1

### DUTIES AND RESPONSIBILITIES OF VARIOUS BODIES

#### Duties and Responsibilities of Governing Council

The Governing Council being the supreme administrative authority of the institution performs the following functions:

1. Monitors the academic as well as related activities of the institution.
2. Recommends Staff Selection Committee and accords the approval.
3. Taking policy decisions with respect to the communications from the University / Government / AICTE, etc.
4. Monitors the students and faculty progress.
5. Recommends the planning and monitoring board of the institution for implementation.
6. Approves the annual budget of the institution.

#### Duties and Responsibilities of Planning and Monitoring Board

1. To review the Academic and other related activities of the College.
2. To review the students and Faculty Development Programs.
3. To visualize and formulate perspective plans for the development and growth of the College.
4. To formulate master plan for campus development, facilitating implementation of the provision of the perspective plan.
5. To draw new schemes of development for the college.
6. To promote Research and extension activities in the college campus.
7. To promote Teaching innovations and student placement programs.
8. To plan for sustaining the quality of education, quality improvement and accreditation of the College.
9. To recommend schemes for promoting participation of Academic departments in community development activities in the region.
10. To consider such other activities for furtherance of academic excellence.

# Staff hand Book

## **Duties and Responsibilities of Internal Complaints Committee**

1. Conducts the women empowerment related events.
2. Motivates the women students and staff to exhibit their skills in a holistic manner.
3. Enquires the complaints received from the aggrieved women in respect of sexual harassment and suitable recommendation is forwarded to the Principal.
4. Suggests facilities / events for the betterment of women in campus.

## **Duties and Responsibilities of Discipline Committee**

1. Ensures discipline in the campus and hostel premises.
2. Analyzes the malpractices in examinations and recommends suitable punishments.
3. Supports Anti-ragging committee on the complaints of ragging.
4. Supports Grievance and Redressal Committee on harassment of weaker section.
5. Any other activity that may damage the discipline and harmony of the college.

## **Duties and Responsibilities of Students Grievance Redressal Committee**

1. Regular follow up and collection of complaints/grievances through the Mail/Online.
2. The student grievances are taken up for discussion and remedies in the meeting.
3. Intimating the students about the action taken by the committee.

## **Duties and Responsibilities of SC/ST Committee**

The Cell will take care of SC/ST students with respect to,

1. Scholarships – their distribution to the beneficiaries on time.
2. Solve any problems occurred during their educational career.
3. Making arrangements for sending statistical information required by University /Government authorities.
4. Any issues relating to discrimination experienced by the students in the College.

## **Duties and Responsibilities of IQAC**

1. To Conduct the Perspective / Strategic plan meeting at every year.

## Staff hand Book

2. Prime agenda of the meeting would be review based planning of academic policies for the sustainable growth of the College.
3. To develop a monitoring system for quality assurance of the policies.
4. To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to NAAC.

### **Duties and Responsibilities of Exam Cell**

1. To conduct Internal and University examinations smoothly and efficiently.
2. To allot the hall and hall invigilators for both internal tests and University exams.
3. Collecting the question papers for internal tests and model examinations.
4. Identifying the eligible AUR and Recommending through the principal.
5. Sending the Faculty members to other College as an external examiner for both Theory and Practical who are identified by Anna University, Chennai.
6. Follow up on Internal and External hall supervisors for University examinations.
7. Internal squad members are identified and they should be in rounds to identify the indiscipline students involving in malpractice.

### **Duties and Responsibilities of Admission Cell**

1. Daily reporting of admission status to the Principal and Management.
2. Planning for admission promotion activities.
3. Identifying the team for each admission promotional activity.

### **Duties and Responsibilities of Library Committee**

1. Planning for Maximum usage of Library facilities by Faculty members and Students.
2. Submission of library budget.
3. Obtaining approval for recommendation of Books, Magazine and Journals.
4. Addressing the difficulties of Faculty and Students faced in Library.
5. Framing the rules and regulations of the Library.
6. Creating awareness among Faculty and Students to utilize the Library.
7. Providing library card for Staff and Students for their use.

