

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY

INSTITUTIONAL POLICY

“Institutional Policy” of Chaitanya Bharathi Institute of Technology is approved in the Governing Body meeting held on DD.MM.2022.



Chaitanya Bharathi Institute of Technology

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VISION

To impart Futuristic Technical Education, advance knowledge, research and instill high pattern of discipline through our dedicated staff, that will best serve the nation and the world in the contemporary century.

MISSION

- Committed in creation disseminating knowledge, to the students hailing from both rural and urban areas of Andhra Pradesh and other parts of India.
- Endeavor to develop in each student, the ability and passion to work creatively with relevance to real world problems.
- Provides world class, quality education and gives importance for discipline, ethics and character building.

OBJECTIVES

- Understanding principles of learning.
- Understanding psychology of student.
- Develop instructional objectives for an identified topic.
- Prepare instructional plans.
- Understand the salient features of different methods of teaching.
- Plan and deliver lectures effectively.
- Use appropriate methods of teaching.
- Use appropriate material and media for teaching.
- Provide feedback to students using tools of evaluation.

CBIT is committed to grow as premier institution of higher learning by offering quality education through excellent infrastructure, quality teaching learning process and pleasant atmosphere. The innate talents of students are nurtured through overall development by providing a number of curricular, co-curricular and extracurricular activities. The institute is also committed in implementing effective and transparent appraisal system. A good exposure to the students is offered through enhanced industry-institution interaction, MOUs, expert lecturers, entrepreneurship, research and consultancy. The institution provides conducive work environment to the faculty and staff by offering best facilities and salaries as per the UGC guidelines for knowledge update and qualification improvement. In all fronts of governing academic, administrative and financial matter the institute functions through a stipulated “Institutional Policy”.

The “Service Rules & Regulations”, hence forth may be called as SRR, is the SRR of CBIT. The “Institute” is also relevantly referred as “College” at certain points in this SRR book. The constitutional matters published in this document are for the Governance of Chaitanya Bharathi Institute of Technology, sponsored by Bharathi Educational Society, Proddatur, YSR Kadapa Dt., Andhra Pradesh. The document is a combination of products based on

- The University Grants Commission, New Delhi, India guidelines for autonomous institutions.
- Bye laws of Bharathi Educational Society, Proddatur, YSR Kadapa Dt., Andhra Pradesh.
- Rules and regulations for affiliated institutions of Jawaharlal Nehru Technological Institution, Anantapur.
- Previous documents viz. administrative and Human Resource Policy Manual of the institution.
- Existing Best Practices in the institution.

The Service Rules and Regulations document has been prepared to ensure an effective functioning and efficient governance at all levels to the satisfaction of stakeholders. This document provides core principles of good governance. The implementation of these governance guidelines shall lead to effective utilization of manpower, infrastructure and facilities available in the institute and thereby enhance the quality of education and research. The rules and regulations will lead to transparency and accountability in the academics and administration. The expected

benefits due to implementation of good governance through the guidelines presented in this document may include:

- Strengthening of the existing good practices.
- Implementing transparency at all levels of governance and administration.
- Maintaining integrity in appointments at all levels.
- Strengthening the Industry-Institute interaction.
- Complying with rules and regulations for a systematic growth of the institute.
- Establishing strong and capable financial processes and procedures related to procurement, appropriate utilization of funds and audit.
- Involving the entire stake holders at various levels as deemed fit with regard to guidelines of statutory bodies.
- Maintaining registry of interests of members of the governing body.
- Achieving optimum utilization of infrastructure, resources for better output.
- Establishing processes for risk management.
- Meeting the requirements of accreditations.
- Improving quality of teaching-learning process.
- Setting up more centres of excellence in research & development and enhancement of quality of research and consultancy.
- Setting up and strengthening student support programs, training for enhancement of quality in placements and higher education.
- Improving systems for feedback, self-appraisal of faculty and non teaching staff.
- Creation of a dynamic process of bench marking in reference to other institutes of repute.

The document provides information on organization of the institute along with its organization structure, responsibilities of all functions, and four statutory bodies namely

1. Governing Body (GB),
2. Academic Council,

3. Board of Studies (BoS) and

4. Finance Committee

In addition to the above, it outlines the responsibilities of various functionaries in the academics and administration including non-saturatory committees formed for the smooth and effective functioning of the institution.

The Service Rules and Regulations can be appended subject to approval of Governing Body Members and if any ambiguity occurs in the process the Affiliating Institution Guidelines will be followed. The Governing Body has the authority to interpret, clarify, modify and to improve the SRR.

- i. The regulations stated herein below shall be called the Chaitanya Bharathi Institute of Technology “Service Rules and Regulations” document”.
- ii. These regulations shall be in force from the academic year 2022-2023 **with the date of approval by the Governing Body of the institution.**
- iii. In the event of any doubt about the interpretation of these regulations, the matter shall be referred to the Governing Body and its decision shall be final.
- iv. **The Governing Body shall have the authority to modify, amend and repeal any of the provisions of these regulations**

DEFINITIONS

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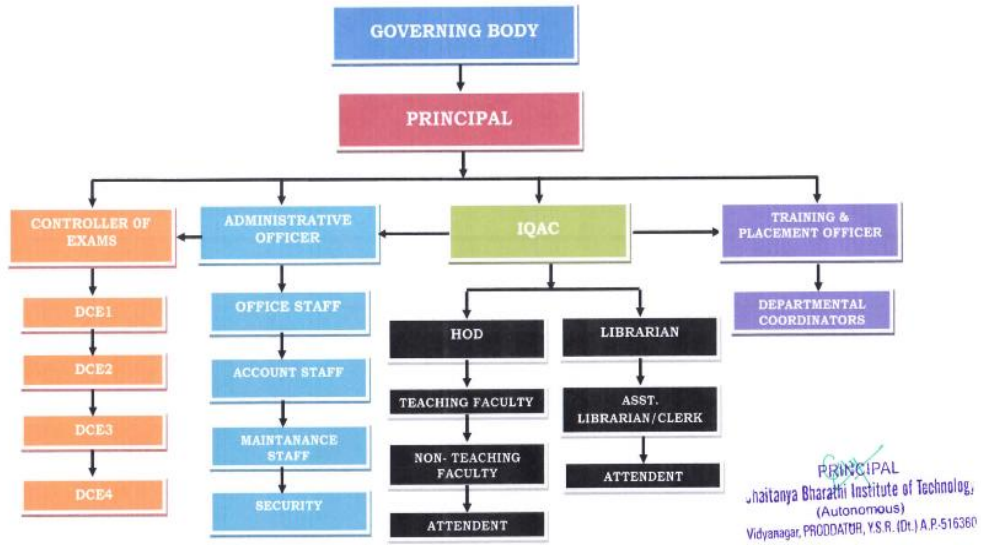
In this Service Rules and Regulations document:-

