

SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY, PUTTUR

**(Approved by A.I.C.T.E., New Delhi & Affiliated to J.N.T.U. Anantapur,
Ananthapuramu) Accredited by NBA (EEE, ME,CE, ECE & CSE),
Accredited by NAAC with 'A' Grade**



Service Rules & Regulations



**SIDDHARTH NAGAR, NARAYANAVANAM ROAD, PUTTUR
517583
CHITTOOR DIST., A.P., INDIA**

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INTRODUCTION

The advices published in this document are for the Governance of Siddharth Institute of Engineering & Technology, sponsored by Jaya Educational Society, Vijayapuram, Chittoor Dist., Andhra Pradesh. The document is a combination product based on

- a) The Institution Grants Commission, New Delhi, India guidelines for autonomous institutions.
- b) Bye laws of Jaya Educational Society, Vijayapuram, Chittoor Dist., Andhra Pradesh.
- c) Jawaharlal Nehru Technological Institution, Anantapur rules and regulations for affiliated institutions.
- d) Previous documents viz administrative manual of the institution
- e) 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. The rules and regulations will lead to transparency and accountability in the administration. The expected benefits due to implementation of good governance through the guidelines presented in the document may include:

- To strengthen the existing good practices.
- To implement transparency at all levels of governance and administration.
- To follow integrity in appointments at all levels.
- To strengthen the Industry-Institute interaction.
- To comply with rules and regulations.
- To establish strong and capable financial processes and procedures relating to procurement, appropriate utilization of funds and audit.
- To involve all the stakeholders at various levels as deemed fit with regard to guidelines of statutory bodies.

- To maintain registry of interests of members of governing body.
- To achieve optimum utilization of infrastructure, resources for better output.
- To establish processes in risk management.
- To meet the requirements of accreditations.
- To enhance the quality of teaching-learning process.
- To set up more centers of excellence in research & development and enhancement of quality of research and consultancy.
- To set up and strengthen student support programs, training for enhancing quality in placements and higher education.
- To place improved systems for feedback, self-appraisal of faculty and staff.
- To create bench marking with other institutes of repute.

The document provides information on organization of the institute along with its organization structure, functions, and responsibilities of all four statutory bodies namely Board of Governors (BoG), Academic Council, BOS and Finance Committee as per the UGC guidelines for autonomous institutions. In addition, 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 Document can be appended subject to approval of BoG Members and if any ambiguity occurs in the process the Affiliating Institution Guidelines will be followed.

I. PREAMBLE:

Title, application, and the authorities to interpret, clarify, modify and to improve

- i. The regulations stated herein below shall be called the Siddharth Institute of Engineering & Technology “Service Rules and Regulations Document”.
- ii. These regulations shall be in force from the academic year 2016-2017 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.

II. Definitions:

In this document, unless there is anything repugnant to the subject or context

- i. “**Institution**” means “Siddharth Institute of Engineering & Technology”, Puttur.
- ii. “**Student**” means a candidate who has taken admission into B.Tech / M.Tech / MBA course 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. “**Board of Governors**” means the members of 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 as per the guidelines of UGC to look into financial aspects of the institution.
- viii. “**Chairman**” means chairman of the Board of Governors of Siddharth Group of Institutions.
- ix. “**Vice President**” means the Vice President of Siddharth Group of Institutions.
- x. “**Secretary**” means the Secretary of Jaya Educational Society, Vijayapuram.
- xi. “**Principal**” means the Head of the institution
- xii. “**Controller of Examinations**” means the Controller of Examinations of the Institution.
- xiii. “**Head of the Department**” means the Head of an Academic Department of the Institution.
- xiv. “**Faculty member**” means the teacher (Assistant/Associate/Professor) working on regular basis in any of the Academic Departments of the Institution.

iii. Brief Profile of Institution:

Siddharth Institute of Engineering & Technology (SIETK) is an emerging center for excellence in Engineering & Management education, boast of energetic & experienced faculty, successful students, great infrastructure and excellent placements record. The management encourages the students and the faculty to “Dare to Dream and Strive to Achieve”. The institutes are indeed “dream come true” for many aspiring youngsters from rural areas in Chittoor District and Southern Andhra Pradesh.

The institution, it is believed that “Change is the only constant thing”. The infrastructure and equipment are constantly upgraded, providing opportunities to the faculty and the students to enhance their skills continuously. The institutions aim at preparing the students to be great problem solvers, project leaders, communicators, and ethical citizens of a global community.

Established in 2001 (SIETK) in a sprawling 30-acre campus amid beautiful hill range of the Eastern Ghats, the institutions are located in Puttur town and are very proximate to Narayanavanam, a holy place, where Lord Venkateswara has married Goddess Padmavathi. The institutions are 22kms from Tirupati airport and are well connected by rail and road (Tirupati – Chennai highway).

The institutions are promoted by Jaya Educational Society, founded and professionally run by distinguished academicians, medical professionals and technocrats belonging to Chittoor District in Andhra Pradesh.

Phenomenal Growth & Trust

The institutions have achieved remarkable growth since their inception and have grown from strength to strength under the dynamic and innovative leadership of the Chairman, Dr. K. Ashok Raju. In addition to Graduate Engineering (B.Tech.), the institutions have been approved to run Post-graduate (M.Tech - nine specializations, MCA & MBA) and Diploma programmes. The total intake of students for SIETK has gone up from 180 in 2001 to 1842 in 2017, a testimony of abundant trust placed by the students and the parents in these institutions.

Well Accredited and Competing with Global Standards

Siddharth Institute of Engineering & Technology has received NBA (National Board of Accreditations) accreditation for five programmes and has been accredited by NAAC with ‘A’ grade.

Innovation and Entrepreneurship division of Department of Science and Technology, Government of India has established prestigious incubation center in Siddharth with registered name “Society for Siddharth International Incubation Centre” to support technology based start-ups, potential technology ideas and innovations. Siddharth International Incubation Centre already submitted 15 innovative ideas to Government of India and another 115 start-ups in pipeline. One of the US based company launching shortly in Siddharth.

ASSOCHAM (The Associated Chambers of Commerce and Industry of India) recognized the Siddharth Institute of Engineering and Technology as one among the “Best Engineering Institutions in South India” for excellence in education in 2013.

SIETK’s innovative approach to educating students is an Ecosystem-based Systems Integration and Networking (EbSIN) model. We seek to engage experts from around the world on mutual projects, thus allowing our students to acquire real-life, live, project based experiential learning.

Our student Miss. J. Hemalatha (III CSE) has been selected as UIF by STANFORD University through Google.

Under the visionary leadership of the chairman, the institutions compete with global standards. An important step towards the same is an MOU with Institution of Massachusetts Lowell, USA that enables exchange of students and faculty among the institutions, joint projects, research, etc.

The institutions are also Microsoft Ed-Vantage Platinum level campuses with Microsoft Innovation Centre in place. This association with Microsoft is to encourage the students to get certified on Microsoft technologies and get an edge over their competition. IBM Center of Excellence has trained the students in the following domains Cloud computing, Big Data (Hadoop) and Mobile application development.

With Association of Andhra Pradesh State skill development Centre (APSSDC), SIEMENS company established following 07 laboratories with world class standards. Design CBT lab, Auto Two Wheeler lab, Auto Four Wheeler Lab, Electrical Home Lab, Electrical RAC lab, Electronics Home Lab and Electronics ICT Lab.

Physical Infrastructure - Highlights

In a nut shell, following are the highlights of the institutions:

Aesthetically designed buildings with spacious, well-ventilated and well-furnished classrooms and laboratories.

- Well-equipped laboratories with the latest equipment and continuously upgraded based on requirements.
- E-learning classrooms in every department to use technology and modern teaching methods to train the students more effectively.
- Air-conditioned library with latest collection of volumes. In addition, an exclusive Digital Library.
- Four air-conditioned seminar halls with capacities of 500 and 300, with LCD projectors and sound systems for in-house training sessions and association activities.
- 4000-capacity A/C auditorium with world class Audio and Video systems for major activities such as off-campus selections, seminars, competitions, annual functions and celebrations.
- Dedicated infrastructure to host in-campus selection drives.

- Air-conditioned computer laboratories with brand new computers with latest configuration.
- Wi-Fi all over the campus.
- Exclusive hostels for girls and boys with modern facilities.
- A hygienic canteen within the campus catering to the needs of the students and the staff at concessional prices.
- Mineral water plants throughout the campus.
- Spacious playgrounds for extra-curricular development of the students.

INSTITUTION SALIENT FEATURES

Recognized by AICTE, New Delhi.

Got AUTONOMOUS status in 2016.

Recognized by UGC under the Sections of 2(f) and 12(B) of the UGC Act, 1956

Accredited by NAAC with 'A' grade in 2015

5 UG – B.Tech.programmes (ECE, ME,CSE, Civil and EEE) were accredited by NBA in 2017.

2 New B.Tech courses Agricultural Engineering and CS&IT approved in 2017.

Permanently affiliated to JNTUA, Ananthapuramu.

Recognized by AP State Government as 'A' grade institution (14 out of 119 under JNTUA).

Two Institution Gold Medals in 2014

14 Prathibha' awards by A.P State Government in 2015

6000+ students graduated so far from the institution

Robust teaching and learning Processes with good use of ITC resources

Microsoft Ed-vantage Platinum with Innovation Centre.

Member of Jawahar Knowledge Centre of A.P. State Government with Star Status.

IBM Centre for Excellence

Intel Centre for Excellence

SIEMENS T-SDI Sanctioned by APSSDC,A.P.State Govt.

Skill Development Centre(SDC) sanctioned by Andhra Pradesh State Government.

Startup Incubation Centre sanctioned by Andhra Pradesh State Government

MoU with Massachussets Institution Lowels,USA.

