LLOYD

LLOYD

Ladder Of Success

EMPLOYEES' SERVICE RULES
and
DUTIES & RESPONSIBILITIES
2016

LLOYD INSTITUTE OF MANAGEMENT & TECHNOLOGY

Greater Noida

EMPLOYEES' SERVICE RULES

and

DUTIES & RESPONSIBILITIES

2016

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1.0 PREAMBLE

Lloyd Institute of Management & Technology was established in 2004 and is affiliated to the Dr. A. P. J. Abdul Kalam Technical University, Lucknow. The Institute is rendering outstanding service to the cause of education and it strives to achieve the goal of becoming one of the leading Institutes by focusing on teaching and learning, research, consultancy and extension activities. The Institute not only believes in transparent administration but also in establishing sound systems and procedures and implementation of the same to achieve the goal. Over time the Institute has established systems, procedures and rules for an effective administration. All the procedures and rules relating to the staff have been compiled here as a booklet, titled "Employees' Service Rules and Duties & Responsibilities" for the benefit of every one.

2.0 DEFINITIONS

"Institute" means the Lloyd Institute of Management & Technology.

"Society" means Satlila Charitable Society.

"President" means President of the Lloyd Institute of Management & Technology.

"Management" means the Governing Body of the Institute constituted as per AICTE norms under the aegis of Satlila Charitable Society.

"Staff" means all employees belonging to faculty, administrative and technical category of the Institute excluding those who are engaged on part-time, temporary and/ or on daily basis.

"Year" means calendar year/ academic year/ financial year as the case may be.

"Vacation" means any recess in a calendar year.

"Vacation staff" means staff that is permitted to avail vacation as declared in the service rules. All others are non-vacation staff.

"Teaching faculty" refers to all teaching staff as per clause 3.1 of the service rules.

"Administrative staff" refers to all staff members categorized as administrative staff vide clause 3.1 of the service rules.

"Technical staff" refers to all staff members categorized as technical staff vide clause 3.1 of the service rules.

"Duty" means a staff member performing the duties of the post for which he/ she is appointed and other assignments and circumstances as assigned by the Competent Authority.

"Leave" means leave of absence sanctioned by the Competent Authority of the Institute to a staff member to which he/ she is eligible under the service rules.

"Pay" means basic pay and grade pay applicable to the post a staff holds.

"Competent Authority" means any staff member declared/ nominated by the President/ Governing Body as the case may be for specific purposes.

3.0 CATEGORIZATION AND CADRE STRENGTH OF STAFF
3.1 Categorization of staff
All staff members of the Institute are grouped into three categories *viz.*,

- **Teaching Faculty & Similar Cadre Staff** : Professor, Associate Professor, Assistant Professor, Professor of Eminence, Visiting Professor, Visiting Faculty, Adjunct Faculty, Librarian, Placement and Training Officer and Student Counselor

- **Administrative Staff** : Finance Officer, Superintendent, Accountant, Office Assistant, Typist, Stenographer, Clerk, Peons and Attendant

- **Technical Staff** : Technician, Assistant Technician, System Analyst cum Operator and Library Assistant

3.2 Cadre Strength
- **Teaching Faculty & Similar Cadre Staff** : The strength of teaching faculty in each Department is fixed taking into account the AICTE guidelines, programs offered and the strength of students in the program.

- **Administrative staff** : The strength of administrative staff is as sanctioned by the Competent Authority, taking into account the administrative workload of the Institute.

- **Technical staff** : The strength of Technical staff depends upon the need in each Department of the Institute on the basis of proposals of the Director/ Principal concerned and is as sanctioned accordingly by the competent authority.

4.0 RECRUITMENT CRITERIA & PROCEDURE
4.1 Teaching Faculty & Similar Cadre Staff
Required Qualifications

The minimum qualification stipulated by AICTE/ PCI shall be adopted. If the recruited candidates are not holding a Ph.D., they will register for Ph.D. within one year of

joining. They shall not be continued in service beyond 2 years if they fail to register for Ph.D. and complete the degree in a maximum period of 7 years from the date of joining. In exceptional cases an extension of one year shall be granted. A faculty shall not be entitled to any benefit including increment if he/ she fails to complete the Ph.D. degree within the stipulated period after registration.

Filling of Senior Positions

For senior positions like Professor/ Principal, eligible faculty members already in the Institute will be considered along with outside candidates, who apply against notification. Taking into account, qualification, experience, academic and research contributions, projects executed, publications, etc., the position will be filled by the meritorious candidates selected by the Staff Selection Committee.