- i. **“Institution”** means “Chaitanya Bharathi Institute of Technology”, Proddatur.
- ii. **“Student”** means a candidate who has taken admission into B.Tech / MBA Programme of this institution as per the guidelines stipulated from time to time by the Government of Andhra Pradesh for admissions into various courses of study and the affiliating institution, Jawaharlal Nehru Technological Institution, Anantapur.
- iii. **“Government”** means the Government of Andhra Pradesh.
- iv. **“Governing Body”** means the members of the Governing Body constituted as per the guidelines of UGC.
- v. **“Academic Council”** means the Academic council constituted as per the guidelines of UGC.
- vi. **“Board of Studies”** means Board of Studies constituted in each department as per the guidelines of UGC
- vii. **“Finance Committee”** means the committee constituted to look into financial aspects of the institution.
- viii. **“Chairman”** means chairman of the Governing Body of Chaitanya Bharathi Institute of Technology”,
- ix. **“Principal”** means the Head of the institution.
- x. **“Controller of Examinations”** means the Controller of Examinations of the Institution.
- xi. **“Head of the Department”** means the Head of the Academic Department of the Institution
- xii. **“Faculty member”** means the teacher (Assistant/Associate/Professor) working on regular basis in any of the Academic Departments of the Institution.

ORGANIZATIONAL CHART



INTERNAL QUALITY ASSURANCE CELL (IQAC) ORGANISATIONAL CHART



Various statutory bodies ensure necessary governance at various levels including academic, general administrative and financial affairs. The statutory bodies constituted are as follows:

1. Governing Body
2. Academic Council
3. Board of Studies
4. Finance Committee

Before commencement of the meetings of the statutory bodies the meetings of the relevantly concerned committees of the department must be held in advance and the proposed agenda items are to be ready for circulation to the members of the appropriate statutory body along with the circular of the meeting to be held.

5.1 The Governing Body

The Governing Body is the highest approving authority that monitors the functioning and progress of the institution and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education.

5.1.1 Composition of Governing Body

The Governing Body is constituted as per the Guidelines of the UGC. **The Governing Body will be reconstituted every two years except in the case of UGC nominee who will have term of Six Years.**

Sl.No	Name of the Member	Designation	Category
1	Dr.V.Jayachandra Reddy	Secretary& Correspondent Bharathi Educational Society	Management
2	Mrs.Kokatam Madhavi	President	Management

		Bharathi Educational Society	
3	Mr.V.Lohith Reddy	Treasurer Bharathi Educational Society	Management
4	Ms.V.Yoga Nanditha Reddy	Vice-President Bharathi Educational Society	Management
5	Prof. C.B.Rama Rao	Professor, Dept of ECE, NIT, Warangal	UGC Nominee
6	Prof. C.Shobha Bindu	Professor, Dept of CSE & Director, R&D, JNTUA, Ananthapuramu	APSCHE Nominee
7	Prof. S.V.Satyanarayana	Professor in Chemical Engineering and Principal, JNTUACE, Kalikiri	University Nominee
8	Prof. B.Jayarami Reddy	Director, IIIT, Ongole	Academician
9	Dr.M.L.N.Sharma	HOD, Dept of Mathematics	Senior Faculty
10	Dr. Mukesh Y.B.	HOD, Dept of ME	Senior Faculty
11	Dr.G.Sreenivasula Reddy	Principal	Ex-Officio

5.1.2 Meetings of Governing Body

Meetings of the Governing Body will be conducted a minimum of 2 times in a year to discuss about the approval of policies of the institute and functioning of Academics, Administration and Finance.

5.1.2 Functions of Governing Body

- A. Approving the mission and strategic vision of the institution
- B. Ensuring efficient systems of control
- C. Monitoring institutional performance and quality assurance
- D. Monitoring managerial and administrative performances

5.1.3 Roles and Responsibilities of Chairman of Governing Body

The important roles and responsibilities of Chairman of the Governing Body are listed below for effective administration to satisfy the needs of the stake holders as well as the future growth of the institution.

- a. Provide inspiring leadership for transparent and effective administration.
- b. Ensure effective, efficient and optimal use of resources towards the growth and development of institution.
- c. Develop processes and controls for financial resources with the help of finance committee.
- d. Motivate the members and other committees to function in unison to implement strategic plan of the institution.
- e. Encourage and ensure proper maintenance of register of interests and shall solve amicably, if any, conflicts of interests.
- f. Suggest to implement the best suitable practices in and around to enhance quality of teaching-learning process, employability of students, good support mechanism to students and staff.
- g. Allow the head of institution to work independently and effectively.

5.1.3 Regulatory Compliance

Governing Body ensures that all statutory working bodies of the institute are functioning in compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as the AICTE and UGC, as well as regulations laid down by the State government and affiliating institution (if any).

- a. Take all final decisions on matters of fundamental concern to the institution.
- b. The regulatory compliance includes demonstrating compliance with the 'not-for-profit' purpose of education institutions

5.2 Academic Council

The Academic Council will be solely responsible for all academic matters including framing of academic policy, approval of courses, regulations and syllabus. Academic Council shall propose ways and means to maintain quality norms. The

Council will involve faculty at all levels and also experts from outside, including representatives of the institution and the affiliating university. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the institution. The decisions of the Academic council are to be placed before the Governing Body for final approval and changes, if any, by its member secretary.

5.2.1 Composition of Academic Council

The composition of the Academic council shall be as per the guidelines formulated by the UGC for Autonomous institutions.

S. No	Name	Designation	Category
1	Dr.G.Sreenivasula Reddy	Principal	Chairman
2	Prof. V. Sumalatha	DAP, JNT University Anantapur, Ananthapuramu	Ex-Officio member
3	Prof. E.Keshava Reddy	DE, JNT University Anantapur, Ananthapuramu	Ex-Officio Member
4	Prof. G.V. Subba Reddy	Prof. in Chemistry & Director, IOAC INT University Anantapur	Member - University nominee
5	Mr.S.B.Fayaz Basha	HOD, Dept of CE	Member
6	Dr. S.Sooriya Prabha	HOD, Dept of EEE	Member
7	Dr.Mukesh Y.B	HOD, Dept of ME	Member
8	Dr.M.Lakshmi Kiran	HOD, Dept of ECE	Member
9	Mrs.D.Salma Faroze	HOD, Dept of CSE	Member
10	Mr. G.Sreenivasula Reddy	HOD, Dept of CSE(DS)	Member
11	Mr.C.Krupa Sagar Reddy	HOD, Dept of CSE(AI&ML)	Member
12	Mr. N. Srinivasan	HOD, Dept of CSE(AI)	Member
13	Dr. K. Janardhan Reddy	HOD, Dept of English	Member
14	Dr.M.L.N.Sharma	HOD, Dept of Mathematics	Member
15	Mr. T. Venkata Kumar	HOD, Dept of Physics	Member
16	Mrs. G. Navatha	HOD, Dept of Chemistry	Member
17	Dr. R.Umadevi	HOD, Dept of MBA	Member
18	Mr.N.Vara Prasad	Associate Professor, Dept of EEE	Member
19	Mr. C.Md.Aslam	Associate Professor, Dept of ECE	Member
20	Mr. S.Timothy	Associate Professor, Dept of ME	Member-Secretary