A/C Video Coach busses on concept of "KNOWLEDGE ON WHEELS"

Wi-Fi Campus

Digitalized Class Rooms

Entire Campus under Surveillance

World Class A/C Auditorium with 4000 Seating capacity

Centralized AC Computer laboratories with High COntfigured Systems.

IV. VISION

To be one among the premier institutions of the country in producing ethically strong and technically sound engineers and managers to serve the nation

MISSION

To create sacred environment for the students to acquire knowledge through innovative and professional approach and utilize it for the welfare of the mankind.

QUALITY POLICY

Engineering institution strives to establish a system of quality assurance to continuously address, monitor and evaluate the quality of education offered to students, thus promoting effective teaching-learning processes for the benefits of our students and making our institution a center of excellence for engineering and technological studies.

“Dare to Dream and Strive to Achieve”

SERVICE POLICY STATEMENT:

We are committed towards developing Institution 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. We are also committed to implementing effective and transparent appraisal system. A good exposure to the students will be 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, qualification improvement, etc.

V. GOALS - SHORT TERM:

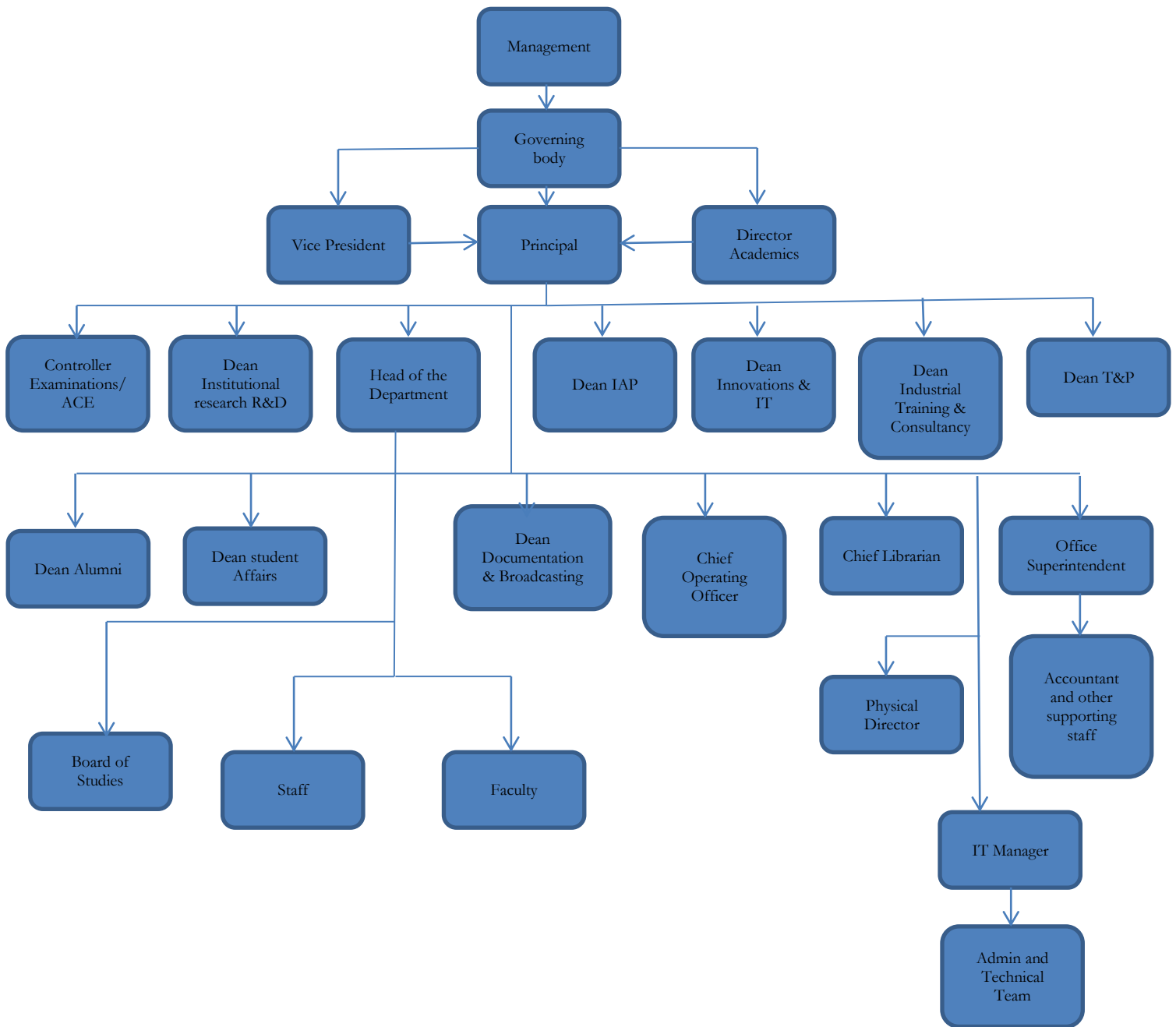
- 1) Achieving academic excellence by 100% Pass in the Institution Examination.
- 2) Enabling scholarly vibrant environment for learning, teaching, research and development for students and staff for their personal and professional growth.
- 3) Helping students to excel in communication, inter-personal and entrepreneur skills.

- 4) Helping students to foster and develop qualities of leadership, inter-personnel and problem solving skills to face the professional and personal challenges in life.
- 5) Inculcating the qualities of integrity, honesty, loyalty and patriotism among students.
- 6) Stimulating a desire among students and faculties to make full use of infrastructural facilities and expertise within themselves to serve the society and the nation.
- 7) Fostering a harmonious, cordial and tripartite relationship among the management, faculty and students for their respective growth and for establishing a congenial academic environment in the Institution.
- 8) Achieving 100% Placements for Students.
- 9) Quality Assurance and ensurance through AICTE-NBA Accreditation in 2016.
- 10) Enabling ISO 9001:2008 Quality Certification towards quality procedures and systems.
- 11) To improve the link between the academia, industry and business.
- 12) Focus more on innovation driven entrepreneurship from student projects. .
- 13) To promote IPR & Start-up initiatives from Faculty and Students.
- 14) To promote “Techno Commercial” education in the institution of higher learning.

GOALS - LONG TERM:

- 1) To foster academic and research collaboration with foreign institutions of repute.
- 2) To evolve into a Center for Excellence in Engineering and Technology by undertaking nationally and inter-nationally acknowledged research and development works.
- 3) To evolve as a Deemed institution.

VI. Organizational Chart



Organizational Chart of the Institution

vii. GOVERNANCE OF THE INSTITUTION

Statutory bodies

The following committees ensure proper governance at various levels including academic, financial and general administrative affairs. The following are the statutory bodies constituted as per the guidelines of UGC:

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

1. Board Of Governors

The Board of Governors is the highest body that monitors the 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.

The Board of Governors of the institution has been constituted as per the Institution Grants Commission (UGC), New Delhi, India, guidelines for autonomous institutions during the eleventh plan period (2007-2012).

The main objective of the Board of Governors is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders. Jaya Educational Society, the sponsoring academy of the institution, in one of its executive meetings resolved to have an eminent educationist as the chairman of the Board of Governors, even though the UGC empowers the president of the society as the chairman of BOG. The Jaya Educational Society felt that under the stewardship of an eminent personality with highly focused and concerted ideas in the field of education can definitely build the institution for the future. As per the UGC guidelines, five members of the Governing Body of Jaya Educational Society will represent on the Board.

2. Primary Accountabilities

The Board of Governors of an institution is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.

A To approve the mission and strategic vision of the institution

The key responsibility of the BoG is to develop and implement the mission, vision, quality policy, and strategic plan of the institution. The short term and long term goals are reviewed periodically if necessary, revised strategies are implemented. It should suggest to the institute to achieve quality both in internal and external parameters like teaching-learning process, good academic and administrative practices, bench marking, risk management including financial, physical, staff so as to meet the interests of stakeholders viz students, parents, alumni, employers, local communities, government and others representing public interest.

The BoG is supported by various existing committees in aspects like, revision of curriculum, operational planning of strategic issues to meet the vision and mission statements in true sense. The Institutional Development Committee ensures the implementation of the BOG suggestions. The strategic plan may be reviewed once in five years.

B To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability

- The Board of Governors shall ensure the preparation of annual budgets and review the audit and performance reports for the smooth functioning of the institution.
- Submit to the AFRC/State Government the expenditure report for the fixation of the fees and other charges payable by students on the recommendations of the Finance Committee, who seek admission into the institution.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Follow proper procurement guidelines and ensure appropriate spending for the right cause.
- The associated risks shall also be reviewed from time to time and advise suitable remedial measures to have sustainability.

C To monitor institutional performance and quality assurance arrangements

The *Board of Governors* shall advise the institute from time to time in respect of the following:

- Timely submission of documents for accreditations.
- Ensuring that the statutory requirements are met in respect of accreditation and sustain quality of education.
- Benchmarking to be taken up as a tool for performance monitoring to ensure change in quality of education, and credibility in the society for the institution.
- Carrying out gap analysis and identifying the areas for improvement.

D To put in place suitable arrangements for monitoring the performance of managerial and administrative positions

Members of Board of Governors shall ensure that

- The Head of the institution implements the decisions of BOG in true spirit for the growth of the institution using the process of decentralization.

- The Head of the institution shall plan the future growth of the institution.
- The required documentation is maintained to meet the statutory requirements.
- That processes to evaluate the performance of Head of institution are established.

3. Openness and transparency in the operation of governing bodies

In order to maintain high ethical standards, transparency and openness are to be ensured in the working of the institution by the Board of Governors.