Direct Recruitment

The procedure and guidelines prescribed by "All India Council for Technical Education, Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulations, 2010" shall be followed for direct recruitment of all teaching and other category of staff. Wherever applicable, norms laid down by other regulatory agency like Pharmacy Council of India shall be taken into consideration.

RECRUITMENT PROCESS

The recruitment process shall comprise of the following elements:
- Assessing the requirement of faculty

- Notification of vacancies

- Scrutiny of applications

- Selection by the Staff Selection Committee

- Declaration of Merit List

Assessing the requirement of faculty:

Before the beginning of each session, the Principal/ Director shall take into account the number of courses to be taught in the forthcoming session, the teaching hours required for those courses and the faculty available in the Institute. Based on these assessments, he/ she can requisition the Management to recruit new faculty. Cadre ratio as prescribed by the regulatory agencies shall also be taken into consideration while making such a requisition.

Notification of vacancies:

The Management after being satisfied with such requisition, will make arrangements for the vacancies to be notified in media that will be effective in generating applications rich in both quality and numbers. These media may include newspapers, job portals, social media websites, professional websites etc.

Scrutiny of applications:

- All applications received up to the last date shall be scrutinized by a Screening Committee comprising the concerned Director/ Principal, and two senior most faculty members of the Department, as per qualification prescribed by the regulatory agencies and as notified in the advertisement.

- It shell be ensured that only candidates with a first class throughout the academic career are shortlisted for further processing.

- The Screening Committee will short-list top 30 applicants or 10 times the number for each advertised posts, whichever is higher.

- There shall be no screening for the posts of Professor. All the eligible candidates will be called for interaction with the Staff Selection Committee.

Selection by the Staff Selection Committee:

The Staff Selection Committee will consist of:

- Group Director

- University nominee/ External Expert

- Principal/ Director of the concerned Institute

- A nominee of the Governing Body

The selection process will be based on four parameters:

(a)	Academic records	30%
(b)	Research aptitude	20%
(c)	Domain knowledge and teaching skills	25%
(d)	Interview	25%

The assessment will be done as below:

(a) Academic Records

Qualification	Marks	Maximum Marks
Graduation	(percentage marks obtained/ 10) × 1.0	10
Post Graduation	(percentage marks obtained/ 10) × 1.5	15
Ph. D.	Enrolled 1 mark Submitted 3 marks Awarded 5 marks	5

(b) Research Aptitude

1	Quality publications in international/ national peer reviewed journals (having indexed in recognized abstraction services) and other research publications having ISBN/ ISSN/ Indexed	1 mark per research paper, (subject to Max. of 15 marks)
2	International/ National Seminar/ Conference attended/ presented research paper	1 mark per International Seminar/ Conference 0.5 mark per National Seminar/ Conference (subject to Max. of 5 marks)

(c) Domain knowledge and teaching skill:

It will be assessed by the Selection Committee through a seminar/ demo lecture presented by the candidate.

(d) Interview:

All the Members of the Selection Committee will award marks for the interview to each candidate out of 25. The Convener will compute the average of the marks awarded by all the members including marks awarded by him to finalize the score.

Declaration of Merit List:

A merit list shall be prepared by the Selection Committee on the basis of the marks obtained by the candidates under parameters (a)+(b)+(c)+(d). The recommendations of the Selection Committee will be submitted to the President for approval. After approval by the President, appointment letter to the candidates selected, in the order of merit, will be issued by the Group Director.

4.2 Administrative Staff

Recruitment procedure

For recruitment of administrative staff, advertisement shall be issued in leading dailies and also put up on the website of the Institute indicating the qualifications and experience prescribed.

Applications received by the Institute shall be short-listed by the office of the Group Director taking into consideration the qualification, previous experience and knowledge in administration.

All short-listed applicants shall be called for interview before a Selection Committee constituted by the Group Director for the purpose.

Selection Criteria

The Staff Selection Committee selects the candidate taking into account subject knowledge, aptitude, experience of the candidate and performance in the interview.

Appointment

After approval of the selection list by the President, the selected candidates are appointed to the post for which he/ she is selected.

4.3 Technical Staff

Recruitment procedure

For the recruitment of technical staff, advertisement shall be issued in leading dailies and also put on the website of the Institute indicating the qualifications and experience prescribed.

Applications received by the Institute shall be short-listed by a Committee consisting of a senior Professor and an Associate Professor of the concerned Department.

All short-listed applicants shall be called for interview before a Selection Committee constituted by the Group Director for the purpose.

Selection committee

The selection committee is constituted by the Group Director and it shall select the candidate(s) taking into account, the test performance, subject knowledge, aptitude and experience of the candidate(s).