5.2.1 Functions of Academic Council

The Academic Council can exercise its powers to:

- a. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- b. Implement the orders issued time to time by the State Government and the affiliating Institution in the admission of students to different programmes of study offered by the institution.
- c. Frame regulations consistent with Institution norms to conduct examinations and initiate measures for improving the quality of teaching, students' evaluation and advisory system in the Institution.
- d. Approve the list of successful candidates for the award of degree, diploma / certificate.
- e. Encourage faculty members to undertake sponsored research, industrial consultancy, continuing education and related activities.
- f. Recommend proposals for institution of new programmes of study to the Board of Governors.
- g. Recommend to the Governing Body the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- h. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- i. Perform such other functions as may be assigned by the Governing Body.

5.2.1 Functions of Academic Council

The term of the nominated members of Academic Council shall be **two years**.

5.2.2 Meetings of Academic Council

The Principal shall conduct a meeting of the Academic Council **at least twice** in a year, while discusses proposals for the next academic session and monitor status of newly introduced courses.

5.3 Board of Studies

The Board of Studies (BoS) is the basic constituent of academic system of the institution. Its functions include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system and all other matters related to good governance of academics.

5.3.1 Composition of Board of Studies

S. No.	Category	Status
1.	Head of the department concerned.	Chairman
2.	Senior faculty of each specialization.	Member
3.	Two experts in the subject from outside the institution to be nominated by the Academic Council.	Member
4.	One expert to be nominated by the vice-chancellor from a panel of six recommended by the institution Principal.	Member
5.	One representative from industry/corporate sector/allied area relating to placement.	Member
6.	The chairman, Board of Studies, may with the approval of the principal of the institution, co-opt (a) Experts from outside the institution whenever special courses of studies are to be formulated. (b) Other members of staff of the same faculty.	Member

5.3.2 Functions of BoS

The Board of Studies of a department in the Institution shall:

- a. Prepare syllabi for various courses keeping in view the objectives of the institution, interest of the stakeholders and national requirement, for consideration and approval.

- b. Elaborate discussions on starting of new courses, programmes etc.,
- c. Suggest methodologies for innovative teaching and evaluation techniques.
- d. Suggest panel of names to the Academic Council for appointment of paper setters, evaluators, examiners etc.
- e. Coordinate research, teaching, extension and other academic activities in the department/institution.

5.3.2 Term of BoS

The term of the nominated members shall be **two years**.

5.3.2 Meeting of BoS

The principal of the institution shall draw the schedule for meeting of the Board of Studies by different departments. The meeting may be scheduled as and when necessary, but at least once a year to finalize the syllabi of various programs and courses offered by the institution.

5.4 Finance Committee

The Finance Committee will advise the Governing Body on financial matters. It shall prepare income and expenditure statements of the institution in the prescribed format to submit to Andhra Pradesh Fee Regulation Committee (AFRC) for fixation of tuition and others fees of the institution. The Finance Committee will be an advisory body to the Governing Body.

5.4.1 Composition of Finance Committee

S. No.	Category	Status
1.	The principal	Chairman
2.	AO	Member
4.	One senior-most teacher of the institution to be nominated in rotation by the principal for two Years	Member
5.	To be nominated, if required	Member

5.4.2 Functions of Finance Committee

Finance committee shall meet and appraise the Governing Body on the finance related matters and execute following functions.

- a. Budget estimates relating to income from fees and other sources.
- b. Budget estimates relating to the grant received/receivable from the UGC/AICTE, if any, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
- c. To seek all major and minor expenditure proposals from different committees, analyze them, establish the priorities and forward a tentative budget to the Governing Body in time.
- d. To plan proper utilization of resources for implying effective fund management.
- e. To prepare a detailed plan of expenditure for day-to-day running of the Institution.
- f. Preparation of audited account reports for the above incomes and expenditures.
- g. To mobilize resources through donations from society, through funding agencies under various schemes, programmes and avenues.
- h. To sanction all the expenditure to procure major equipment as advised by the Governing Body.
- i. To sanction expenditures for constructing new buildings after getting approval from the Governing Body.
- j. To update the budgetary provisions by working out the budgetary implications of various recommendations of Planning & Institutional Development Committee.
- k. Propose honorarium to the examination branch staff and shall get approved by the Governing Body.
- l. Recommendation of appointment and salary of full time office staff in the examination cell on contractual basis.
- m. The Principal is authorized to spend the amount approved by the Finance Committee.

5.4.3 Term of Committee

The term of the nominated members shall be two years.

5.4.3 Meetings of Finance Committee

Finance committee shall meet **at least twice** in a financial year. The meetings can be organized in the month of **April** and **September** of every year. The meeting in the month of March shall be the budget meeting and in September it will be another budget meeting for review. The Meeting of Finance Committee can be called for at short notice in case of urgent and immediate requirements.

HUMAN RESOURCES PLANNING & ADMINISTRATION **6**

Principal of the institute is responsible for assessment of requirement and managing the human resources for smooth functioning of the academics and administration.

- The Principal/Director shall assess in the month of April every year the staff requirement for the subsequent academic year.
- He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- He will consider appointing a Professor/senior faculty to be the Head of every discipline, besides the number of Associate/Assistant Professors and Teaching assistants required in accordance with the faculty student ratio prescribed herein.
- The faculty student ratio shall be **1:15** and for this purpose the Professor shall also be included in counting the number of faculty.
- The minimum contact hours during the week for each category shall be maintained as follows:

Principal	4
Professors	8
Associate Professors	12
Assistant Professors	16
- He will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts.
- If necessity arises, Principal may also invite eminent experts from reputed institutes as a member of the selection committee.