4. To promote transparency and openness at every level

- All the minutes of meetings of various committees are made available for the important stake holders.
- Preparing annual reports showing the activities in an academic year and putting the report on the website.
- Conducting proceedings of governing bodies in as open a manner as possible (and permissible by statutes), including the review of those of the governing body and any reports on the outcomes of such reviews.
- Detailing student admission information to ensure public trust in the integrity of the processes used regarding the selection and admission of students using clear and transparent criteria, procedures and processes.
- Ensuring that vacancies are widely publicized both within and outside the institution.

b. To maintain Register of Interests

All members of BOG shall give a declaration of interests, if any in the working of the institution. The register of interests should be collected and made available to the stakeholders and keep them updated whenever necessary.

5. Key Attributes of Governing Bodies.

The BoG has been constituted in accordance with the guidelines of the UGC for autonomous institutions. As per the guidelines, as and when required, independent members may be co-opted into the BOG to carry out primary responsibilities.

The Chair of the Governing Body is responsible for the leadership of the governing body, and is, therefore, ultimately accountable for its effectiveness. The Chair ensures the institution is well connected with its stakeholders. The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the institution. The head of the institution is accountable to the governing body, and regularly reviews, having regard to the authority conferred by the instruments of governance.

6. Composition of Board of Governors

The Governing Body is constituted as per the Guidelines of the UGC.

Number	Category	Nature	Period
1 Chairman	Educationist	Chairman	As per the resolutions and bylaws of Jaya Educational Society
5 members	Management	Nominated by the Jaya Educational Society	
2 members	Teachers of the Institution	Nominated by the Principal based on seniority.	2 years from the date of appointment
1 member	Educationist or industrialist	Nominated by Jaya Educational Society.	2 years from the date of appointment
1 member	UGC nominee	Nominated by the UGC	6 (six) years from the date of nomination by the UGC
1 member	State government nominee	Nominated by the State Government, an Academician from Technical education sector.	As per State Government
1 member	Institution nominee	Nominated by the institution	As per the Institution
1 member	AICTE nominee	Nominated by the AICTE	As per AICTE
1 member	Principal of Institution	Ex-officio	

b. Roles and Responsibilities of Chairman of BOG

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

- Provide inspiring leadership for transparent and effective administration.
- Ensure effective, efficient and optimal use of resources towards the growth and development of institution.

- Develop processes and controls for financial resources with the help of finance committee.
- Motivate the members and other committees to function in unison to implement strategic plan of the institution.
- Encourage and ensure proper maintenance of register of interests and shall solve amicably, if any, conflicts of interests.
- 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.
- Allow the head of institution to work independently and effectively.
- Prepare appropriate appraisal systems including the Head of the institution.

7. Effectiveness and Performance Review of Governing Bodies

- Ensure that the members are properly inducted for further development, as deemed necessary.
- Regular review process to be conducted and revise the regulations as deemed necessary.
- Item wise bench marking may be adopted for review process.

c. Regulatory Compliance

Governing bodies ensure 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).

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

Term: The Governing Body will be reconstituted every two years except in the case of UGC nominee which will have term of five years.

Meetings : Meetings of the Governing Body will be conducted a minimum of 4 times in a year.

Functions of the Governing Body:

Subject to the existing provision in the bye-laws of respective institution and rules laid down by the state government/parent institution, the governing body of the institution shall have powers to:

- Undertake all the activities mentioned in above.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council

- Approve new programmes of study leading to degrees and/or diplomas.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfil the objectives of autonomous institution.

(Governing Board/Board of Management/Executive Committee/Management Committee/ Governing Council etc. will be synonymous with the Governing Body).

viii. ACADEMIC COUNCIL

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations, syllabi, etc. 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 government. 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 Board of Governors for final approval and changes, if any, by its member secretary.

1. Functions of Academic Council

The Academic Council can exercise its powers to:

- 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 etc., 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.
- 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.
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- 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.
- Approve the list of successful candidates for the award of degree, diploma / certificate.
- Encourage faculty members to undertake sponsored research, industrial consultancy, continuing education and related activities.
- Recommend to the Board of Governors proposals for institution of new programmes of study.
- Recommend to the Board of Governors the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

- i. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- j. Perform such other functions as may be assigned by the Governing Body.
- k. Recommend for Representative by Jawaharlal Nehru Technological Institution in the Academic Council.

2. Term of Academic Council

The term of the nominated members shall be two years.

3. Meetings of Academic Council

The Principal shall convene a meeting of the Academic Council at least twice a year, once discuss proposals for the next academic session and again to monitor status of newly introduced courses.

4. 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	Category
1	The principal (Chairman).
2	All the heads of department in the institution.
3	Four teachers of the institution representing different categories of teaching staff by rotation on the basis of seniority of service in the institution.
4	Not less than four experts from outside the institution representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body.
5	Three nominees of the institution
6	A faculty member nominated by the Principal (member secretary).

ix. BOARD of Studies

The Board of Studies is the basic constituent of the academic system of the institution. Its functions will 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 etc.

1. Functions of BOS

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

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

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

2. Term of BOS

The term of the nominated members shall be two years

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

4. Composition of BOS

Board of studies of every department shall be constitute as per the UGC guidelines

S. No.	Category	Status
1	Head of the department concerned.	Chairman
2	The entire 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	One postgraduate meritorious alumnus to be nominated by the Principal.	Member
7	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	

X. FINANCE COMMITTEE

The Finance Committee will advise the Board of Governors on financial matters. It shall prepare income and expenditure statements of the institution in the prescribed format to submit to AFRC for fixation of tuition and others fees of the institution. The Finance Committee will be an advisory body to the Board of Governors.

1. Functions of Finance Committee

Finance committee shall meet and appraise the BOG on the finance related matters and have 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 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;
- g) To mobilize resources through donations from society, through funding agencies under various schemes, etc.
- 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 plans 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 approval expenditure by the Finance Committee.

2. Term of Finance Committee

The term of the nominated members shall be two years.

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 in 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.

4. Composition of Finance Committee

The following is the composition of the Finance Committee as per the guidelines of UGC.

S. No.	Category	Status
1	The principal	Chairman
2	Chief Finance Officer of the institution	Member
3	One person to be nominated by the Governing Body of the institution for a period of two years	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
6	To be nominated, if required	Member

- Formation of Finance Committee Chaired by Head of the Institution
- Delegation of financial power as per Financial Committee Recommendations and Delegation of Financial Powers improved up to 2.00 Lakhs to the HODs through the account of Head of the Institution

Planning

1

HUMAN RESOURCE PLANNING

- 1.1.1 The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
- 1.1.2 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.
- 1.1.3 He will consider appointing a Professor to be the Head of every discipline, besides the number of Assistant Professors and Lecturers required in accordance with the teacher student ratio prescribed herein.
- 1.1.4 The teacher student ratio shall be **1:20** and for this purpose the Professor shall also be included in counting the number of teachers.
- 1.1.5 Cadre ratio 1:2:6 (Professor: Associate Professor : Assistant Professor)
- 1.1.6 The minimum contact hours during the week for each category shall be maintained as follows:

Professor	14
Associate Professor	14
Assistant Professor	16
- 1.1.7 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.

RECRUITMENT

Basic requirements for faculty recruitment are considered as adaptability of smart creative teaching of subjects. ability to involve students in learning beyond classroom on real life advanced issues, and must have justified ability to prepare research project for submission to sponsoring agency to obtain research grant.

- 1.2.1 The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- 1.2.2 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:
 - 1.2.2.1 Advertisement in the National Newspapers
 - 1.2.2.2 Files maintained for storing the unsolicited applications
 - 1.2.2.3 Campus recruitment
 - 1.2.2.4 District or Special Employment Exchanges
- 1.2.3 The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
- 1.2.4 The committee shall short list the candidates in the following processes:
 - 1.2.4.1 Personal Interviews
 - 1.2.4.2 Aptitude tests, including class room demonstrations
- 1.2.5 The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman/Correspondent who in turn Interview the candidates and decide on the appointment.
- 1.2.6 An Offer of appointment shall be released by the Principal/Chairman /Correspondent in the Form 1 appended to this manual.
- 1.2.7 Recruitment is as per AICTE Norms.

CONSTITUTING SELECTION COMMITTEE

1.3.1 The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:

- i. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
- ii. The Principal of the College.
- iii. Head of the Department of the concerned subject in the College.
- iv. Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert. In case of colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject expert.
- v. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.

1.3.2 College Principal

The Selection Committee for the post of College Principal shall have the following composition:

- i. Chairperson of the Governing Body as Chairperson.
- ii. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- iii. One nominee of the Vice Chancellor who shall be a Higher Education expert. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
- iv. Two experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college) out of a panel of six experts approved by the relevant statutory body of the university concerned.

Faculty norms

BE./B.Tech. Faculty required 1:15 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor : Assistant Professor)

Programme	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech.	Aptitude to formulate research problem and idea to establish research lab to carry out research work is preferable
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years' experience in teaching / research /industry out of which 2 years post PhD experience is desirable. Research experience should be supported by good research papers published in SCI/SCOPUS Journals.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/ Research / industrial experience out of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications in SCI/SCOPUS journals / IPR/patents, etc., as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books and/or research paper publications in SCI/SCOPUS journals/IPR/patents, etc., as deemed fit by the expert members of the Selection committee.