# Staff hand Book

## **Duties and Responsibilities of Anti Ragging and Anti Ragging Squad Committee**

1. Creating awareness to first year students to make them comfortable in hostel and college.
2. Identifying the Gray area and vigilance team may be deputed to prohibit ragging.
3. Allocation of duty to all the Staff members to make "Ragging free campus".
4. Taking disciplinary measures on defaulters.
5. Ensuring regular rounds in the Hostel & Canteen areas.
6. Recording the misbehavior activities in a prescribed format.

## **Duties and Responsibilities Hostel Committee**

1. Discussing the Students "Complaints and Suitable Remedial measures" must be recommended with the approval of management.
2. Regular visits to avoid conflicts among Hostel inmates.
3. Planning for monitoring mechanism for study hour.
4. Educate the students to avoid wasting of food.
5. Ensuring cleanliness of the Hostel area.
6. Monitoring of food menu.
7. To check the students in and outs.
8. Monitoring the usage of accessories in Hostel.

## **Duties and Responsibilities of Class committee**

1. To review periodically the progress of the classes including in terms of syllabus coverage in each course.
2. To discuss problems concerning curriculum and syllabus, the conduct of the classes as well as non-academic issues concerning students.
3. To organize the meeting of the class committee.
4. To prepare the minutes of the meeting and forwarded to the same to HoD / Principal. The minutes shall also be circulated to all the class committee members and get the signature from the students and Staff members.

## **Duties and Responsibilities of Sports Committee**

1. Permission to hold sports events in the college campus.
2. To recommend students for permission to participate in the intra-or inter- college events.
3. Maintaining records of sports events attended by students outside the college.
4. Finalize the schedule of events for the whole academic year in advance in consultation with the Students“ Sports Committee”.

## **Principal**

The Principal, as Head of the Institution, shall

1. Be the overall responsible person for all day to day academic activities.
2. Monitor all activities, such as attendance; leave applications, welfare activities of all teaching, technical, supporting and ministerial staff of the college.
3. Supervise the conduct of all theory and laboratory classes, and ensure that they are in order.
4. Call for and conduct periodic meeting of heads of departments, to identify and rectify their Problems in running their department activities.
5. Call for and conduct periodic meeting of student representative of all classes to identify and rectify their problems in their day to day activities.
6. Frame the academic calendar of the Institution getting input from all heads of departments.
7. Find out the requirements of human resources and infrastructures required, from the departments and submit to the management for further action.
8. Supervise the Examination Cell Incharge to frame the activities of the Examination cell and guide in the conduct of Institutional Tests and University Examinations and take necessary and appropriate actions.
9. Ensure the discipline and welfare of both staff and students inside the campus.
10. Enforce the defined code of conduct for the staff and student.

## Staff hand Book

11. Review the performance of students in their Institutional Tests & semester examinations and take necessary steps to conduct special classes as needed to improve their performance.
12. Constitute various committees such as Grievance Redressal Committee, Discipline Committee etc, and monitor their operations.
13. Following up all the academic activities as per the regulations.
14. Coordinate with departments and sections to ensure the availability of academic requirements and standards prescribed by AICTE, UGC, NAAC, NBA and University.
15. Formulate and conduct academic pedagogy and curriculum development activities to improve the teaching learning processes.
16. Organize and conduct annual stock verification.
17. Submit proposals for modernizing the laboratories, computer center, sports facilities, etc with the input from HoDs.
18. Monitor and guide the HoDs to organize the co-curricular and extra-curricular activities for students.
19. Coordinate for the details of relevant documents required for the approval of AICTE, UGC and University affiliation.
20. Coordinate with HR dept for staff recruitment, leave rules and performance appraisal requirements.
21. Recommend to the management for appropriate actions required in branding the College in all respects.
22. Coordinate academic relationship with Industries and Corporates.
23. Formulate, Co-ordinate and monitor the value added education and training activities.
24. Co-ordinate with the Internal Quality Assurance Cell (IQAC) to ensure quality in teaching learning and evaluation processes.
25. Organize and conduct strategic planning meetings.
26. Report to Management periodically.