- The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
 - a. Advertisement in the Newspapers
 - b. Files maintained for storing the unsolicited applications
 - c. Referral candidates at Campus.
- The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
- The committee shall short list the candidates in the following processes:
 - a. Personal Interviews
 - b. Class room demonstrations
- The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal/Director and the Chairman/Correspondent who in turn Interview the candidates and decide on the appointment.
- An Offer of appointment shall be released by the Principal/Director /Chairman /Correspondent in the Form 1 appended to this manual.
- BE/BTECH Distinction or 1st Class Graduate with no arrears and ME/MTECH 1st Class Graduate is eligible for appointment as **Assistant Professor** in Engineering Departments. MSc/MA with high preference for MPhil Qualification, 1st Class Graduates are eligible for appointment as Assistant Professor in Science/Humanities Dept.
- Ph.D with 1st Class in BE/BTECH and ME/MTECH with 3 years teaching/industry/research experience or ME/MTECH from Industry/Profession with minimum five years of research experience is eligible for appointment as **Associate Professor**.
- Ph.D with 1st Class in BE/BTECH and ME/MTECH with ten years teaching/ industry/ research experience or ME/MTECH from Industry/Profession with minimum ten years of research experience is eligible for appointment as **Professor**.

ORIENTATION

8

- Every faculty appointed in the College shall be given a brief introduction about the College by the Principal/Director on the day of his/her joining.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

SALARY AND INCENTIVES

9

- The College will have the following positions of hierarchy in the teaching departments:
 - a. Principal/Director
 - b. Special positions
 - c. Professors
 - d. Associate Professors and
 - e. Assistant Professors
- In addition, each department shall have support staff like Lab Assistants, programmers, technicians.
- The College Office will have the following positions of hierarchy in the administrative department.

- a. Administrative Officer
- b. Accountant, Secretary to Principal/Director /Chairman, Clerical Assistants
- c. Office Assistants.

- The Scales of pay for various teaching positions will be as follows:

- a. Principal/Director and Special Positions

Pay as per AICTE norms, commensurate with the qualifications and experience

b. Professor Rs 37400 – 67000 + AGP 10000

c. Associate Professor Rs 37400 – 67000 + AGP 9000

d. Assistant Professor Rs 15600 – 39100 + AGP 6000

- Scales of Pay for non teaching positions shall be as follows:

a. AO Rs 4000 – 250 - 6000

b. Cashier/Accountant Rs 3000 – 250 - 5000

c. Clerical Assistant Rs 2000 – 250 – 4000

d. Office Assistant Rs1500 – 125 – 3000

e. LAB Assistant Rs2500/2000 – 250 – 4000

In addition, staff can be given additional benefits of Rs 125/250/500 for his/her additional skills or Bachelor or Master Degrees. Previous experiences carry Rs 75 per year of experience. Lab assistants get Rs 2500 or Rs 2000 based on their diploma or ITI Qualification.

DEARNESS & OTHER ALLOWANCES

- In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties with the exception of those in consolidated pay category.
- Management can also decide other allowances for Professor, Principal/Director and Special posts.

INCREMENTS

- Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution.
- Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

INCENTIVES AND REWARDS

- Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution. Points d to l are applicable to staff members with minimum 1 year of service at the Institution.
 - a. For producing 100% results in a theory paper: Rs2000/- Cash Award.
 - b. In case only 1 student fails in a theory paper: Rs1500/- Cash Award.
 - c. In case only 2 students fail in a theory paper: Rs 1000/- Cash Award.

- d. Department-wise, Yearly, BEST FACULTY AWARD: Rs 2000/- Cash Award at the discretion of management.
 - e. Professional Society Life Membership Fee - 10% paid by the Management for Faculties with minimum two years of service at the Institution (Maximum One Professional Society per Staff Member at the discretion of management).
 - f. Faculties undergoing Full-time/part time, higher Education (PhD) – 1 day OD/week is provided.
 - g. Accredited departments with 5 years –Faculties are given onetime cash award of Rs 1000/- each and Support Staff members Rs 700/- each at the discretion of management
 - h. Accredited departments with 2 years –Faculties are given one time cash award of Rs 800/- each and Support Staff members Rs 500/- each at the discretion of management
- Support Staff Members are provided with free computing skills programs. In addition, they can avail fees and on-duties towards higher education against service agreements.

RESEARCH INCENTIVES

Financial assistance is provided to the faculty for publishing in renowned journals and conferences:

a. Quality Publishers and Journals:

All eligible members shall publish their original research in quality peer reviewed reputed journals, which are indexed in Web of Science (SCIE, ESCI) / Scopus / other prominent indexing repositories.

b. Sponsorship:

All eligible members are entitled to get incentives for their quality publications which are indexed in Web of Science or Scopus. The incentives are based on the quality of the journal measured by using the impact factor or cite score.

Journal Publication Policy:

This policy applies to all published journals in Scopus /WOS indexed journals will be eligible for a cash incentive as follows.

Incentive Amount					
	Quartile	1 st position	2 nd Position	3 rd position	4 th position
International Journal (Peer reviewed, Scopus, WOS indexed, Impact factor)	Q1	20000	15000	10000	8000
	Q2	15000	10000	8000	6000
	Q3	10000	8000	6000	5000
	Q4	8000	6000	5000	4000

Conference Proceedings Policy:

This policy applies to all submitted, accepted, and published articles in Scopus indexed/WOS conferences only will be eligible for a cash incentive as follows.

	1 st position	2 nd Position	3 rd position	4 th position
Proceedings (Scopus/ WOS)	8000	6000	5000	4000

Sanctioned Research Project Policy:

This policy applies to faculty who submitted and is sanctioned a funded project as Principal Investigator from any central funding agencies will be eligible for a cash incentive 10% of the fund granted.

Patents Publication Policy:

This policy applies to faculty who is awarded a patent will be eligible for the incentive (Indian National Patent only) will be given a cash incentive as follows.

	1st position	2nd position	3rd position	4th position
Design Grant	10000	8000	6000	4000
Utility Grant	20000	16000	12000	8000

For Kapila Scheme & other schemes publication charge will be borne by the institute

Book Author/ chapter Policy:

This policy applies to faculty who authors a book and book chapters will be eligible for the incentive and will be given a cash incentive as follow.

	1st position	2nd position	3rd position	4th position
Book publications (Engineering, Science & Humanities)	20000	15000	12000	10000
Book chapters	4000	3000	2000	1500

Policy of IRG through Consultancy and Other Services:

This policy applies to department who generates revenue through consultancy work and other services. Consultancy work may range from routine testing or certification works to technical design and project implementation work etc will be given an incentive on 70/30 basis.

SEED Grant Policy:

This policy applies to faculty under different areas of research to motivate their ideas which may lead to bigger projects/programs to be sent to National/ International funding agencies will be given an incentive upto Rs. 30,000 depends upon the potency of the work.