ME./M.Tech

Faculty required 1:12 (Teacher : student ratio)

Cadre ratio 1:2 (Professor: Associate / Assistant Professor)

Qualifications as prescribed above

Note: Sanctioned students intake shall be considered for all (4) years in respect of UG and (2) years in respect of PG programmes for calculating Teacher: Student ratio

MCA Faculty required 1:15 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor : Assistant Professor)

Programme	Cadre	Qualification	Experience
MCA	Assistant Professor	BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech. and MCA with 1 st class or equivalent in Eithe BE / Btech / or MCA with 1 st class or equivalent with 2 yr relevant experience	Aptitude to formulate research problem and ability to establish research lab to carry out research work is preferable
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years' experience in teaching / research /industry out of which 2 years post PhD experience is desirable. Research experience should be supported by good research papers published in SCI/SCOPUS Journals.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/Research/industrial experience out of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years' experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications in SCI/SCOPUS journals / IPR/patents, etc., as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books and/or research paper publications in SCI/SCOPUS journals/IPR/patents, etc., as deemed fit by the expert members of the Selection committee.

Note: Sanctioned students intake shall be considered for all (2) years for calculating Teacher: Student ratio.

MBA Faculty required 1:15 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

Programme	Cadre	Qualification	Experience
MANAGEMENT MBA	Assistant Professor	First class or equivalent in Master Degree in Business Administration or equivalent with 2 yr relevant experience desirable	Aptitude to formulate research problem and ability to carry out research work is preferable.
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years' experience in teaching / research /industry/corporate house out of which 2 years post PhD experience is desirable. Research experience should be supported by good research papers published in SCI/Scopus Journals.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/Research /industrial experience out of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years' experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications in SCI/SCOPUS) journals /IPR/ patents etc., as deemed fit by the expert members of the selection committee. If the experience in industry/ corporate house is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality management, innovating, training and books/research paper publications in SCI/SCOPUS journals/IPR/patents, etc., as deemed fit by the expert members of the Selection committee.

Note: Sanctioned students intake shall be considered for all (3) years for calculating Teacher: Student ratio.

Principal / Director

Programme	Cadre	Qualification	Experience
	Principal / Director	Qualifications as above that is for the post of Professor. Postdoctoral work with Post PhD publications and guiding PhD scholars is highly desirable.	<p>Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor.</p> <p>or</p> <p>Minimum of 13 years' Experience in teaching and / or Research and/or Industry. In case of research experience, good academic record and books / research paper publications in SCI/SCOPUS journals / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at Managerial level equivalent to Professor level with active participation record in devising /designing, developing, planning, executing, analyzing, quality control, Innovating, training, technical books / research paper publications in SCI/SCOPUS journals / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential.</p>

MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHING FACULTY IN HUMANITIES & SCIENCES (as per AICTE Norms)

ASSISTANT PROFESSOR:

- i. Master's degree in relevant subject of Humanities & Sciences with first class or equivalent, at Bachelor's or Master's Level from any recognised Indian Institution.
- ii. Besides fulfilling the above qualification, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained in sub-clauses (i) and (ii) to this clause; a candidate, who has a Ph.D Degree awarded before 2009, or has been awarded a Ph. D Degree after 2009 in accordance with the Institution Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Assistant Professor in Technical Institutions.

ASSOCIATE PROFESSOR:

- i. Qualification as above for the post of Asst. Professor and Ph. D degree in relevant subject.
- ii. A minimum of 6 years of experience in teaching or research at an academic/research position equivalent to that of Assistant Professor and minimum of 3 publications in SCOPUS journals/ good impact factor International Journal of repute.
- iii. A minimum score as stipulated in the Academic Performance Indicator (API) Based Performance Based on Appraisal System (PBAS), set out in AICTE Regulations 2012.

PROFESSOR:

- i. Qualification as above for the post of Associate Professor.
- ii. A minimum of 10 years of teaching experience in Institution/institution, and/or experience in research at the Institution/National level Institutions/ industries out of which 5 years should be at the level of Associate Professor including experience of guiding candidates for research at doctoral level. OR Minimum of 13 years of teaching experience in Institution/institution, and/or experience in research at the Institution/National level Institutions/ industries.
- iii. Evidence of published work with a minimum of 4 publications in SCOPUS journals / good impact factor International Journal of repute.
- iv. A minimum score as stipulated in the Academic Performance Indicator (API) based on performance Based Appraised System (PBAS), set out in this Regulation in AICTE Regulations 2012.

Programme	Cadre	Essentials
NON TEACHING	Technician, Laboratory Assistant, Work Assistant	Essential B.Sc. Degree in relevant field from a recognized University/Institute (Laboratory Assistant) [B.Sc. in Physics along with ancillary subjects / B.Sc. in Chemistry along with ancillary subjects / B.Sc. in Biotechnology / Microbiology/ Biochemistry] OR Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade (Technician or Work Assistant). {ITI in Fitter/Welder/Machinist/Electrical/Automobile} OR Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade (Technician or Work Assistant). {ITI in Fitter/Welder/Machinist/Electrical/Automobile} OR Diploma in Engineering of three years' duration from a recognized Polytechnic / Institute (Technician, Work Assistant). [Diploma in Civil Engineering / Electrical Engineering / Mechanical Engineering / Electronics & Communications Engineering / Metallurgical & Materials Engineering / Chemical Engineering / Computer Science & Engineering].
	Senior Technician, Senior Work Assistant	Essential Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade (Technician or Work Assistant) {ITI in Fitter/Welder/Machinist/Electrical/Automobile}. OR Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade (Technician or Work Assistant) {ITI in Fitter/Welder/Machinist/Electrical/Automobile}. OR Diploma in Engineering of three years' duration from a recognized Polytechnic / Institute (Technician, Work Assistant). [Diploma in Civil Engineering / Electrical Engineering / Mechanical Engineering / Electronics & Communications Engineering]. Desirable 6 years' experience in handling laboratory equipment and engineering equipment and carrying out laboratory experiment in any University / College / Research Institute / State Government / Central Government / Government Undertaking / PSU / Institution of nation importance / Reputed Private Industry / Organization.
	Senior Assistant	Essential 10+2 in any discipline with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. Desirable Proficiency in other computer skills; stenography skills, Bachelor's degree in direct recruitment (selection) Experience 6 years at the level of Junior Asst.
	Junior Assistant	Essential 10+2 in any discipline with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. Desirable Proficiency in other computer skills; stenography skills.
	Attendant	Essential Matriculation or ITI or equivalent passes from a recognized Board or Institute.

ORIENTATION

- 1.3.1 Every teacher appointed in the Institution shall be given a brief introduction about the Institution by the Principal on the day of his/her joining.
- 1.3.2 The Principal shall take him/her to the department of his/her work and introduce to the Head of the Department.
- 1.3.3 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.
- 1.3.4 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 Institution.
- 1.3.5 The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- 1.3.6 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 / Incentives

2

POSITIONS AND PAY SCALES

2.1.1 The Institution will have the following positions of hierarchy in the teaching departments:

- a. Principal
- b. Special positions, including Deans and Directors
- c. Professors
- d. Associate Professors and
- e. Assistant Professors

In addition, each department shall have support staff like Lab Assistants, Department Clerk and Department Attendant.

2.1.2 The Institution Office will have the following positions of hierarchy in the administrative department.

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

2.1.3 The Scales of pay for various teaching positions will be as follows up to 2010-11:

- a. Principal and Special Positions....

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

- | | |
|------------------------|---------------------------------------|
| b. Professor | Rs 16,400 –450- 20, 900- 500 – 22,400 |
| c. Associate Professor | Rs 12,000 - 420 – 18,300 |
| d. Assistant Professor | Rs 8,000 – 275 – 13,500 |
| e. Fresh Graduates-BE | Rs 8,000 (Consolidated) |

- f. M.Sc/MA with M.Phil. Rs 8,000 (Consolidated)

Additional Qualifications and Previous Experiences carry the following monetary benefits:

- a. Ph.D (Engg) Rs 5,000
 b. Ph.D (Science/Humanities) Rs 3000
 c. Previous Experience Rs 150 per year of Experience.

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

- a. Librarian/AO Rs 4000 – 250 - 6000
 b. Cashier/Accountant Rs 3000 – 250 – 5000
 c. Programmer Rs 3000 – 250 – 5000
 d. Personal Secretary Rs 3000 – 250 – 5000
 e. Clerical Assistant Rs 2000 – 250 – 4000
 f. Data Entry Operator Rs 2000 – 250 – 4000
 g. Office Assistant Rs 1500 – 125 – 3000
 h. LAB Assistant Rs 2000 – 250 – 4000
 i. Attender Rs 1500 – 125 – 3000

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.

2.1.5 The 6th pay scales for various teaching positions will be as follows from 2011-12 :

- a. Professor with Pay Band of Rs. 37400 – 67000**
 Plus Academic Grade Pay of Rs. 10,000
- b. Associate Professor with Pay Band of Rs. 37400 – 67000**
 Plus Academic Grade Pay of Rs. 9,000
- c. Assistant Professor with Pay Band of Rs. 15600 – 39100**
 Plus Academic Grade Pay of Rs. 6,000

2.1.6 9th Pay scale for non-teaching positions shall be as follows from 2011-12:

a. Librarian/AO	Rs 16400 – 450 – 20900-500-22400
b. Cashier/Accountant	Rs 8000 – 275 – 13500
c. Programmer	Rs 8000 – 275 – 13500
d. Personal Secretary	Rs.6500 – 200 -- 10500
e. Clerical Assistant	Rs 2000 – 250 – 4000
f. Data Entry Operator	Rs 4000 – 125 – 7000
g. Office Assistant	Rs 4000 – 100 – 6000
h. LAB Assistant	Rs 4500 –125 – 7000
i. Attender	Rs. 2650 – 65 – 3300 – 70 – 4000

DEARNESS ALLOWANCE

2.2.1 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.

2.2.2 Management can also decide other allowances for Professor, Principal and Special posts.

INCREMENTS

2.2.3 Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution. The Increments will be affected at the beginning of every academic year, i.e. in the month of June.