Appointment

After approval of the selection list by the President, the selected candidates will be appointed to the respective post(s).

5.0 PROBATION, PLACEMENT AND SENIORITY

Probation

- The appointment to any post in the Institute is probationary in nature for a period of one year. After assessing the performance during the year and if the services are found to be satisfactory as per the policy of the Institute and on the discretion of the Management, the candidate will be considered for regular appointment.

- In case, the performance of a staff member is not satisfactory during the probationary period, the probation of the staff member may be extended or the services terminated.

- The decision shall be taken on a 'case by case' basis, on merit.

- The rule of probation shall not apply to appointments made on temporary or contract, ad-hoc or on daily wage basis.

Placement of Staff

- A staff member selected for appointment is ordinarily attached to the Department to which he/ she was selected.

- However the Management/ Competent Authority have the right to redeploy the staff member in any other Department in the interest of the Institute and depending upon the need and exigency.

Seniority

For fixing seniority of staff members in each category, following rules shall be adopted:

- If two or more persons are selected for appointment at the same time to a particular category of post, the Selection Committee shall fix the order of seniority among them according to the merit of the candidate selected and in the absence of such merit list the seniority shall be fixed as per the date (and time) of joining of the staff member for duty in the Institute.

- For individuals recruited on contractual appointment or on temporary basis for short duration, no seniority shall be fixed.

- In the case of staff member recruited on consolidated wages and subsequently absorbed in the regular scale of pay, the seniority shall be fixed only from the date of his/ her permanent appointment to the post.

- Notwithstanding the above mentioned policy of seniority, the Management/ Competent Authority may promote a junior to the next cadre, based on his/ her performance and merit.

6.0 DUTY, PAY, ALLOWANCES AND INCREMENT

Duty

A staff member is considered to be on duty for the purpose of service benefits:

- when a member is discharging the duties of the post to which he/she is appointed,

- when the member may be enjoying holidays declared by the Institute or vacation permitted or availing any leave sanctioned by the authority concerned,

- when the member is attending conferences, seminars, summer and winter schools, workshops, refresher courses, orientation courses etc. duly permitted by the Competent Authority,

- any other work assigned to the staff member by the Competent Authority in the interest of the Institute.

Pay Scales

All regularly appointed teaching faculty are governed by the pay scales (pay band) approved by the Management from time to time on the basis of UGC/ AICTE scale of pay. For all other staff members classified as non-teaching category (Administrative and Technical Staff), they shall be governed by the scales of pay approved by the Management on the basis of State Government / UGC scale of pay.

Allowances

Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances if any shall be as fixed by the Management from time to time for all regular employees.

7.0 PERFORMANCE APPRAISAL, CAREER ADVANCEMENT, PROMOTION & SEVERANCE

Definition:

Experience: "Experience", means the "teaching experience" in AICTE approved institutes or in UGC recognized institutes. The "experience" gained by working in companies/ industries may also be considered partially/ fully by the Selection Committee in exceptional cases, depending upon the "quality" and "relevance" (to teaching) of the experience, "nature" of the job, designation/ post held and the reputation of the company/ industry at National/ International level.

APPRAISAL PROCESS

Appraisals shall be done after 360° performance evaluation described as below

Performance Incentive: Total marks = 100

Criterion 1: Teaching and Learning (50 marks)

The components of the academic progress are Teaching Plan and Curriculum Development, Execution and Learning, Performance and Evaluation, and Analysis and Miscellaneous.

- **Teaching Plan and Curriculum Development (15 marks):** The faculty member will be assessed for various academic performance factors like lectures, seminars, tutorials, practical, contact hours planned, teaching tools, classes planned to deliver additional topics beyond the syllabus, innovative teaching-learning methodologies, contribution towards curriculum development.

- **Execution and Learning (15 marks):** The faculty member will be assessed under this category based on the various academic factors like comprehensive understanding of contents delivered to students, execution log and learning tools, and reading material consulted and additional resource provided to students.

- **Performance and Evaluation (15 marks):** The faculty member will be assessed under this category based on the various academic factors like imparting of knowledge / instruction as per curriculum, students feedback and Examination results.

- **Analysis and Miscellaneous (5 marks):** The faculty member will be assessed under this category based on the various academic factors like slow learners' attendance tracking and performance after mid-exam, remedial classes schedule for slow learners, academically high potential students' identification and modes of encouragement.