10.1 Annual Leave

- The teaching staff of the college will be eligible for 15 annual leave(Summer Vacation) on the following basis:
 - a. For the first year of service ... 7 days
 - b. For the second year of service... 15 days
 - c. After third year of service... 21 days/ annum

- The annual leave can be availed during the annual vacation period, unless under special circumstances the Principal/Director grants it on the basis of the merit of the case.

- The Annual leave can also be offset against leave due to sickness or maternity at the discretion of the management

- In addition, the Management gives 30 days paid maternity leave for employees; 60 days paid maternity leave for employees who cross 5 years service in this institute.

10.2 Casual Leave

- The teaching staff will be eligible for 1 day of Casual leave with pay every month to the total of 15days per annum.

- All the casual leaves can be utilized during academic year by staff.

10.3 Study Leave (all at the discretion of management)

- The teaching staff of the College can be granted leave for advancement of their education, in India or abroad.

- The faculty who is going on leave as aforesaid will have lien on employment, and is eligible for 50% (Full-time) or 100% (Part-time) pay during such leave of absence.

- The faculty will sign an agreement with the College specifying the terms and conditions of leave as aforesaid, as determined by the Principal/Director /Chairman/Correspondent on case to case basis.
- The Management, at its discretion will extend assistance towards higher education fees, as interest free loan or as 100% assistance.
- Staff members availing facilities for full time study need to sign agreements with the Management to serve the Institution for five years, along with sureties. In case of breach of agreement, staff member has to repay the fees and salary availed along with bank interest.
- Staff members availing facilities for part time study need to sign agreements with the Management to serve the Institution for three years, along with sureties. In case of breach of agreement, staff member has to repay the fees amount availed along with bank interest.
- Staff members undergoing part time programs can have flexi-timing and On-Duties. They can't leave the Institution during the program tenure and have to serve minimum one year after completion of higher education. In case of any pre-mature departure, they have to repay amount equivalent to the number of on-duty days.
- Higher educational programs need to be completed in the stipulated time of two or three years.

10.4 On duty assignments

- The College can permit any staff member to take special assignments with other Colleges or industrial units, for specific period of time or to attend seminars or training programs.
- The period of absence due to such assignments shall be treated in the following manner:
 - a. Where the assignment is under arrangement between the College and the other unit, the staff will continue to receive the pay and perquisites from the College.

- b. Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him/her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisite from the College.

Under such circumstances, the Principal/Director /Chairman/ Correspondent shall decide the leave of absence, based on current responsibilities and requirements in the College.

- c. Where the Staff is proceeding on a training programme duly sponsored by the College, the entire period will be treated as On duty and he /she will be eligible for the pay and perquisites as though he has been working in the College during such period.

- Performance is the result or outcome of an employee in his assigned task.
- Performance of Teaching staff is evaluated timely by the HOD of the concerned Department .
- Head of the Departments submit the appraisal report to the principal for making Decisions in order to improve productivity of an employee further.
- Appraisals generally conducted once in a year but performance of each faculty being monitored by the Head of the Departments timely throughout the year.
- Decisions on Incentives and increments will be made based on Performance Appraisal.
- The Appraisal form is attached in Annexure.

- All promotions shall be considered on the basis of merit- cum – seniority basis.
- The Principal/Director shall appoint a committee for promotion, in which he shall be the Chairman, with Professors/senior faculty 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 in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- Under normal circumstances the senior most member of the staff shall be considered for **promotion to the next higher level position**, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:
 - a. Associate Professor: 5Years after ME/M.Tech/MBA with relevant API score or seven years total experience ME/ M.Tech/MBA/M.Phil degree should have register for PhD. Those completed PhD can be appointed as Associate Professor
 - b. Professor(ME/M.Tech/MBA/M.Phil):10or 15 years after ME/M.Tech/MBA/M.Phil degree should have register forPh.D
 - c. Professor (PhD): On getting PhD degree with 10 years total experience.
- Those who are promoted shall be fitted in the Scale of Pay applicable to that category at the discretion of the management
- All decisions on promotions shall be taken up from the month of June every year.

13.1 Retirement from Service

- All teaching and non teaching staff shall retire on completing the age of superannuation, which is 62 for teaching and 60 for non-teaching.
- When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1st of May of the succeeding year.
- The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal/Director and appropriate sanction by him.
- The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

13.2. Retirement benefits

- All employees who are coming under the purview of the Employees Provident Fund legislation shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.
- The College shall contribute 12% of the pay subject to the ceiling of Rs 780 per person, towards the Employer's contribution to the EPF Scheme.
- The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employer's contribution to the EPF Scheme
- The College shall remit both the contributions as stated above to the EPF Scheme authorities.

- The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.
- The College shall Endeavour to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.
- The College shall also pay to the employee the following benefits at the time of his/retirement:
 - a. Gratuity, if any, payable under Payment of Gratuity legislation
 - b. Encashment of Salary towards accumulated leave on his/her Annual leave account
 - c. Arrears of Salary, if any, payable.

14.1 Code of Conduct for Faculty

- Faculty shall be at the appointed classroom at the appointed time without any exception.
- Every faculty shall take attendance at the beginning of the teaching hour.
- Every faculty shall close the hour punctually at the end of the hour.
- A faculty finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be
 - taking correctional action if it is within his/her power, or
 - reporting the matter to the Principal/Director
- Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculties and staff members shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the College.
- Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- Faculty shall maintain a respectable work conduct in terms of:
 - i. Preparation for the particular day's Classes, with latest information added to earlier course content.
 - ii. Keeping all teaching aid material required for conducting the class in an orderly manner.
 - iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
 - iv. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.

- v. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
 - vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
- Faculty shall observe good personal conduct in terms of:
- Not using any abusive language towards students, fellow faculty, parents and other members of public.
 - Not entering into quarrels, fights or any act of disrespectable nature.
 - Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
 - Not to affiliate with any political organization this might cause conflict of interest with the duties of a faculty and the reputation of the Institution.

Faculties shall confirm to the Ethical Standards of a faculty as described in Annexure 6.

14.2 DISCIPLINE

- Any faculty who is violating the code of conduct defined in Section 14.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Director /Chairman/Correspondent.
- If a faculty commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal/Director.
- The Principal/Director shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- If the Principal/Director is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused faculty for giving his/her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal/Director shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- The course of action for disciplining a faculty shall be under the following categories:
 - a. Memo and Censure.
 - b. Warning in writing, with recovery of monies, where financial loss is involved in the act.
 - c. Suspension from work without remuneration.
 - d. Dismissal or discharge from service.
 - e. Any staff member receiving more than two memo or warning will be given punishments mentioned in c or d.
- Where the punishment proposed is in the categories c or d under Section 6.2.7, the Principal/Director shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- The Principal/Director shall report the proceedings periodically to the Chairman/Correspondent.