2.2.4 Additional Increments shall be given to staff members based on their contributions and results achieved in the Institution Examinations, at the discretion of the Management.

INCENTIVES AND REWARDS

2.3.1 Faculty Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution. Points (d) to (i) are applicable to faculty members with minimum 1 year of service at the Institution.

- For producing 100% results in a theory paper: Rs 5000/- Cash Award.
- For producing 95% results in a theory paper: Rs 3000/- Cash Award.
- For producing 90% results in a theory paper: Rs 1000/- Cash Award.
- Department-wise, Yearly, BEST TEACHER AWARD: Rs 2000/- Cash Award.

- e. Paper publications in National journals/seminar – 50% TA, 100% Registration Fees, On Duty and Rs 1500/- Cash Reward
- f. Paper publications in International (SCI/Scopus) journal/seminar – 50% TA, 100% Registration Fees, On Duty and Rs 3000/- Cash Reward.
- g. Paper publications in National Conferences/seminar – 100% TA, 100% Registration Fees, On Duty and Rs 1000/- Cash Reward
- h. Paper publications in International Conferences/seminar – 100% TA, 100% Registration Fees, On Duty and Rs 2000/- Cash Reward.
- i. Paper publications in Local Conferences/seminar – 100% TA, 100% Registration Fees, On Duty and Rs 500/- Cash Reward
- j. If any of the projects carried out by students have won prizes at project exhibited outside Institution, the supervisor of such project and the students will be rewarded Rs.2,000/- (total) to such batch
- k. If any of the papers / PPTs presented by students are accepted at other institutions the students and the staff supervision will be awarded Rs.1,000/- for such batch
- l. Faculties undergoing Full-time, higher Education (PhD/ME/M.Tech etc) – Fees 100%, 50% Salary against 5 Years Service Agreement on completion of degree.
- m. Faculties undergoing Part-time, higher Education (PhD/ME/M.Tech etc) – Fees 100%, 100% Salary against 3 Years Service Agreement on completion of degree.
- n. Summer/Winter Schools/Seminars/Conferences - 50% TA, 50% Fees and On Duty for faculties with less than 3 years experience. 100% TA, 100% Fees Payables for faculties with more than 3 Years experience at the Institution(1 program/Year)
- o. Accredited departments with 5 years –Faculties are given one time cash award of Rs 2000/- each and Support Staff members Rs 1000/- each.
- p. For bringing any major lab equipment of costing at least Rs. 10, 00,000/- under a sponsored Research project an incentive as a recognition of successful effort will be paid to the PI of the Project. The value of incentive may be one fifth of the cost of the equipment
- q. Faculty member, organizing a national or international academic event with a sponsorship of at Least Rs. 2 lakhs and 4 lakhs respectively will be paid an amount of Rs. 5,000/- and 10,000/ Respectively as a token of encouragement
- r. The faculty members, who are recipient of honourable award from the state or national Government or from any statutory national and international organizations, by virtue of their Extraordinary contributions in academics, research, innovation, industrial cooperation and Institute administration, will be suitably rewarded by the institute.

- s. The faculty member scoring greater than 85 in 100 point scale of smart book for teaching any subject will be identified as a smart teacher and will be considered for a suitable award.
- 2.3.2 Accredited departments with 3 years –Faculties are given one time cash award of Rs 1000/- each and Support Staff members Rs 500/- each
- 2.3.3 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.
- 2.3.4 Criterion to recognize as performer
- a. Faculty members publishing a minimum of 5 papers in referred (SCI/SCOPUS) journal in a slot of Three years can be considered as a performer.
 - b. Performer of three and six consecutive overlapping slots of 3 years may be considered for early Promotion of Assistant Professor to Associate Professor and Associate Professor to Professor Respectively.
 - c. For early promotion the faculty member as Principal Investigator (PI) must procure at least one Sponsored research project of costing minimum of 25 lakhs in every independent slots of 3 Years.
 - d. For early promotion the faculty must earn average “very good” rating of student response as Primary requirement in five years.
 - e. Filing of patents and obtaining copy right will be considered as a research publication.
 - f. Faculty member must participate efficiently in the senior administrative duties as Head of the Department (HOD) or as Dean of any institute level administrative office with innovative contribution for the growth of the institute excelling performance of the student.

LEAVE



Annual Leaves:

3.1 Annual leave: The summer vacation for the faculty will be applicable as per the following guidelines.

Experience in this Institution	Vacation
Less than 1 year	2 weeks
More than 1 year	4 weeks

Leave for higher studies (M.Tech./M.Phil./B.Tech.) Examinations.
As per CDA rules of the Institution

Casual leaves

3.2 Casual leaves: For staff who have completed one year of service at Siddharth Group of Engineering Institutions will have 15 CLs per calendar year (1st January to 31st December) out of which 8 CLs will be credited on 1st January to every year, and remaining 7 will be credited on 1st July. One can use only 8 CLs before June, 30th and if all 8 are exhausted, before this time, they cannot use remaining 7 CLs before 1st July. The additional leaves taken exceeding 8 CLs from 1st January to 30th June will be treated as LOP. However, if any CLs are left unused during January to June will be carried forward to June to December slot.

If any CLs are left over beyond 31st December, the same will be lapsed. Staff are advised not to utilize more than 2 CLs in a month, exceeding which will be treated as LOP.

3.2.1 Staff with less than 1 year of experience:

Staff with less than one year experience at Siddharth Group of Engineering Institutions, will get one CL for every month of service completed and will be carried out subsequent months if not utilized.

Staff who have joined on or before 5th of month will get one full day CL for that month and who joins after 5th and before 20th will get ½ day CL for that month. Staff joining on or after 21st of a month is not eligible for CL for that month.

3.2.2 Permissions :

Permission means coming late to Institution, leaving the Institution before the Institution hours or going and coming back to Institution within the Institution time.

Permission is accorded only for one hour for all the above 3 cases. Only two permission are allowed in a month. Further permissions in the same month will be treated as half day CL or loss of pay (LOP).

3.2.3. Maternity Leave

(i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

(ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Study & Special Leaves

3.3 Study & Special leave

- (i) Marriage Leave: 3 days special leave will be allowed for the marriage of the staff members who have completed service for atleast 6 months in this Institution.
- (ii) Deputation to outside works: Staff attending works outside Puttur will be treated as “On Official Duty (OOD)” for that only.
- (iii) Deputation to Conferences/Workshops/Seminars/Symposiums etc.: The faculty who have put up atleast 3 years of service in this Institution will be permitted for 12 days of special leave in a year, not exceeding 6 days in a semester, for attending Conferences/Workshops/ Seminars/Symposium in the interest of the Institution.
- (iv) Higher Studies : Staff permitted to pursue higher studies should execute a bond to serve the Institution after completion of their courses as per following rule :

S.No.	Course	Course Duration	Bond Duration
1	M.Tech. or M.Sc.	2 year course (Part Time/Full Time)	2 year
2	Ph.D.	3 years maximum	3 years
3	M.Phil.		1 year

However they will be permitted for higher studies without pay only.

On duty assignments

3.4.1 The Institution can permit any staff member to take special assignments with other Institution or industrial units, for specific period of time or to attend seminars or training programs.

3.4.2 The period of absence due to such assignments shall be treated in the following manner:

- a. Where the assignment is under arrangement between the Institution and the other unit, the staff will continue to receive the pay and perquisites from the Institution as per terms and conditions of the agreement and the assignment.
- 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 Institution..

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

- c. Where the Staff is proceeding on a training programme duly sponsored by the Institution, 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 Institution during such period.

PROMOTION POLICY



Performance of faculty member will be considered as successful contribution in Teaching, Research & Consultancy and Administration clearly ensuring benefits to the students and Consequently a growth of the institute.

- 4.1.1 All promotions shall be considered on the basis of merit- cum – seniority basis.
- 4.1.2 The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.
- 4.1.3 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.
- 4.1.4 Under general circumstances the senior most member of the staff shall be considered for **promotion to the next higher level position**, subjected to, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:

(a) **Engineering Discipline/MBA/MCA**

1. **Assistant Professors to Associate Professor**

* M. Tech/MBA/MCA. with 5 years experience. Ph.D. is desirable.

2. **Associate Professors to Professor**

* 10 years of experience with Ph.D. and atleast 5 years in Associate Professor grade.

(b) **Basic Sciences and Humanities (Physics, Chemistry, English, Mathematics and Environmental Science)**

1. **Assistant Professors to Associate Professor**

- * M.A / M.Sc./ M.Sc.(Tech.) with M.Phil. and 7 years of experience or Ph.D. with 5 years of experience.

2. Associate Professor to Professor

- * 12 years with Ph.D. and atleast 6 years in Associate Professor Grade.

- 4.1.5 Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- 4.1.6 All decisions on promotions shall be taken up from the month of June every year.
- 4.1.7 Faculty member must ensure a quality teaching with passing of students not less than 70% on which they dealt in a semester.
- 4.1.8 A faculty must qualify in PhD/UGC-NET/APSET for inclination in his/her career.
- 4.1.9 A faculty must publish a minimum of 5papers in referred journals in a slot of 3 years.
- 4.1.10 A faculty must earn an average very good rating of the student response in 5years.
- 4.1.11 A faculty must attend a seminar, conference, or workshop in every year held at premier institutes.
- 4.1.12 A Faculty should be an active participant in administrative duties delegated by HOD/Principal

Note: The above new promotional policies are approved at governing bodies meeting dated 23-07-2017 for implementation

RETIREMENT



5.1. Retirement from Service

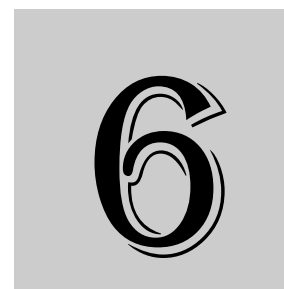
- 5.1.1. All teaching and non-teaching staff shall retire on completing the age of superannuation, which is 62 for teaching and 60 non-teaching.
- 5.1.2. When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1st of May of the succeeding year.
- 5.1.3. The Institution will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- 5.1.4. 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 and appropriate sanction by him.
- 5.1.5. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

5.2. Retirement benefits

- 5.2.1 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 Institution and on completing one year of service.
- 5.2.2 The Institution shall contribute 12% of the pay subject to the ceiling of Rs 780 per month per person, towards the Employer's contribution to the EPF Scheme
- 5.2.3 The Institution 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
- 5.2.4 The Institution shall remit both the contributions as stated above to the EPF Scheme authorities.
- 5.2.5 The Institution shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.
- 5.2.6 The Institution 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 or leaving the Institution.
- 5.2.7 The Institution 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.