# Staff hand Book

## Head of the Departments

1. Heads of the Department are responsible for Preparing department Goals, Objectives and Annual Plan Ensuring that class and course committee meetings are conducted as per College rules.
2. Confirming that completion of portions is as per plan.
3. Ensure the conduction of Mentoring/ Counseling the students periodically.
4. Verification of class Log books periodically.
5. Monitoring the Attendance of students on regular basis.
6. Planning for department Budget (Recurring, Non-recurring, Maintenance, Repairs and up-keeping).
7. Analyzing students' result and implementing steps to improve the performance.
8. Faculty planning (requirement for teaching and supporting staff).
9. Planning and requesting for Infrastructure development of the department.
10. Networking and developing collaborative partnerships.
11. Planning for in-house research activities and submitting/forwarding proposals to various funding agencies.
12. Planning and organizing conferences, seminars and workshops at the State, National and Global levels.
13. Planning for industry-academia partnerships for arranging Industrial visits, In-plant Training,
14. Student Projects, offering value added programmes, Guest lectures by experts.
15. Planning for department review of the activities.
16. Promote Research and Consultancy activities in the department.
17. Recommending staff to attend training, seminar, conferences, workshops, exam duty and recommending leave / on duty.
18. Arrange to obtain and analyse feedbacks from students, parents, alumni, employer and devise steps for taking corrective actions.
19. Recommending Guest faculty, organizing Workshops, Conference and Seminars.

## Class Advisor

1. One Class Advisor is identified for each Class.
2. Maintaining database and bio-data of Students.

## Staff hand Book

3. Recommending leave and on duty.
4. Maintaining overall attendance of the students.
5. Co-ordinate for industrial visits, Inplant Training, Internship for students.
6. Guiding and counseling the students of that batch.
7. Corresponding with parent regarding Absentees.
8. Sending Letter/SMS to the parents of students regarding Internal Marks.

### Faculty Members

1. Preparation of study materials.
2. Courses plan.
3. Counseling the students.
4. Conducting test, evaluation, uploading of internal marks and Attendance to the Anna University web portal.
5. Identify and Coach the slow learners.
6. Assisting HOD in curricular, co-curricular and extra -curricular activities of the department.

### Lab Incharge

1. Maintenance and up-keeping of Equipment's/Machineries for total utility and traceability.
2. Suggesting for modernization with addition of latest equipments.
3. Planning for practical classes semester wise.
4. Planning work schedule for the lab assistant and supporting staff.
5. Maintaining the register of the machines/equipments/gadgets/software and database of approved suppliers.
6. Preparing and adhering to annual budget (Including recurring and nonrecurring expenditure as per the approved budget).
7. Ascertaining proper preventive and break down maintenance of equipments in the laboratory.
8. Recommending for in-house/ external training to lab assistants.

## Staff hand Book

9. Preserving Lab manuals and sample record note books maintaining students discipline and order in the Laboratory.

### **Lab Technicians**

1. Updating of stock, based on receipt and issue of products.
2. Maintaining of all lab resources.
3. Maintaining the lab neatly.
4. Providing requirements for the purchase of new equipments/machines, etc.
5. Updating practical knowledge and skills so as to help students to execute practical exercises.
6. Maintaining all lab records day to day.

### **Coordinator& Head - IQAC**

It is formed to ensure and promote the quality of education. The progress of curricular, co-curricular and extra-curricular activities is monitored periodically by the IQAC. The coordinating team comprises Academic coordinator, ISO/NBA coordinators, Research coordinator, Sports, Training & Placement coordinator and Library.

1. Ensuring the effective functioning of all the IQAC members.
2. Expertise in quality aspects.
3. A full-time functionary, a senior academic /administrator entrusted with the IQAC as an additional responsibility.
4. A sound knowledge of computer, usage for effective communication and record maintenance.

### **Placement Officer**

1. Works closely with industry to identify requirements.
2. Relationship building.
3. Identify potential organizations for campus drives.
4. Organizes Campus drives (On / Off / Pooled).