14.3 GRIEVANCES

- The Principal/Director shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- The Grievance Committee shall be composed of three persons in the ranks of Head of the Departments, Principal/Director /Dean and Chairman/Correspondent.
- The Principal/Director shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- The grievance committee shall:
 - have a member secretary, to monitor the proceedings
 - meet once every week on a stipulated day and time

- Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.
- The Member-Secretary shall record and maintain the minutes the meetings.

CONSULTING, R&D AND TEACHING ASSIGNMENTS **15**

15.1 Consulting, R&D

- The College encourages its faculty to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the faculty competence.
- The faculty shall undertake such assignments
 - When the College is approached for such help and the College assigns such engagement to the particular faculty or
 - When the faculty himself/herself is approached by the outside agency for such help.
- In either case, the faculty shall take up the assignment by obtaining the approval of the Principal/Director /Chairman/Correspondent in writing.
- The faculty shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- The faculty shall also associate other members of the faculty in working on the assignments.
- The faculty shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
 - a) Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
 - b) In all other cases like consultancy assignments, it shall be 80:20 (20% to College).
- Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/Director /Chairman/ Correspondent.
- The Project Co-ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

15.2 Teaching assignments

- The College permits its faculty to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:
- A faculty, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal/Director, who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal/Director, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

16.1 In-house R&D

- The College encourages its faculty to undertake department-wise R&D Activities along with students and other staff members
- Each Department is given a sanction of Rs 25000/- in a year, towards in-house R&D activities.
- Gdghdf members can submit their proposals through the Head Of The Department and and can avail a maximum of Rs 5000/- per project, towards developing a prototype or model.

16.2 Seminars and Workshops

- The College encourages its faculties to organize AICTE/ISTE funded Seminars and Workshops for the benefits of fellow faculties and students.
- The Management provides additional 100% funds for any AICTE/ISTE funded programs and 50% funds for other programs organized by the Department (maximum of Rs 25000 per Department).

The Management is pleased to announce the following incentives and rewards for Students:

- Student securing 1st and 2nd Ranks in a semester, Rs 500/- and Rs 300/- Cash awards and additional library tokens (But have to get minimum 80% Marks).
- Students achieving/maintaining 1st and 2nd ranks are eligible for 25% FEES WAIVER during the subsequent year (But have to maintain minimum 90% Marks).
- For any University Rank holder (Top 3 Positions), 20% Fees will be refunded.
- There will be a BEST-OUTGOING STUDENT AWARD with a cash prize of Rs.3000
- There will be BEST STUDENT AWARD (Department-wise).
- 20% of Professional Society Fees (annual) will be paid by Management for Students with 90% aggregate.
- There will be personality development, entrepreneur-ship, ethics, communications skills, computing skills and placement specific programs for Students using college facilities
- There will be subsidized add-on skills programs as per Industries Requirements using college facilities.

ROLES AND RESPONSIBILITIES OF COMMITTEES AND ADMINISTRATIVE POSITIONS

18

18.1 Roles and Responsibilities of Statutory Positions

All the statutory positions for different functions are approved by the Governing Body and notified by the Principal.

18.1.1 Functions of the Principal

- The principal is the academic and administrative head of the institute and works for the growth of the institute. He will be implementing the policies and approved by the Governing Body meeting, the highest decision making body of the institution. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council.
- He is the ex-officio member of the Governing Body, Chairman of Academic Council, Chairman of Finance committee and Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.
- He is authorized to nominate Deans, Coordinators, members and other functionaries of administration in various committees. He is responsible for according extension or changes various functionaries in the administration, with the approval of Academic Council
- Principal is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular. He, along with all the staff working under him, is singularly and collectively responsible to the Governing Body, Academic council, Institution, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the institution.
- The principal is primarily responsible:
 - i. To conduct the meetings of the Governing Body as per the stipulated guidelines. To hold Academic Council meetings as per the norms.

- ii. To coordinate and motivate the faculty, administrative authorities and the supporting staff, to play their respective roles more effectively.
- iii. To work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.

Administrative duties of the Principal are categorized as:

A. Academic Administration

- i. On academic matters the Principal is guided by the rules and regulation as well as the norms laid down by JNTU, AICTE, UGC, State Government and the Governing Body of the institution.
- ii. Principal will be assisted by various Heads of the departments, Controller of Examinations of the institution, senior faculty members and various committees mentioned in the manual.
- iii. Principal will be endorsed by the Governing Body and Academic Council, for the growth of the college & approval of controlling academic issues of the institution.
- iv. In Admissions process, coordinator-admissions will assist the Principal.
- v. In the matters related to academic work, he will be assisted by the Chairman, IQAC, Board of Studies and heads of the departments.
- vi. An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.
- vii. Principal shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charge.
- viii. Principal shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- ix. Principal shall hold meetings of the Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- x. If necessary, shall instruct the class Teachers and Heads of the departments to conduct remedial classes academically to support the slow learners.
- xi. In the matters related to internal examinations, semester end examinations (both the theory and laboratory), result analysis, detained candidates, Principal will be assisted by the Controller of examinations and additional controllers of examinations of the institution.

- xii. In matters related to student attendance, drop outs, medical condonation Principal gets assistance from Controller of examinations and Head of the Department.
- xiii. The principal should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
- xiv. Principal shall also ensure quality assurance and he should be assisted by coordinator, IQAC.
- xv. Principal shall monitor and evaluate research, development and consultancy activities. Director R&D, will assist the principal in this matter. He shall advise and guide the faculty members to get sponsored research projects from various funding agencies.
- xvi. Principal should promote industry-institute interaction for better employability of the students.
- xvii. Principal shall promote internal revenue generation (IRG) activities with the help of staff and students.
- xviii. Principal shall put efforts to look after overall welfare of staff and students.
- xix. For effective functioning of the institution he shall build close rapport between staff, students and management.
- xx. Principal shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- xxi. Principal shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UGC, Institution, State Council of Technical Education, Department of Technical Education authorities.
- xxii. Principal shall involve faculty members at different levels for various institutional activities.

B. General Administration

On general administrative matters Principal shall be assisted by the Director R&D and Academics, Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc.

- i. Shall make proposal for appointment to all posts of cadres including contract, part-time, and daily wage employees.
- ii. Shall make regularization of services, declaration of probation, and release of increments, for teaching staff and for non-teaching staff.
- iii. Arrange performance appraisal of faculty and supporting staff.