DISCIPLINE AND GRIEVANCE



PROCEDURE

6.1 Code of Conduct for Teachers

- 6.1.1 Teachers shall be at the scheduled classroom in time without any exception.
- 6.1.2 Every teacher shall take attendance of the student at the beginning of the teaching hour.
- 6.1.3 Every teacher shall close the class room/laboratory punctually at the end of the hour.
- 6.1.4 A teacher 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
- 6.15 Every faculty member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- 6.16 Faculties and staff members shall not engage themselves in other activities/ businesses, which affects their effective contribution in the Department and the Institution.
- 6.17 Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- 6.18 Teachers and staff members shall maintain a respectable work conduct with continuous improvement 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.

6.1.9 Teachers and staff members shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, 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 Institution premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution?

6.1.10 Faculties shall conform to the Ethical Standards of a teacher as described in Annexure

DISCIPLINE

- 6.2.1 Any teacher who is violating the code of conduct defined in Section 6.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.
- 6.2.2 If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- 6.2.3 The Principal 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.
- 6.2.4 If the Principal 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.
- 6.2.5 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 teacher for giving his/her explanation.
- 6.2.6 On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- 6.2.7 The course of action for disciplining a teacher 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.

6.2.8 Where the punishment proposed is in the categories c or d under Section 6.2.7, the Principal 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.

6.2.9 The Principal shall report the proceedings periodically to the Chairman/Correspondent\

6.3 GRIEVANCES

6.3.1 The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.

6.3.2 The Grievance Committee shall be composed of three persons in the ranks of Head of the Departments, Principal/Director/Dean and Chairman/Correspondent.

6.3.3 The Principal shall notify the Constitution of the Committee and the names of members at the beginning of every academic year.

6.3.4 The grievance committee shall:

- Have a member secretary, to monitor the proceedings
- Meet once every week on a stipulated day and time

6.3.5 Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.

6.3.6 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.

6.3.7 The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.

6.3.8 The Member-Secretary shall record and maintain the minutes of the meetings

CONSULTING, R&D AND TEACHING

7

PROJECTS

7.1 Consulting Projects

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

7.2 Part Time teaching Projects.

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

INHOUSE R&D AND

8

SEMINARS/WORKSHOPS

8.1 In-house R&D

- 9.1.1 The Institution encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.
- 9.1.2 Each Department is given a minimum sanction of Rs 25000/- in a year, to promote in-house R&D activities.
- 9.1.3 Faculty members can submit their proposals through the HEAD of the Department and can avail an essential financial support for project to develop prototype model.

8.2 Seminars/Workshops

- 8.2.1 The Institution encourages its faculties to organize AICTE/ISTE funded Seminars and Workshops for the benefits of fellow teachers and students.
- 8.2.2 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).

INCENTIVES - STUDENTS



- 9.1.4 The Management is pleased to announce the following incentives and rewards for Students:
- 9.1.4.1 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).
 - 9.1.4.2 Students achieving/maintaining 1st and 2nd ranks are eligible for 25% FEES WAIVER during the subsequent year (But have to maintain minimum 80% Marks).
 - 9.1.4.3 For any Institution Rank holder (Top 3 Positions), 50% Fees will be refunded. For Others 25% Fees will be refunded.
 - 9.1.4.4 There will be a BEST-OUTGOING AWARD
 - 9.1.4.5 There will be BEST STUDENT AWARD (Department-wise).
 - 9.1.4.6 50% of Professional Society Fees (annual) will be paid by Management for Students with 80% aggregate.
 - 9.1.4.7 There will be free personality development, entrepreneur-ship, ethics, communication skills, computing skills and placement specific programs for Students.
 - 9.1.4.8 There will be free and subsidized add-on skills programs as per Industries Requirements
 - 9.1.4.9 Sponsoring money for first prize award winners in Techfest, seminar, project presentations. Appreciations are given by displaying the award winner names in the notice board.
 - 9.1.4.10 Yearly sports and games, cultural events are conducted regularly. The best performers are facilitated with the prizes, medals and certificates in the annual day and sports day celebrations.

Roles and Responsibilities and

10

Committees

10.1 List of Committees

The Institution has 31 committees for the effective functioning of the organization. The objectives and functions of the committees are organized as per the guidelines of the head of the institution.

The list and frequency of the meetings are mentioned in the below table.

Sr. No	Name of the Committee	Frequency of Meetings held
1	Academic Advisory Committee	once in the semester, as and when required
2	Institution Academic Committee	Monthly once, as and when required
3	Grievance Redressal Cell	Monthly once, as and when required
4	Student Counseling Committee	once in the semester, as and when required
5	Purchase/Stores Committee	once in semester, as and when required
6	Public Relations & Publications Committee	Monthly once in the semester whenever required
7	R&D and Consultancy Committee	Monthly once in the whenever required
8	Training & Placement Committee	Once in every fortnight, as and when required
9	Hostel Committee	Once in every fortnight, as and when required
10	Institution Maintenance Committee	Monthly once, as and when required
11	NSS Committee	Monthly once, as and when required
12	Social Welfare(BC/SC/ST) Committee	Once in every fortnight, as and when required
13	Sports & Games Committee	Monthly once, as and when required
14	Transportation Committee	Monthly once, as and when required
15	Arts/ Cultural Committee	Once in every fortnight, as and when required
16	Department Associations Committee	Once in every fortnight, as and when required
17	Examinations/Time Table/Admissions Committee	Monthly once, as and when required

18	Library Committee	Once in every fortnight, as and when required
19	Industry Institute Partnership Cell	Monthly once, as and when required
20	Entrepreneurship Development Cell	Monthly once, as and when required
21	Website/ICT/Internet Committee	Once in every fortnight, as and when required
22	Alumni Coordination Committee	once in the semester, as and when required
23	Internal Quality Assurance Cell	once in the semester, as and when required
24	Internal Complaints Committee	Monthly once, as and when required
25	RTI Cell	Monthly once, as and when required
26	Professional Societies & Activities Committee	Once in every fortnight, whenever required
27	Gender Championship Committee	Monthly once, as and when required
28	Anti-Ragging Committee	Monthly once, as and when required
29	Result Analysis Committee	Once in the semester
30	Women Empowerment Cell	Monthly once, as and when required
31	JNTUA,AICTE,NAAC,NBA & ISO Committee	Once in beginning of the academic year, as and when required

10.2 Roles and Responsibilities of various positions

Functions of the Head of the Institution:

The principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, 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 Board of Governors, Chairman of Academic Council, Chairman of Finance committee and also 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 administration functionaries in various committees. He is responsible for according extension or changes various functionaries in the administration, with the approval of Academic Council

Functions of the Vice President:

The vice-president academic is the chief academic officer for the Siddharth group of Institutions, and provides leadership in attaining academic excellence across all of its students and faculties of institutions.

The VPA works closely with academic and administrative colleagues, and maintains overall responsibility for the planning, development, and implementation of academic plan for the Siddharth group of institutions. The Vice President maintains a close relationship with the head of the institution to ensure that the institutions as a whole is delivering on its mission, on serving its students, and on the goals of the broader academic plan.

Functions of the Director Academics:

The Director of Academics is responsible for overseeing, coaching and supporting classroom teachers to ensure that all Columbia Academy students reach their highest academic potential. The Director of Academics will work with principals, teachers, parents, and students to promote student learning. Reporting directly to the President, the Director of Academics will work closely with the principals to establish a strong achievement centered culture; coach all teachers to excellence using data to inform decisions; ensure the functionality of systems that support student achievement and design targeted individual and group professional development for teachers.

Interview and recruit teachers for appropriate departments. Work with Academic Coordinator to select student and teacher of the month awards. Plan faculty meetings, orientations, trainings and workshops.

Support and participate in institution and community related activities. Plan budget, schedule and resources for institution and community related activities. Coordinate with other Academic Department Directors in sharing faculty and other educational and instructional ideas.

Develop educational process and policies to meet curriculum goals. Provide training to faculty on latest instructional technology and technique. Develop unique and interactive educational programs and courses for students. Manage faculty resources, administrative staffs and other institution resources.

Develop and implement faculty development programs. Develop and implement academic enhancement programs for students. Schedule regular meetings with institution staffs and faculty staffs.

Assist in preparing students' report cards and attendance records. Order and stock books and other school supplies as needed.

Functions of the Principal:

To conduct the meetings of the Board of Governors as per the stipulated guidelines

To hold Academic Council meetings as per the norms.

To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.

Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.

He 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 Board of Governors, Academic council, Institution, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the institution.