Criterion 2: Research, Consultancy and Academic Contributions (20 marks)

The marks will be allotted based on the research publications, publication of book, participation and presentation of research papers, industrial consultancy and sponsored research, invited lectures/ key-note address/ chairing session, research guidance, and recognition & patents.

Criterion 3: Governance, Leadership and Management (10 marks)

The marks will be allotted based on the factors like leadership and management; and strategy development and deployment to stakeholders.

Criterion 4: Co-curricular, Extension and Professional Development Related Activities (10 marks)

The marks will be allotted based on the factors like co-curricular activities, extension activities, and professional development related activities.

Criterion 5: Innovations and Best Practices (10 marks)

The marks will be allotted based on the factors like environment consciousness, innovations and best practices.

Criterion I (Teaching & Learning)	Criterion-II (Research, Consultancy and Academic Contributions)	Criterion-III (Governance, Leadership and Management)	Criterion-IV (Co-curricular, Extension and Professional Development Related Activities)	Criterion-V (Innovations and Best Practice)	Total
(50)	(20)	(10)	(10)	(10)	(100)

- Score is greater than 90%, additional increment may be given.

- Score is 60% - 89%, normal increment may be given.

- Score is 50% - 59%, proper counseling may be given and the decision of giving increment will rest with the Principal / Management.

- If less than 50%, proper counseling may be given and no increment shall be awarded.

- The Management reserves the right to award/ withhold increments based on over all performance and contribution to the development and activities of the Institute.

Promotion Policy:
Open Selection
- AICTE norms, as applicable from time to time, shall be followed for open selection.

- All promotions shall be considered on the basis of merit-cum-seniority basis.

- The Group Director shall appoint a committee for promotion, in which Director/ Principal shall be the Chairman, with two Professors and invited experts from Industries/ other Institutions.

- The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for any misconduct he/ she has committed during the service.

- Under normal circumstances the highest performing staff member who fits in the eligibility criteria for the next position shall be considered for **promotion to the next higher level position**, subject to the condition that he/ she has completed the years of service in the present position as prescribed and should have obtained AICTE prescribed qualification for promotion.

- Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

- If he/ she deserves promotion based on their experience and extra-ordinary performance or the skills which are useful to fill the gap between Industry and Institute Governing Body approval is must to process such promotions.

- **Professor of Eminence** post may be filled as per AICTE norms.

RETIREMENT AND SEVERANCE
Retirement/ Superannuation

Normally the age of superannuation of a faculty is 60 years. However, reappointment up to the age of 70 years on contract can be considered depending on the need. Consolidated salary to be fixed based on the qualification and requirement of the Department for those retired at the age of 60 years.

Age of superannuation in the categories of Librarians and similar cadre staff will be 60 years only.

Normally, the age of superannuation for non-teaching staff is 58 years. However extension on contract basis on consolidated pay can be considered up to the age 60 years on merit and depending upon the need.

Any appointment after 58 years in the case of non-teaching staff and after 60 years for teaching faculty shall be on contract. After they have been relieved from their regular service with all service benefits they may be reappointed on consolidated pay to be fixed by Management on the recommendation of President.

Resignation

If a staff member (Teaching or Non-Teaching) intends to resign from the Institute he/ she shall give either 1 month notice in advance or pay 1 month salary to the Institute in lieu thereof. The 1 month notice period shall be co-terminus with the semester only.

Under no circumstances a staff member shall be relieved in the middle of a semester.

Termination of service

The Institute can relieve any staff member by giving him / her one month notice or one month salary in lieu of the notice, at any time in a semester.

8.0 LEAVE RULES

The Institute has a liberal and progressive leave policy that caters to the welfare of the employees, while at the same time taking care that academic and administrative duties are not hampered while granting the leaves.

The formal Leave Rules are hereby being notified for the benefit of all the employees.

GENERAL

- Leave is not a matter of right.

- Leaves shall be accounted for an academic year (Aug - July cycle)

- An employee must obtain necessary sanction of the appropriate authority before proceeding on leave.

- The leave sanctioning authority may refuse or revoke leave of any kind, even after sanctioning it.

- An employee on leave should not take up service/ employment/ business elsewhere without obtaining prior approval of the competent authority.

- Absence from duty after the expiry of leave shall render an employee liable to disciplinary action.

- No leave can be availed during the notice period pertaining to resignation/ termination of an employee.

CASUAL LEAVE

- Casual leave of 18 (eighteen) days in an academic year shall be allowed to all female employees of the Institute.

- Casual leave of 12 (twelve) days in an academic year shall be allowed to all male employees of the Institute.

- In case an employee is joining in the middle of the academic year, the number of casual leaves that can be availed will be in proportion to the remainder of the academic year.