- iv. Shall have power to sanction ML and OD up to the level of Heads of departments, except for himself.
- v. Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc.) and impose punishments of minor and major character such as warning, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the institution.
- vi. All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.
- vii. Campus maintenance cell shall work under the instructions of Principal.
- viii. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

C. Hostel Administration

The hostel administration should be well organized primarily to provide a safe stay of the hostellers in a healthy, academically conducive, friendly and disciplined environment. The administration must be made with good coordination of the faculty incharge, student representatives of the hostels staying in hostel. Principal has the final authority to run the hostel administration with the power to:

- take cognizance of any breach of discipline in the Hostels, and if the circumstances so require, to take immediate disciplinary action in such cases;
- supervise the Hostels in his/her charge in matters relating to the overall functioning of the hostels, the welfare of the residents and discipline;
- inspect periodically the Hostels and be in contact with the Wardens, staff and students;
- take punitive action, including the ordering of eviction of a resident from the Hostel;
- suspend hostel facilities in respect of resident students defaulting payment;
- sanction leave for Wardens in the Hostel;
- prepare and operate the budget of the Hostel with due approval of Governing Body.

D. Financial Administration

- a. Principal is assisted by the Finance committee in financial administration.
- b. Subject to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- c. Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body.
- d. All contracts for and on behalf of the institution (except himself and the institution) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the institution shall be executed by the Principal.
- e. Principal shall forward monthly salary bills of all the staff of the institution to the finance committee for necessary action and also the members of the Governing Body and its sub committees.
- f. Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the institution.
- g. Principal shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
- h. Shall have power to sanction advances and final withdrawal of EPF of the staff as applicable.

18.1.2 Functions of Head of the Departments

- i. Responsible for all the academic affairs of the Department.
- ii. Organizing approval of all academic activities by the stipulated bodies while maintaining the basic necessity, superiority and transparency to the stake holders.
- iii. Looking in to day to day activities related to teaching and other workloads of his/her teaching and non-teaching staff.
- iv. Reporting to the Principal regarding all the requirements of his/her department such as faculty member, supporting staff, equipment, books & journals, maintenance etc.

- v. Representing to the Principal about departmental requirements/short comings towards proper functioning of the department, during weekly/fortnightly meetings.
- vi. Preparation of annual financial budget of the department and present it to the institute authority for approval.
- vii. Using financial power within the stipulated limit to purchase and perform the requirements of the department to run it efficiently.
- viii. Looking after the matter related to R & D, Consultancy and Research Publications.
- ix. Arranging Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc. with necessary leadership.
- x. Responsible for mobilizing the faculty members in bringing different research grants.
- xi. Responsible for conducting innovative programmes including collaboration with other institutions, universities and industries.

18.1.3 Basic Roles and Responsibilities of Faculty Members

Primary responsibility of faculty members is to establish themselves as a highly dignified teacher to the students to enrich their knowledge, understanding and realization of a subject. Continuous effort on self-development through upgrading qualification, experience and knowledge through professional activities is essential. Along with teaching including laboratory work, a faculty member will develop curriculum, resource material for learning and laboratory / practicing facilities by taking due care for periodical improvement. Faculty member will do student's assessment and evaluation including administering tests and invigilation during conduct of tests, aside from acting as paper setter and executing examination work of Institution. Faculty member will counsel and guide student in personal, ethical, moral and overall character development. Faculty member will participate in co-curricular and extra-curricular activities and also will involve in the Academic and Administrative Management of the institution. Depending upon their experience and position in the department the faculty members will also carry some basic professional responsibilities.

A) Professor

- i. Performing any other work assigned by the Principal/Management from time to time.
- ii. Organizing continuing education activities.

- iii. Keeping abreast of new knowledge and skills and dissemination of such knowledge through publications of books/monographs.
- iv. Organizing seminars, workshops and conferences to enhance national and international exposure of the department.
- v. Promoting industry sponsored projects, consultancy, testing services and Industry – Intuition interaction.
- vi. Policy-Planning, Monitoring & Evaluation, which are connected to the development.
- vii. Guiding research and promoting activities in skill development, innovation and creation of intellectual property.
- viii. Assisting the HOD in running the academic programme and administration including design and development of new programmes being actively involved with it.
- ix. Preparing project proposals for financial support from sponsoring agency on R&D Work in specialized areas.
- x. Modernization and expansion laboratory facilities with due attention to the perspectives of the department. xii.Proactive involvement in monitoring and evaluation of academic and research activities of the department.
- xi. Participation in the events on policy & planning at the Regional/National level for development of technical education.

B) Associate Professor

- i. Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental and institutional level.
- ii. To promote outside contacts for broader exposure of learning through consultancy projects and extension services.
- iii. Curriculum development and developing resource materials for learning.
- iv. Creating research activities and research guidance.
- v. Organizing Conference/seminars/workshops/guest lecturers in the department.
- vi. Any other work assigned by HOD/Principal /Management from time to time.

C) Assistant Professor

- i. Preparation of laboratory instructions manual, involvement in academic activities as class review committee member, lab in charge, coordinator attendance etc. and assistance to conduct seminars, symposia, guest lecturers etc.
- ii. Assisting the consultancy work and R & D Activities.
- iii. Assisting the activities as a member of anti-ragging committee, discipline committee.
- iv. Assisting in co-curricular and extracurricular activities and student welfare proctor.
- v. Assisting in departmental administration.
- vi. Involvement in departmental/institutional developmental activities including academic development of the institute.
- vii. Shall attend the work allotted by HOD/ Principal / Management from time to time.

18.1.4 Roles and Responsibilities of Administrative Officer

The Administrative Officer of the institution shall play a key role in preparing the budget of the institution. Entire staff of the accounts section works under his control. His functions include the following.

- Budget estimates relating to income from fees and other sources. Annual estimation of both recurring and non-recurring expenditure such as salary of teaching, non-teaching, supporting and other staff, purchase of equipment, general maintenance etc. and obtaining approval from the Governing Body.
- Responsible for formulation of procedures and guidelines for various financial transactions pertaining to the institution.
- All the staff employed in the accounts section works under AO. AO shall monitor and supervises the activities of the staff under his/her control.
- Preparation of pay roll.
- Verification of records, receipts and payments, income and expenditure, statements related to cash and funds flow, and preparation of balance sheet.

- Budget estimates relating to the grant received/receivable from UGC, AICTE if any, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
- Maintenance of accounts pertaining to sponsored research projects.
- Maintenance of accounts of consultancy funds received through consultancy services offered by the staff/institution.
- Smooth and effective conduct of annual audit by internal auditors as well as statutory auditors and necessary follow-up action.
- Any other work related to the accounts assigned by the Governing Body, Academic Council and the Principal.