## Staff hand Book

5. Preparing reports & maintaining of documents.
6. Maintaining copy of offer letters.

### **Placement Coordinator**

1. Plan training needs of students based on the industry expectations.
2. Foresee skill requirements in the industry and roll-out training programs in advance.
3. Work with other skill development authorities to organize exclusive trainings.
4. Create learning opportunities for students in the areas like Technical, Technology, Soft Skills, other Learning opportunities.
5. Coordinate with Placement Team & Departments for training planning, execution and analysis.

### **Librarian**

1. Discusses / counsels users towards identification of needs and solving issues, if any.
2. Making arrangements for Book purchase.
3. Academic / Industry membership.
4. Library budget preparation and related activities.
5. Monitoring of Library Activities (Daily Issues, Daily Returns, Overdue Books, Fine Reports, Remittance& Receipts, User Entry and Usage, Reports, Attending User Queries)
6. Collecting Feedback from library users and action taken.
7. Monitoring collection of Question Papers and its utility & Question Bank.
8. Participating in Management Review Meeting.

### **Physical Education Director**

1. Ensure smooth conduct of sports.
2. Ensure proper use of Gym.
3. Purchasing of sports items.
4. Encourage students to participate in zonal tournaments.
5. Creation and upkeep of sports facilities.
6. To motivate the students to involve in sports and games.

## Staff hand Book

7. Organizing the entire physical education activities.
8. Maintenance of stock of sports goods.
9. Issue of consumables for sports and games to students.

### **Office superintendent**

1. Liaisoning with AICTE, DOTE, UGC and University.
2. Co - ordinate day to day activities of office.
3. Overall Supervision of administrative Staff.

### **Office Assistant**

1. Establishment assistance for staff requirement, promotions, deputation, attendance, leave maintenance of stationary.
2. Receiving and dispatching all kinds of letters.
3. All kinds of scholarships, Students welfare and documentation work.

## CHAPTER 2

### RECRUITMENT PROCEDURE

- Separate HR department is looking after the recruitment process.
- The sanctioned strength of each course is noted down as per AICTE norms.
- The number of required staff is identified taking into account of the available student strength also in each course. For the requirement of staff, a requisition is made to the authority for selecting new faculty.
- For recruiting new faculty, Advertisement is given in newspapers and also in media.
- The applications received are scrutinized and Call Letters are sent to the shortlisted candidates through e-mail, by post and by information over phone.
- The number of candidates responded to the advertisement are shortlisted keeping in view the AICTE Norms for qualification and experience depending upon the post.
- The staff selection committee for the selection of candidates is constituted with the approval of Chairman/Secretary. After that the venue and the date of interview is finalized and it is informed to the shortlisted candidates through call letter.
- On the day of interview, the registered candidates are interviewed by the selection committee based on different parameters.
- The selected candidates list is forwarded to the Chairman for personal interview.
- After getting the selected list from the Chairman, the appointment orders are issued to the selected candidates.

### Flow Chart



### PROMOTION POLICY:

- The college follows AICTE norms for qualification and experience in respect of promotion of faculty members.
- In addition, due consideration is given to academic performance and overall contribution by the faculty members.
- Additional increments are offered to staff members who excel in academics.
- Well defined performance appraisal form comprising the details about results produced, students feedback, guiding projects, their contribution to the department and college, publication of papers in journals, presenting papers in conferences, attending FDPs / STTP / Workshops / R&D projects received, etc. is collected at the end of the academic year from every faculty and evaluated their performance .
- Based on their performance in the academic year, they are suitably rewarded and honored.

## CHAPTER 3 SERVICE RULES

- The faculty service rules are framed to ensure effective utilization of human resources for improvement of academic and overall performance.
- The appointment order is issued based on the undertaking letter given by the faculty by stating their willingness to work in the institution for a certain period of time.
- Faculty salary is provided as per AICTE norms.
- Resignation will not be accepted in the middle of the academic year.
- Three months notice is must for resignation in all cases to enable the institution to make alternative arrangement.
- Based on faculty performance, they will be honored with promotions and increment.