- Similarly, in case an employee is leaving in the middle of the year, the number of Casual Leaves availed shall be calculated in proportion to the period served in that calendar year.

- Application for grant of casual leave is to be submitted at least two days in advance in the proper leave application form.

  Casual leave is essentially intended for emergencies for short periods. In a month, not more than 2 (two) Casual Leaves shall be availed by female employees and not more than 1 (one) by male employees. Availing any further leaves in a month shall lead to loss of pay.

- Holidays or weekly offs can be prefixed or suffixed to casual leave.

- Weekly offs and holidays falling during a period of casual leave shall not be counted as part of casual leave.

- The sanctioning authority should maintain proper account of casual leaves of all employees that fall within his/ her purview.

- Half day casual leave is permitted.

- The casual leaves are for a period a one academic year and may be carried forward from one month to the next but not from one academic year to the next.

ACADEMIC LEAVE

Academic leave may be granted to a faculty for:
- attending conferences/ seminars/ workshops/ symposia OR

- delivering lectures in institutions and universities OR

- going as external examiner to other institutes/ universities OR

- working in the senate of the affiliating University or a committee of a regulatory body OR

- proceeding for inspections of other institutes on the directions of a regulatory body OR

- attending course work/ progress report related sessions in the pursuit of obtaining higher qualification

- Academic leave will be available only to faculty who have put in at least one year of service with the Institute.

- A total of 5 (five) academic leaves may be granted in a calendar year.

- No employee shall be granted Academic leave for more than two days at any one time.

- Person availing the academic leave shall apply at least one week in advance on the proper application form along with proof of participation/ invitation/ orders of such activities that may entitle an employee for availing academic leave.

- Travel time may be considered as academic leave if duly recommended by the Competent Authority, and if so considered, will be deducted from the balance academic leaves available to the employee

DUTY LEAVE

- An employee may be allowed Duty Leave for any official work (related to Institute/ Board/ University/ Regulatory agency) assigned to him/ her for which he/ she is to leave the normal place of work.

SHORT LEAVES

- An employee may avail short leave of 2 (two) hours duration in case of an urgent work.

- The out time and in time shall be duly noted on the short leave application form.

- A maximum of two short leaves may be availed during a month.

- Each short leave availed after the limit of 2 (two) shall be measured as 1/3 (one third) of a Casual Leave and the same will be deducted from the balance casual leaves available to the employee.

VACATIONS

- Faculty members working in the Institutes will be allowed 10 (days) vacation leave in a calendar year distributed in the summer and winter seasons.

- Vacation leave not availed in a calendar year will lapse.

- While granting vacation leave, the Principal/ Director/ Competent Authority will ensure that roughly 50% of the faculty members are present at any given time and the Institute is fully functional.

- No vacation will be available to a faculty in the first year of his/ her service.

- Principals/ Directors of Institute shall not be eligible for vacation leave. However they will be entitled to extra casual leaves, equivalent to half the number of days of vacation, in addition to their original entitlement.

MATERNITY LEAVE

- Maternity leave shall be granted for a maximum period of 45 days. Such sanction is restricted to two confinements only. All the members of staff (Teaching and Non Teaching) who have completed two years of service only are eligible to avail this leave. During probationary period no Maternity leave is available and it shall be only on loss of pay.

EXTRA ORDINARY LEAVE (WITHOUT PAY)

- Hon'ble President, LIMT, for any special reason, may grant an employee an extra ordinary leave (without pay) which shall not ordinarily exceed 1 (one) year at a time and the maximum total period shall not exceed 3 (three) years in entire service period of an employee.

- Extraordinary leave (without pay) will be granted by the Hon'ble President on recommendation of the Group Director.

- The period of Extra ordinary leave (without pay) shall not be counted as active service for increments, promotions etc.

Summary of Leaves Available in a Calendar Year

Position	Casual	Leave Academic	Leave Short	Leave Vacation
Principals/ Directors (F)	18+5	5	2 per month	Nil*
Principals/ Directors (M)	12+5	5	2 per month	Nil*
Faculty (F)	18	5	2 per month	10
Faculty (M)	12	5	2 per month	10
Non Teaching Staff (F)	18	Nil	2 per month	Nil
Non Teaching Staff (M)	12	Nil	2 per month	Nil

in lieu of vacation, half the number of days of vacation shall be granted as CL to the Principals/ Directors.