The duties of the Principal may be suitably categorized as

a) Academic Administration:

- a) On academic matters the Principal is generally 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.
- b) Will be assisted by various Heads of the departments, Dean -Academic, Controller of Examinations of the institution, senior faculty members and various committees mentioned in the manual.
- c) Matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the institution.
- d) In Admissions process, coordinator-admissions will assist the Principal.
- e) In matters related to academic work, he will be assisted by the Dean-Academic, Chairman, Board of Studies and heads of the departments.
- f) 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.
- g) 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.
- h) Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- i) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- j) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
- k) In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of examinations of the institution.
- l) In matters related to student attendance, drop outs, medical condonation Principal gets assistance from Dean Academic.
- m) 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.

- n) Principal shall also ensure quality assurance and he should be assisted by coordinator, IQAC.
- o) Shall monitor, evaluate research, development and consultancy activities. Dean, 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.
- p) The principal should promote industry-institute interaction for better employability of the students.
- q) Shall promote internal revenue generation (IRG) activities with the help of staff and students.
 - a. Arrange finishing School for the students with the active association of Dean, campus relations.
 - b. Shall efforts to look after overall welfare of staff and students.
 - i. For effective functioning of the institution he shall build close rapport between staff,
 - ii. students and management.
 - c. Shall ensure perfect order and discipline among all the staff concerned and ensure
 - i. serene academic environment in the campus.
 - d. Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UGC, Institution, State Council of Technical Education, Department of Technical Education authorities.
 - e. Shall involve faculty members at different levels for various institutional activities.

b) General Administration

On general administrative matters Principal shall be assisted by Dean-Academic, 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, including CAS for teaching staff and AAS for non-teaching staff.
- iii. Arrange performance appraisal of faculty and supporting staff.

- iv. Shall have power to sanction EL, HPL, ML, EOL up to the level of Heads of departments, except 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, censure, 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. Directed to establish a HR Department to take care of several PRO activities of faculty, Staff and others.

c) **Financial Administration**

- i. Principal is assisted by the Finance committee in financial administration.
- ii. 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.
- iii. Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body.
- iv. 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.
- v. 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.
- vi. The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the institution.
- vii. 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. Shall countersign T.A bills.
- viii. Shall have power to sanction advances and final withdrawal of EPF of the staff as applicable.

Functions of the Finance officer:

The chief finance 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 duties will be clearly mentioned in the administrative manual of the institution.

His functions also include

- i. 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.
- ii. Responsible for formulation of procedures and guidelines for various financial transactions pertaining to the institution.
- iii. All the staff employed in the accounts section works under CFO/FO. CFO/FO shall monitor and supervises the activities of the staff under his/her control.
- iv. Preparation of pay roll.
- v. Verification of records, receipts and payments, income and expenditure, quarterly-
 - a. budget control statements, statements related to cash and funds flow, and preparation of
 - b. Balance sheet.
- vi. Budget estimates relating to the grant received/receivable from UGC, AICTE if any, and
 - a. income from fees, etc. collected for the activities to undertake the scheme of
 - b. Autonomy.
- vii. Maintenance of accounts pertaining to sponsored research projects.
- viii. Maintenance of accounts of consultancy funds received through consultancy
 - a. Services offered by the staff/institution.
- ix. Smooth and effective conduct of annual audit by internal auditors as well as statutory Auditors and necessary follow-up action.
- x. Any other work related to the accounts assigned by the Board of Governors, Academic Council and the Principal.

Roles and Responsibilities of Professors, Associate and Assistant Professors

Professor:

- i. Teaching. Laboratory development.
- ii. Students Assessment & Evaluation including examination work of Institution
Development of Curriculum, developing learning resource material
- iii. Participation in the Co-curricular & Extra-curricular Activities.
- iv. Student Guidance & Counselling.
- v. Helping the students in personal, ethical, moral and overall character development.
- vi. Continuing education activities.
- vii. Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc.,
- viii. Self development through upgrading qualification, experience & professional activities.
- ix. Providing Industry sponsored projects, consultancy, testing services and Industry – Intuition Interaction.
- x. Involving in the Academic and Administrative Management of the institution.
- xi. Policy-Planning, Monitoring & Evaluation which are connected to the development.
- xii. Promotional activities both at Departmental and institutional level.
- xiii. Involving and Assisting the HOD in the Design and development of new programmes.
- xiv. Preparing project proposals for funding in areas of R & D Work.
- xv. Laboratory Development, Modernization, Expansion, etc.
- xvi. Monitoring and Evaluation of academic and research activities.
- xvii. Participation in policy planning at the Regional/National level for development of technical education.
- xviii. Assisting the HOD in Planning and implementing Staff Development activities.
- xix. Maintain accountability, Conduct performance appraisal.

- xx. Guiding Research, any other work assigned by the Principal/Management from time to time.

Associate Professor:

- i. Teaching including laboratory work.
- ii. Evaluation including administering tests, invigilation during conduct of tests.
- iii. Innovation in teaching, laboratory work and instructional materials, continuing
- iv. education activities, academic and administrative planning and development work at departmental level and assisting at institution level.
- v. Leading consultancy projects and extension services Curriculum development and developing resource materials.
- vi. Research activities and research guidance.
- vii. Assisting in conduct of and organizing seminars/workshops/guest lecturers.
- viii. Development of the Curriculum and Learning Resource materials.
- ix. Any other work assigned by HOD/Principal /Management from time to time.

Assistant Professor

- i. Teaching including laboratory instruction and academic activities such as acting as Class review Committee member, invigilator, Lab In charge, Coordinator (Attendance), assistance in conduct of seminars, symposia, guest lecturers.
- ii. Students assessment and evaluation, aside from acting as paper setter.
- iii. Assisting in consultancy and R & D Activities.
- iv. Co-curricular and extracurricular activities / student welfare activities.
- v. Assisting in departmental administration.
- vi. Involvement in departmental / institutional developmental activities.
- vii. Be a member in such student welfare committees as Anti Ragging
- viii. Committee, Discipline Committee and a proctor.
- ix. Shall attend to the work allotted by HOD/ Principal / Management from time to time,
- x. helping in the cause of Academic development of the institute.

The functions, roles and responsibilities of other administrative functionaries, staff, librarian etc. are clearly spelt out in the administrative manual of the institution. The functions of various non-statutory committees are given separately along with their composition.

Functions of the Head of the Department:

- i. Responsible for all the academic affairs of the Department.
- ii. Looks after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.
- iii. Reports to the Principal regarding all the requirements of his/her department such as Faculty Member, supporting staff, equipment, books & journals, maintenance etc.
- iv. Represents his/her department and will report to the Principal all the requirements/short comings for the development and proper functioning of the Department, during weekly/fortnightly meetings.
- v. Looks after the matter related to R & D, Consultancy and Research Publications.
- vi. Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.
- vii. Responsible for mobilizing his/her Faculty Member for different research grants.
- viii. Responsible for innovative programmes including collaboration with other institutions, Universities and different industries.

Roles and Responsibilities of the COE/ACOE

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

- a) To prepare academic calendar including examination schedule and implement the same;
- b) To appoint examiners and moderators as prescribed in the rules & regulations;
- c) To arrange for printing of question papers and answer books and their safe custody;
- d) To arrange to evaluation and to process the results;
- e) To arrange for timely declaration and publication of result and to refer, if, deem necessary any matter before the examination committee prior to declaration of results;
- f) To postpone or cancel examination in part or in whole, in the event where such need arises;
- g) To ensure confidentiality and to make assessment/ improvement in the process of the Institution examination/ evaluation;
- h) To finalize the mode of examination for different courses in consultation with concerned Faculty/ School/ Department/ Academic Council;
- i) To appoint external agency(s)/ observer(s) for conducting and monitoring the examinations;
- j) To appoint external agency(s)/ evaluator(s) for evaluation of examination;
- k) To submit report regarding examination(s) to the Principal
- l) The Controller of Examinations shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by the Principal.
- i. In the absence of the COE/ ACOE(s), his duties shall be performed by any officer or teacher of the Institution as assigned by the Principal.
- ii. Postgraduate preferably Doctorate in Management with 15 years of experience
- iii. As per UGC guidelines.

Functions of the Dean Institutional Research R&D

- i. Managing research projects as per the norms of the funding agency and SIETK Puttur. This includes managing the expenses incurred in R&D projects.
- ii. Promotion of Institute-Industry interactions
- iii. Technology Development and Transfer
- iv. Provides a platform for start-ups by prospective entrepreneurs to convert their innovative ideas into commercially viable products. It provides services related to patenting and commercialization activities.
- v. Publishes research within the Institute through magazines like R&D Newsletter, Directions.
- vi. Institution Lectures
- vii. It liaisons between the funding agencies and potential sponsors of the projects.
- viii. Joint funding programmes
- ix. Vetting of all agreements and MoUs

Functions of the Dean Industrial Academia Partnership

- To promote industry academia relationships.
- To request real time projects and assignment from industries.
- To assign projects and assignments for the faculty and students.
- To motivate and to train faculty and students to complete the industrial assignments and projects in time.

Functions of the Innovations & IT Center

The Dean has a special role as the custodian of innovation and high standards in academic matters. It is his responsibility to stimulate and facilitate curriculum and program development, to ensure the academic integrity of programs, to maintain and enhance the standards of those programs by ensuring that good students are recruited, curriculum is carefully considered, programs and courses are staffed, equipped and delivered in a manner consistent with vision and mission of the institution.

The responsibility of a Dean is to:

- i. Advise on academic matters (strategic developments, research initiatives and research funding bids, Research proposal submissions, etc) for Departments in their Faculty.
- ii. Maintaining good working relationships with faculty and administration in all academic and non-academic areas.
- iii. Maintaining effective communication between students and faculty within the Institution and with other academic units.
- iv. Articulating the institution vision and mission, policy and procedures to members of the Institution.
- v. Serve as a liaison with Departments on the preparation of Departmental Strategic Plans and to produce a Faculty Strategic Plan based on input from Heads of Departments in the Faculty, drawing on available Departmental and other relevant Strategic Plans.
- vi. Oversee (i) teaching and learning strategies and (ii) quality management and enhancement at Faculty level and in Departments across the Faculty, through chairing Faculty Teaching Committees.
- vii. Liaison with Faculty Mentors, HOD's and Principal on all students academic matters.
- viii. To oversee examination matters at Faculty level through chairing Faculty Boards of Examiners.
- ix. Serving as a liaison with relevant professional associations and state and national regulatory and accrediting agencies.