## PROCEDURE FOR TEACHING FACULTY MEMBERS

1. Staff members should enter the college and sign in the attendance register at Principal Office between 8.30 a.m. and 8.50 a.m. and in the evening after 5.00 before leaving.
2. Lesson plan for teaching the subjects should be prepared by the teaching staff based on academic schedule and should be submitted to HOD and Principal for approval.
3. The staff should prepare the notes of lesson as per lesson plan and submit the same to the HOD before the commencement of every semester.
4. All the teaching Staff should follow the academic schedule and daily schedule of activities issued from the Principal's office. Before taking classes, they should prepare well (preparation of notes, charts, models, transparencies, etc.).
5. They should enter into the class on time and leave the class only after the bell.
6. While taking attendance, mark the students who are absent correctly and avoid overwriting.
7. They should write the log book as per the class taken and submit it to HODs.
8. The Lesson plan, notes of lesson and log book must be correlated. Otherwise, it may be treated as deficiency in performance. If any amendment in lesson plan is found necessary during the course of action, the staff shall intimate the same to the Principal well in advance and not after the date of execution.

## Staff hand Book

9. They should conduct Unit tests, internal tests and Model examination as per the academic schedule and Time Table.
10. They should evaluate the answer scripts correctly and submit the same to HOD within four days from the date of test.
11. The copies of the mark list should be submitted to HOD immediately, without any delay.
12. They should conduct Retest in the evening between 5.00 and 6.30 to the students who failed in any subject.
13. The practical classes should not be cancelled at any cost.
14. Staff should correct the observation notes and value the records periodically.
15. The teaching staff should implement the tutorial system effectively.
16. The staff in-charge for the project work should submit the details regarding the title of the project work, No. of students in a batch and name of the guide in time to HOD.
17. The staff should instruct the students to keep the area in and around the class rooms as well as respective laboratories clean.
18. The teaching staff should instruct the students to come with proper dress, identity cards and shoes.
19. They should check and warn the students not to involve in any immoral activities.
20. The teaching faculty members are responsible for problems in the class rooms, irregularity of students etc. They should maintain complete discipline among the students.
21. If the teaching staff comes across any problem relating to students' discipline and conduct, it should be reported to HOD immediately and then to the knowledge of the Principal.
22. Memo will be issued to those who
  - a) are irregular
  - b) do not follow the rules and regulations
  - c) do not discharge the duties properly
  - d) Issuing of 3 memos will be viewed seriously.
23. Principal must be informed in advance by the Department in-charge about the requirements for the Labs, Library, etc. for the forthcoming year as per the Anna University Syllabi.

## Staff hand Book

24. The staff shall be in his / her department. They are not permitted to go to other departments during the working hours to chat with other staff.
25. Male staff members should wear formals, shirts properly tucked in, along with tie, shoes and ID Card.
26. Female staff members should wear Saree, overcoat and ID card.
27. Teaching staff have to work hard with dedication and involvement. They are expected to discharge their duties as per the guidelines given above without any deviation or shortcoming. The students' problems should be sorted out immediately at the grass root level itself.
28. The teaching faculty, in addition to their regular academic work are expected to actively participate in training and placement of students, publication of papers, organizing conferences/seminars/workshops and undertaking funded research projects. The College grants OD for this purpose.
29. Appreciation will be there with rewards to the teachers who are identified as the best teachers.

### PROCEDURE FOR NON TEACHING STAFF

1. Staff members should enter the college and sign in the attendance register at Principal's office between 8.30 a.m. and 8.50 a.m. and in the evening between 5.00 p.m. and 5.15 p.m. both at the Department and Principal's office.
2. Non-teaching staff are responsible for keeping all the equipment, machinery, computers, items, furniture in the Laboratory/work place neat and clean, and also to keep all the papers, files, etc., in order. They should discharge their duty with care and involvement and should stick to the daily schedule of activities issued from the Principal's office.
3. Principal must be informed in advance by the staff through HoD about the requirement for the office/Laboratory, etc.
4. The staff shall be in his / her seat. They are not permitted to go to the other areas during the working hours and chat with other staff members or students.