The sanctioning authority for various kinds of personnel is mentioned in the table below:

Position	Leave Sanctioning Authority*
Director/ Principals	Group Director
Professor/ Associate Professor/ Assistant Professor	Principal/ Director
Non-teaching staff of a college/ institute (Librarian/ Office Superintendent/ Accountant/ peons/ housekeeping	Principal/ Director

The President, LIMT shall remain the sole authority with complete discretionary powers in all matters related to leaves or any related compensation due to any employee.

DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF FACULTY

The Management has taken efforts to introduce scales of pay, proper working conditions, etc. As ours is a self-financing institute the contribution of faculty members is expected to be more by way of research, extension activities apart from regular academic and teaching activities. The duties and responsibilities of all faculty members have been framed and approved by the Governing Body. The details of duties and responsibilities in respect of faculty members are explained below.

1.0 PURPOSE AND SCOPE

As faculty members of Lloyd Institute, they are responsible for contribution and sustenance of the standards of the Institute. They should comply with the relevant policies, rules, regulations, norms and standards laid down for their work. While every individual member is accountable for his/ her action, as member of the academic community, they are collectively accountable for upholding those standards of behavior and for compliance with all applicable rules, regulations and code of conduct.

This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties.

2.0 APPLICABILITY AND INFRINGEMENTS

These rules and regulations and code of conduct prescribed applies to all full time faculty members, visiting faculty members, faculty members on contract/ part-time employment, research scholars given teaching assignment attached to all departments of Lloyd Institute.

Adherence to these rules and regulations and code of conduct is a responsibility of the faculty members. Confirmed violations will result in suitable disciplinary action upto and including termination from employment or other relationships with the Institute. If need be, legal recourse may also be adopted resorted against the concerned individuals.

3.0 CURRICULAR RELATED
a) Teaching and Learning
A faculty is responsible for:

- Teaching of both core and elective courses in the field of his/ her specialization as allocated by the Director/ Principal through Academic Committee for the programs offered by the Institute.

- Conducting laboratory courses, tutorials and seminars of the programs assigned to him/ her in an effective manner, so as to improve the practical knowledge of the student.

- Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/ organization if the project is industry related one.

- Making the teaching more effective and interesting to the students by the use of multi-media teaching aids.

- Making the laboratory and seminar classes more purposeful by evaluating the students after the experiment/ seminar to improve the student's understanding of the subject.

- Conducting the core/ elective course as project based/ experimental/ activity based learning.

- Helping peer-assisted learning.

On the whole, the teaching-learning process shall be learner centric ensuring attainment of learning outcome of different courses.

b) Course Planning and Material Preparation

- The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.

- He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same.

- The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the chemical/ physical phenomena or concept.

c) Examination, Evaluation and Grading

- A faculty is required to set standard question papers to test the knowledge/ analytical thinking of students and evaluate the answer scripts of courses taught by him/her.

- A faculty is required to conduct and invigilate any exam/ test in the Institute. Such test/ exam may be for the course taught by him/ her or for any other course assigned by the Director/ Principal/ Examination Committee of the Institute.

- A faculty member while evaluating examination answer sheets, project work etc. should be objective and scrupulous in his/ her approach so that the student can fairly earn the marks/ grading for his/ her performance.

d) Maintenance of Records

- Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Director/ Principal as and when called for.

- Each faculty member is required to keep a file containing question papers set by him/ her for the course taught, copy of answer sheets of the students after evaluation, for production during the academic audit.

- If the faculty member is assigned to be the Class Coordinator, he/ she should maintain the list of students in the class, their parent/ local guardian contact address/ phone/ mail ID etc., so that the student's progress could be monitored and communicated to them. The Class Coordinator shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class Coordinator should also help the Director/ Principal in counselling poorly performing students and the follow up action taken to improve the students' performance.

e) Monitoring of students' progress

- The faculty of any course is required to monitor the attendance and academic performance of each student of his/ her course and take necessary steps at his/ her command to improve the student's progress. If his/ her effort fails, the faculty member should bring it to the notice of the Class Coordinator so that the information can be sent to the parents/ guardians.

- A faculty member may be required to be a Mentor to a group of students. He/ she has to keep account of the courses registered/ enrolled by them and advice and counsel the students.

- As a Mentor, the faculty member is required to motivate students under his/ her care and also help them while they face any other general problems during the course of their program.

- A faculty member has to be thorough with the regulations of the academic program offered by his/ her Department and other instructions issued from time to time by the affiliating University/ regulatory agency so that he/ she can effectively guide the student.

f) Participation in Academic Developments

- A faculty member should actively participate in preparation of course content for each program.

- Contribution to the preparation of course file or its updating is also the responsibility of a faculty member pertaining to his/ her specialization.