18.1.5 Roles and Responsibilities of the Controller of Examination

The Controller of Examination (CE) shall be a full time salaried officer of the institution and will report to the Principal. The ACE(s) shall also be full time salaried officers of the institution and will report to the CE. The CE shall be the Principal Officer in-charge responsible for making all the necessary arrangements to conduct examinations, tests and timely declaration of results. He shall discharge his functions under the direct superintendence, direction and guidance of the Principal. In the absence of CE by virtue of any reason anyone from ACE(s) recommended by Principal will look-after the work of CE in addition to his own work. The CE will be the supervisor of Examination Committee constituted by the Academic Council. The Controller of the Examinations shall inform the proceeding of the Examination Committee to the Academic Council as and when required. Subject to prior approval of the Principal, the Controller of Examinations shall perform the following duties and responsibilities namely:-

- i. Prepare academic calendar including examination schedule and implement the same.
- ii. Appoint examiners as prescribed in the rules & regulations.
- iii. Arrange for printing of question papers and answer books and their safe custody.
- iv. To arrange the evaluation and to process the results.
- v. Timely declaration and publication of result and to refer, if, deem necessary any matter before the examination committee prior to declaration of results.
- vi. To postpone or cancel examination in part or in whole, in the event where such need arises.
- vii. To finalize the mode of examination for different courses in consultation with concerned Faculty/ School/ Department/ Academic Council.
- viii. To appoint Observer for conducting and monitoring the examinations.
- ix. To appoint Evaluator(s) for evaluation of examination.
- x. To submit report regarding examination(s) to the Principal

- xi. To ensure confidentiality and to make assessment/ improvement in the process of the Institution examination/ evaluation.

18.1.6 Roles and Responsibilities of Librarian

Librarian must be relevantly qualified and experienced in Library Science/Management. Librarian is fully responsible for the arrangement of modern library facilities and their implementation for better and convenient learning. It should be made available with wide scope of consultation and interaction of books and literatures for the students, researchers and faculty members. Digital library facility should be established for more active and efficient learning. Librarian should make available all the e-learning facilities in the system. Availability of books and journals has to be regularly updated. Utility of the library facility and its ambience should be kept attractive, congenial and transcendental for learning. Coordination should be maintained with the departmental libraries on the available scopes and facilities and their utilization. Documentation of all facilities and their service to the users must be maintained and periodically analyses for necessary action for its improvement. Suggestions from stake holders are always to be considered for developing a more effective library in the institute.

18.2 Roles and Responsibilities of Supporting Staff

18.2.1 Laboratory Staff

Laboratory staffs must ensure the following for effective operation of laboratories for learning while maintaining safety and health care along with appropriate use of laboratory components.

- i. Laboratory manuals are maintained for all experiments listed for each study course. The manuals must be kept sufficient in numbers to make it conveniently available to all the students.
- ii. List of experiments for all the courses is available to the students along with a general display in the laboratory.
- iii. Laboratory must have a notice board displaying class time table, number of students attending the classes and other updated relevant notifications.
- iv. The laboratory timetable is strictly followed.
- v. The students entering in the laboratory are following the safety dress Code.
- vi. All the safety systems are actively present there in place and the first aid box is freshly maintained.
- vii. Supervising laboratory sessions with due attention to the performance of all the students.
- viii. The experiments are completed within the given time of class time table.

- ix. The workspace is kept clean and tidy at all time.
- x. Handling/using all apparatus is done with care.
- xi. Students are liable for any damage to equipment due to their own negligence.
- xii. All equipment, apparatus and tools are returned to their original places after use.
- xiii. Students are strictly prohibited from taking out any items from the laboratory without permission.
- xiv. Students are NOT allowed to work alone in the laboratory.
- xv. Students are educated and helped to operate the laboratory equipment.
- xvi. Immediate care is taken for any injury occurs to a student during working in laboratory.
- xvii. Immediate reporting to the appropriate authority about any damage to equipment, hazards, and potential hazards.
- xviii. Maintaining an up-to-date inventory of the laboratory equipment all the while, and to make an inventory check at the end of every semester.
- xix. Maintaining all equipment always in tip-top condition and to make them available at all time.
- xx. To propose and assist in procurement of latest equipment/accessories/components necessary for teaching and research.
- xxi. Taking care for self-learning and training to update knowledge on all laboratory facilities for proper necessary assistance to the students.
- xxii. Taking care of grading all laboratory assignments properly in time and results submitted to the respective Department/Unit on schedule.
- xxiii. Carrying out duties and assignments as required by the Head of Department/Dean from time to time.

18.2.2 Library Staff

Library staffs should have should have relevant education and training in operational and maintenance jobs of a modern library. They must always be readily present at on and off line service to all the users of library facilities. They are the staffs responsible for maintaining the ambience of thoughtful reading and learning of library users and facilitate readily getting their searching material in hand. All the books, literatures and facilities of library should be always placed in order after every use as per standard library management procedure. They must maintain a system of categorical recording of count, observations and suggestions of the users for immediate necessary action to keep the library facility smart and updated for service.

18.2.3 Office Staff

A) Superintendent:

Maintain office records, disposal of closed files to record room and periodical destruction of the records, Supervision of records, registers & Personal Registers maintained by the section assistants and over all supervision of the section work.

B) Senior Assistant:

Receiving currents from section superintendent and put-up files with rule positions pertaining to the allotted works, which he/she is attending He/She should acquaint with the administration, accounts including maintaining Attendance Registers, cash books, leave rules and issue orders based on the approval of the higher authorities.

C) Cashier:

Drawing and disbursing of cash with respect to salaries and other contingencies maintain relevant records and different cash books, cash remittances in the bank including bank transactions.

D) Electrician:

Maintenance, repairs and replacement of electrical items, Responsible for the proper and efficient working of workshops and concerning electrical works

E) Store Keeper:

Maintain stores and stocks of the sections and also maintain all the relevant records. He is also responsible for the lapses occurred in maintaining the stocks and stores during his tenure. Any other duties assigned by the higher authority.

18.2.4 Attenders

- i. They should strictly follow the institution timings regularly.
- ii. They are required to report to their duty at 8.00 A.M every day for the working hours up to 4.30 PM.
- iii. From 8.45 AM, they are required to be in the department.
- iv. They are required to clean the tables & chairs, desk systems, furniture etc. of HOD and staff rooms.
- v. They are required to take care of circulation of the circulars issued by the authority to the person concerned in time and get signature.

- vi. After confirmed circulation, it should be reported back to HOD and ensured its filling appropriately.
- vii. They are required to maintain the Notice Board by clipping the Notice Board circulars and also filing of old circulars from the Notice Board.
- viii. They are required to take care of providing drinking water and refreshment/tea to the faculty members and visitors in the department as it is required.
- ix. While they go for tea, they should not waste time in between in canteen or at any other department un-necessarily.
- x. They should always be available and remain alert in their place of duty during the working hours.
- xi. They should to take care of opening and closing of the classrooms.
- xii. They are required to check the cleanliness of class rooms from time to time.