## Staff hand Book

5. The staff are expected not to take leave without proper reason. For genuine reasons, they can avail a maximum of 12 days leave per year at the rate of one day per month with the leave application duly submitted and leave sanctioned in advance.
6. Male staff members should wear formals, properly tucked in , shoes, and ID Card.
7. Female staff members should wear Saree and ID Card.
8. Staff is responsible for problems and irregularities in the working place. Any kind of indiscipline, irresponsibility, damage caused to the College property due to negligent act will be viewed seriously. The concerned staff member has to compensate the loss caused to the college accordingly.
9. Memo will be issued to those who
  - a. Are irregular
  - b. Do not follow the rules and regulations,
  - c. Do not discharge the duties properly Issuing of 3 memos will be viewed seriously.
10. Staff discharging their duty with involvement and dedication will be appreciated, encouraged and honored with increment.

### PROCEDURE FOR LEAVE RELATED MATTERS

#### 1. Leave / Vacation

##### (a) Casual Leave (CL):

The faculty members are expected not to take leave without proper reason. For genuine reasons, they can avail maximum 12 days leave per year at the rate of one day per month with the leave application duly submitted and leave sanctioned in advance. In case of emergency, they can opt for 3 days CL continuously. The faculty members are expected not to take leave on Saturdays and Mondays. The staff may be called for explanation if they fail in their duties in any aspect and subsequently action will be taken.

##### (b) On-Duty Leave (OD):

HS/UR Duty for Anna University Examinations: Max. 10 days per Semester – eligible faculty member(s) shall be permitted as per the order received from the Zonal office. External Examiner Duty for Anna University Examinations – eligible faculty members shall be permitted as per the order received from the Zonal office. Central Evaluation

## Staff hand Book

Duty for Anna University Examinations – approved Evaluators shall be permitted as per the order received from the Zonal office.

**(c) Compensatory Leave (CCL):**

Staff members are eligible to avail CCL in lieu of working for the Institute / Management on Sundays / general holidays.

**(d) Permission:**

The faculty members shall avail a permission for 1 hour per month to attend an urgent work in the end or start of any working day, without affecting their academic work.

**(e) Vacation Leave (VL):**

- Faculty members who have **more than 2 years of experience** in our Institution are eligible for a VL of **upto 3 weeks during summer/winter**.
- Faculty members who have **completed 1 year of experience** in our Institution are eligible for a VL of **upto 2 weeks during summer/winter**.
- Faculty members who have **completed 6 months of experience** in our Institution are eligible for a VL of **upto 1 week during summer/winter**.

In addition to the above spell of vacation, the faculty members are eligible for additional vacation equal to the number of days of CL un-availed during that academic year.

- Non-teaching staffs who have **completed 2 years of experience** in our Institution are eligible for a VL of **1 week during summer/winter**.
- Non-teaching staffs who have **completed 1 year of experience** in our Institution are eligible for a VL of **3 days during summer/winter**.

**2. Participation in Conferences / Seminars / Workshops/ FDP, etc.**

- Each member of faculty shall avail 2 days on-duty leave to participate in Conference / Seminar /Workshop / FDP, etc., in a semester.
- Faculty members with post graduation or doctoral qualification shall present / publish papers (each faculty atleast one paper per year) in National / International conferences or Journals.
- A sum of Rs.2000/- and Rs.5000/- is rewarded for presenting the papers in National and International Conference respectively.

### **3. Encouraging faculty members to pursue Higher Studies (M.E. / M. Tech. / Ph.D.)**

- Faculty members who have completed 2 years of experience, demonstrating satisfactory level of academic performance and interested in pursuing Higher Studies (M.E. / M. Tech. / Ph.D.) on Part-Time basis shall submit an application to the Management through HOD/Principal seeking permission for registration. The College shall grant 12 ODs per year to the Ph.D. scholars to meet their Supervisors for any discussion related to their research, writing the course work examination at the end of the first/second semester. The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall request for a special leave as the case may be to enable him/her prepare and submit the thesis. This may be decided by the Management based upon the recommendation of the Principal on case-to-case basis.

### **4. Maternity Leave**

- 6 months of maternity leave with 3 months' salary is granted for women faculty members.