- In order to be an effective faculty, he/ she is required to update his/ her knowledge by attending faculty development programs, short–term courses, professional society meetings, National/ International Conferences, reading recent technical journal articles and periodicals and going through the websites of world class Institutes/ Universities. They may also enroll in one or more Professional Societies/ Associations.

g) Punctuality and Regularity

- The faculty member shall always be on time for his/ her theory or laboratory classes so as to ensure punctuality in attending class by the students.

- A faculty member is required to make alternative arrangement to handle his/ her scheduled course work and other works whenever he/ she goes on leave.

- As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.

- A faculty member shall be punctual in attending class and leave the class room after his/ her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/ workshop for practical classes, as the case may be.

- The faculty member shall carry out any other academic related activity that may be assigned to him from time to time.

4.0 RESEARCH AND DEVELOPMENT
a) Academic Research

- Since research is an inherent component of academic profession, every faculty member shall take active efforts to make research contributions in his/ her field of specialization.

- A faculty member should identify specific aspects relating to his/ her area of specialization in which there is considerable scope for further working, so that he/ she either does it by himself/ herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study under his/ her supervision. As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the student's project work is very essential.

- If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/ she can guide effectively. In fact, this will help to develop contact with the industry.

- Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with his/ her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes.

- A faculty member should submit project proposals to the funding agencies like UGC, AICTE, FIST, DST, DBT etc. for financial assistance to conduct research projects.

b) Research Publications and Books

- As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.

- Faculty members should publish their research output only in SCI or SSCI journals and publications in non-refereed journals will not be recognized.

- Faculty members shall also strive to file patents if their research output is new and novel.

- Depending upon the research content, the faculty member may also present papers in International/ National level conferences.

- Faculty member should also take efforts to bring out his/ her research work other than refereed journal papers, in the form of books or chapters in the books published by the international/ National level publishers with ISBN/ ISSN numbers.

- The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations, indexing.

5.0 CONSULTANCY AND EXTENSION ACTIVITIES
a) Consultancy projects

- A faculty member should take efforts to secure consultancy works in his/ her area of specialization from industries and business or from State agencies.

- Guiding industry oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.

- A faculty member should constantly update his/ her knowledge, familiarize himself/ herself with the problem of industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of industry.

- Attending seminars and conferences organized by professional institutions will also help to understand the problem of industry.

b) Extension activities

- A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of other faculty members but also for participants of industry and society at large. Such programs could be self supporting or sponsored ones.

- Conduct of continuing education programs/ structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the Institute. A faculty member can organize such programs either one time or on continual basis year on year.

- Extension activities could include various community oriented services, preferably using the expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.

6.0 INVOLVEMENT IN DEVELOPMENTAL ACTIVITIES

a) Laboratory Development & Maintenance

- A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/ instruments/ computer software or processes.

- Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design or assemble new experimental setup for use by students.

- As a member of the faculty, he/ she should ensure that the various equipments in the laboratory are maintained in working condition and are used effectively both for academic requirement, project works and research related activities.

- In case, a faculty member is assigned to be in charge of laboratory or workshop, he/ she has to oversee the work of technical staff of the laboratory, besides arranging for periodical maintenance/ repair and recalibration wherever necessary.

- As one in charge of laboratory, he/ she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of over aged/ unserviceable equipment, besides their safe custody.

b) Purchase of items for the laboratory

- As one in charge of laboratory has to initiate proposals for the purchase of consumables and equipment for his/ her laboratory and take follow up action till it is procured and taken into stock.

- The faculty member should help the Purchase Committee in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before it

- Once the budget proposals are approved by the Management, the faculty in charge of the laboratory/ workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/ she has to prepare revised budget proposal through the HOD/ Principal/ Director.

- The faculty member shall follow the detailed guidelines/ procedure issued by the Institute with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.

c) Co-Curricular activities

- A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programs, short-term programs, workshops, open houses, exhibitions organized by the Department or Institute.

- A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/ tours as and when required.

- A faculty member is required to help in organizing annual events such as symposium, technical contest, quiz, and also in the interaction with the parent bodies (AKTU, IPGA, AICTE etc.) to promote the student chapter of the professional bodies.

- A faculty member is required to coordinate National/ International conferences/ seminars/ symposium/ workshop.

- A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, etc.

d) Extra-curricular activities (Co-administrative Activities)

- A faculty member if nominated as an Office-bearer of any Committee functioning in the Department/ Institute shall perform such duties accordingly.

- The faculty member has to serve as a member of various committees whenever the Department/ Institute organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.

- All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.

- Faculty members should also take part in activities related to NCC, NSC, Red Cross Society, Alumni Association, etc., as office bearer/ organizer and shall discharge the duties assigned to the position.

- Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

7.0 WORKLOAD NORMS

a) Working hours

- All full-time faculty members should perform a minimum of 48 hours of work per week for the Institute on a 6 day week basis. The Institute has the right to fix the working hours and days depending upon the exigency.

- The 48 hours is only the minimum, but a faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.

- The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.

b) Teaching-contact workload

- Of the minimum workload of 48 hours per week, the teaching-contact hours for different categories of faculty members are as follows:

Assistant Professors	-	20 hours/ week
Associate Professors	-	16 hours/ week
Professors	-	08 hours/ week
Directors/ Principal	-	04 hours/ week

- The above mentioned is only minimum contact hours assigned, however, the faculty member is expected to devote his/ her time for research, lesson preparation, valuation of test/ assignment etc. He/ she shall be present in the department during the working hours of the institution, unless, otherwise he/ she goes on other official duties with prior permission from the concerned authority.

- A faculty member shall follow detailed instructions issued in this regard from time to time by the Management.

8.0 USE OF INSTITUTE RESOURCES

- The Institute resources include, but are not limited to, the use of telephone systems, data communication and networking services, Institute domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others.

- These resources must be used only for the purposes of the Institute. They should not be used for personal gain, and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.

9.0 REPRESENTATION AND GRIEVANCE REDRESSAL

- A faculty member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (eg. the suspected infringement is by the supervisor), the individual may go to a higher level of Management.

- Reports/ representations shall be made to the Grievance Redressal Committee furnishing factual information/ evidence, for necessary redressal.

- Faculty member, who is affected, should address his/ her problem through proper channel to the Grievance Redressal Committee. If he/ she is not satisfied with the committee's outcome, only then, he/ she can appeal to higher authorities.

10.0 ENGAGEMENT WITH SOCIETY

The activities of a faculty member are not only related to the Institute but also have a serious impact on common social interests. Therefore, the following aspects merit consideration in this regard:

- adherence to desirable standards expected of professionals by the Institute.

- Participation in diverse activities of the community as a good citizen.

- Soliciting public co-operation in the promotion of educational programs.

- Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

11.0 CONFLICT OF INTEREST/ COMMITMENT

A faculty member owes his/ her primary professional allegiance to the Institute and its mission to engage in the highest level of education, research and scholarship. He/ she is committed to devote his/ her time fully to academic, research, consultancy, extension and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the Institute working hours is strictly prohibited.

12.0 DISCIPLINARY ACTION

All staff members are liable for disciplinary action for disobedience, misconduct, misappropriation, dereliction/ negligence of duty and action involving moral turpitude.

All disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing reasonable opportunity to the employee to defend him/ her self.

Depending upon the nature of offence if the competent authority feels that it is necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, such enquiry committee shall be constituted.

While pursuing disciplinary action, the competent authority of the Institute is empowered to impose upon the staff any of the following punishments after having satisfied that the offences committed by the staff member is established beyond reasonable doubts:

- Censure

  Withholding of increments

- Recovery of salary, whole or a portion towards the loss caused to the Institute

- Suspension issued pending enquiry

- Dismissal from service

If a staff member feels that the punishment imposed upon him/ her by the competent authority is excessive, he/ she can appeal to the authority higher to the authority, which imposed the punishment.

13.0 MISCELLANEOUS RULES OF CONDUCT

The following are the miscellaneous items of rules of conduct, which a faculty member is expected to follow:

- All staff members of the Institute are required to be present in the Institute timings during working hours on all working days and days specifically notified.

- A staff member shall devote his/ her whole duty time to the service of the Institute and shall not engage directly or indirectly on any other private work/ business.

- A faculty member shall not indulge in any adverse criticism of the Institute and its officers by means of any article, broadcast or any other document or statement.

- A faculty member shall not be under the influence of any intoxicating drug or liquor during the hours of his/ her duty.

- Use of cell phones by students in the Institute campus during working hours is discouraged and hence the faculty member has to set an example. They should not use them during class hours, meetings, the open premises, etc., while they are free to use them in their cabin.

- All members of staff are governed by the general duties and responsibilities prescribed for each category of staff detailed in the service rules.

- Notwithstanding the rules and regulations and code of conduct specified in this document, all faculty members should follow the various rules and regulations framed, instructions issued by the Institute from time to time in true letter and spirit.

- In case of any misinterpretation/ wrong interpretation of any of the rules and conditions specified in the service rules, the Group Director is the final authority to decide.

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