### **5. Organising Conferences / Seminars / Workshops, FDP, Guest lectures, etc.**

- Each department shall organize atleast one Conference / Seminar / Workshop, FDP, etc., during every academic year. HODs and faculty members shall take initiatives to generate fund for organizing the Conference / Seminar / Workshop.
- Every department shall conduct atleast 2 Guest lectures / Special lectures per year to impart students with knowledge beyond syllabus.
- College shall sponsor Rs.10000/- per year to each Department for organizing Guest lectures / Special lectures, Seminar or FDP, etc., to meet the expenses of honorarium and travel for experts.

## CHAPTER 4 CODE OF CONDUCT FOR STAFF

Every employee of the Institute shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including, suspension and/ or termination, for the breach of any provision(s) of the code of conduct. The Principal shall initiate disciplinary proceedings for noncompliance of any employee related to the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

### General Guidelines

- Every employee shall maintain absolute integrity at all times and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
- An employee shall be courteous in his / her dealings with other members of the staff, students and members of the public.
- An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty and is required to work effectively
- Except for valid reasons and/or unforeseen contingencies, no employee shall absent himself/herself from duty without prior permission of the designated authority.
- All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should be a model and inspiration to the youth and other learners.
- All employees are expected to behave according to the ideals of national Integration showing concern, respect to all without any discrimination Whatsoever of caste, religious or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.
- Every employee shall strive to instill in the students under his/her care a high sense of values, social conscientiousness, and pride in their Institute and loyalty to the country. It

## Staff hand Book

is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all the students.

- No employee shall leave college / work place except with the prior permission of the designated authority
- Employee should not participate in any unapproved association, active or passive. It will be viewed seriously.
- Consumption or distribution of alcohol, drugs or any other intoxicant including smoking by whatsoever name called, by an employee within the institute's premises is strictly prohibited.
- All correspondence addressed to an employee, goods, apparatus etc, relating to the Institute's shall be the absolute property of the Institute and he/she shall, at anytime, deliver up the same to the Institute on demand and without claiming any lieu thereon.
- It is the responsibility of the employee to ensure that the home address/telephone number etc, are kept up to date in the college office.
- Employee shall only be relieved from their duties upon resignation at the end of the semester or upon fulfillment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc have been evaluated and submitted to the appropriate office
- Respect the right and dignity of the student in expressing their opinions.
- Dress code should be strictly followed as per the notification prescribed.

### **Communication to Press and Media**

- No employee shall, except with the prior approval of the Admin Team, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical.
- Provided that no such approval shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

### **Criticism on the College**

Criticism of any kind in radio broadcast or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance, will be viewed seriously.

### **Unauthorized communication of Information**

- No employee shall, except in accordance with any general or special order of the Principal or in the performance in good faith of the duties assigned to him/her, communicate directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
- During the term of his/her employment with the Institute , or at anytime thereafter, an employee shall not use or disclose to any other society, firm, organization or person any information concerning the secrets, activities or affairs of the Institute.

### **Private Trade Employment**

- No employee shall engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside his official assignments.
- Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the Principal which may be given subject, to as regards acceptance of remuneration, as may be laid down by the College

### **Disciplinary Action/ Suspension**

- The Principal may place a member of the staff appointed at the Institute under suspension:
- Where a disciplinary proceeding against him is contemplated or is pending or where a case against him in respect of any criminal offence is under investigation or trial.
- An employee against whom 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.
- Sufficient time of not less than one week shall be given to him/her to prepare and given 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 committee conducting the inquiry, to cross examines any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defence. At the conclusion of inquiry, the inquiry committee who shall be appointed by the Principal shall prepare a report of the inquiry regarding the findings of each charge.

## Staff hand Book

- The Principal shall consider the findings of the inquiry and impose a major penalty, a minor penalty or no penalty at all.

The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on any member of the staff:

- Withholding of increments or promotion.
- Recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders.
- Reduction to lower service, grade or post or to a lower time-scale or to a lower stage in a time-scale.
- Compulsory retirement.
- Removal from service which shall not be a disqualification for future employment in the Institute.
- Dismissal from service which shall ordinarily be a disqualification for future employment in the Institute.

### **Grievance Redressal**

- In case of any grievances, the staff can represent the same to the Grievance Redressal Committee.