- x. To work with the Development & Alumni Relations Office and Faculty fundraising projects.
- xi. Do the Additional responsibilities as assigned by the Management and Principal time to time

Functions of the Dean Industrial Training & Consultancy

The roles of the Faculty Industrial Training Committee include but not limited to:

- i. preparing the Industrial training implementation schedule;
- ii. delivering the Industrial training briefing to the students and Faculty Supervisors
- iii. facilitating the students in meeting the defined requirements to conduct the Industrial training;
- iv. monitoring the suitability of the Industrial training organization;
- v) coordinating the appointment of the Faculty Supervisors;
- vi) ensuring students go through their Industrial training according to the defined scopes;
- vii) compiling the evaluation forms and reports for grading;
- viii) updating the list of potential Industrial training organizations;
- ix) preparing the Industrial training implementation report for the Faculty Academic Committee, upon completion of the Industrial training of the present semester;
- x) preparing organizations and students feedback report.

Faculty Industrial Training Supervisor Roles and Responsibilities

The Faculty Industrial Training Supervisors are the personnel of the FC academic staffs – appointed by the Faculty Dean. Their main roles are:

- i. ensuring students are placed at the Industrial training organization approved by the Industrial Training Committee;
- ii. discussing with the Organization Supervisors concerning the training programmes
- iii. facilitating and guiding the students during the Industrial training;
- iv. engaging the organization and student to discuss their visit to the organization;
- v. visiting the organization to monitor and evaluate the students as well as completing the Faculty Supervisor Visit Report Form (BLI-3B) [Appendix 3] and return it to the Faculty;
- vi. Monitoring and evaluating the online student's log book and evaluate the final Industrial training report;
- vii. preparing the supervision and evaluation reports and providing recommendations for the Industrial training improvements;
- viii. establishing good rapport with the organization.

Students Roles and Responsibilities

The student who undertakes Industrial training is responsible mainly to complete the project and tasks assigned by the organization within the stipulated time frame.

The student is also responsible for:

- i. attending the Industrial training briefing;
- ii. exploring and gathering information about the Industrial training organization for the approval of the Faculty Industrial Training Committee;
- iii. officially informing the Faculty Industrial Training Committee on the acceptance or decline of the placement offer;
- iv. notifying the Faculty Industrial Training Committee soon after reporting at the organization;
- v. consulting the Faculty Supervisor when meet with challenges;
- vi. arranging for the accommodation and transportation for the Industrial training;
- vii. completing the tasks assigned by the organization;
- viii. making notes of daily activities using the online log book, write the Industrial training report and execute any other tasks as instructed;
- ix. giving full cooperation to the organization at all times;
- x. meeting the training scopes as required by the organization;
- xi. contributing to the organization in the right capacity and maintain positive attitude;
- xii. conforming to the organization rules and regulations;
- xiii. ensuring full attendance at the organization on every working day;
- xiv. observing self-safety throughout the training;
- xv. building good rapport with the organization as ground to venture into professional career;
- xvi. maintaining the Institution's good reputation;
- xvii. submitting all related documents to the Faculty Industrial Training Committee in the timeframe as scheduled in the Industrial training calendar;
- xviii. Complying with the Institution and Institution Institution Act, 1971 and Universiti Teknologi Malaysia Practices (Students' Discipline), 1999.

Students Discipline

The students should conform to the instructions and regulations as determined by the Industrial Training Committee – failing which a penalty score may be imposed on the students or may be graded as FAIL. The Industrial training misconducts list is stipulated in Appendix 4.

Functions of the Dean Alumni

1. To be responsible, in consultation with the Director of Development and Alumni Relations and other relevant individuals, for developing and implementing the Institution's Alumni Relations strategy.
2. To determine the Alumni Relations team's strategic direction and to provide leadership, motivation and support in order to maintain the quality of the team's output so that the Institutions and Department's objectives are achieved.
3. To line manage the Alumni Communications Manager, Alumni Relations Officer – International and Volunteers, Events Officer and Alumni Relations Assistant, allocating tasks and monitoring progress; supervising, motivating, and training; and taking full line management responsibility. Also, to oversee the work of the Alumni Events Assistant and take line-management responsibilities when the Events Officer is unavailable.
4. To be responsible, in consultation with the Director of Development and Alumni Relations, for developing the Alumni Relations budget and tailoring the Alumni Relations programme to the available resources and monitoring expense against that budget.
5. To oversee liaison between the Alumni Relations team members and others in the Institution to ensure that there is effective communication with senior colleagues on matters relating to alumni events, alumni group activities, Institution publications, web and email communication.
6. To create and implement strategies for alumni relations as follows, working
7. To create and implement strategies for alumni relations as follows, working with relevant members of the team as appropriate:
 - Alumni benefits and services including links with other areas of the Institution.

Alumni communication and publicity, including print and online publications targeted at alumni;

- Web and email communication, including development and overview of the Development and Alumni Relations web site and web services for alumni;
 - Events and activities, agreeing target groups with other section heads, then ensuring that activity attracts and involves as many members of target groups as possible;
 - Encourage and support academic and other departments in undertaking events and communications which will promote good alumni relations;
 - India and overseas alumni groups and clubs/associations, providing strategic advice on communications and local events;
 - Liaise closely with, provide support to, and help direct the activity of various alumni groups, both self and Institution-organised.
8. To develop strong student, alumni, staff and other volunteer networks working with key individuals to support and develop strategies for alumni relations activity and to identify individuals (particularly alumni and others) who may be for fundraising volunteer work and/or donations.

9. To meet alumni and others, representing the Department and Institution at alumni, Institution and other external events and meetings, both in the UK and abroad.

10. To manage the Institution's relationship with Convocation to ensure that Convocation functions effectively and in a way that benefits the Institution.

11. To recruit and manage volunteers to work with alumni groups including Convocation and international chapters.

12. To work closely, and help to develop strategies, with colleagues in academic departments with responsibility for alumni relations, especially the Faculty Marketing Managers and School of Management Alumni and External Relations team.

13. To work closely with the Heads of Departments who have frequent contact with alumni, especially the International Office and Careers Advisory Service, and their teams, to develop and implement their strategies for alumni. Additional requirements of the job:

- Participating in any relevant training course which the Director of Development & Alumni Relations considers to be relevant to the duties of the post and/or the needs of the post-holder as agreed through the appraisal process.

- Occasionally the need to attend events taking place "out-of-hours", normally by prior arrangement, for which time off in lieu can be claimed.
- Undertaking other similar duties as required.

- Liaising with counterparts at peer institutions to ensure that the Institution's alumni relations programme follows best practice.

- Maintaining a good knowledge of the higher education sector and, in particular, the Institution of Bath

Functions of the Dean Training & Placements

1. Training and placement of the students in the industry/ other user system.

2. Industry Institute Interaction.

3. Arranging Industrial visit of students.

4. To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.

5. To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.

6. To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.

7. To arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum.

8. To arrange entrepreneurship camps and to motivate the students for self employment.

9. To arrange programmes for guidance and counselling of the students regarding various sources of finance, men and material for self-employment.

Functions of the Dean Student Affairs:

The counselling and placement of students

The provision of chaplaincy services through the Chaplaincy Board to students and other members of the Institution.

The resolution of conflict between students and halls and hostels of residence as well as conflicts involving students outside of halls and hostels

Making representation to the Institution about ways of enhancing the quality of student's life

Ensuring that maintenance of cordial relations among the various student groups and the student body as a whole, to ensure that they obtain maximum benefit from their Institution experience

Ensuring the orderly organisation of student's activities within the Institution

Providing leadership to all bodies and activities that promote the well-being of students of the Institution including the Student's Representative Council (SRC), the legion branch of Graduate Students Association of Ghana (GRASAG), and the Guidance and Placement Center;

Overseeing the formation of students associations;

Working with student groups and the Sports Directorate in developing extra-curricular programmes and activities of the institution;

Co-ordinating with the groups to encourage the participation of students in the activities that promote personal growth and development of students;

Encouraging the development of a student culture that encourages exercise of leadership, respect for diversity and the traditions of the Institution, and responsibility for personal actions;

Ensuring that any disciplinary actions imposed on any student(s) by the recognised authority of the Institution y are compiled with;

Giving permission to students to go on protest marches and demonstrations whether within or outside the Institution;

Functions of the Dean Documentation and Broadcasting:

The Dean of Broadcast and Media Communications will be an inspirational leader, strong communicator, and creative problem solver. We are looking for a visionary who has experience in media and education, who will work with faculty and staff to craft a cutting edge contemporary department for the future. If you are known for your positive attitude, integrity and ability to meet deadlines and budgets, we would like to hear from you.

The Broadcast and Media Communications department is made up of imaginative, experienced and creative content producers. Within our three programs, we specialize in video and audio production, as well as journalism plus on-air and online storytelling.

We look forward to working with an Associate Dean who is proactive, accountable, and a champion for this evolving and exciting media industry.

Reporting to the Dean of Business, and working with departmental Associate Deans, Managers, faculty and staff, the Associate Dean of Broadcast and Media Communications will provide administrative and educational leadership to full-time and part-time students, as well as industry training programs and courses.

The Associate Dean functions as a member of academic departments, as faculty and staff personnel supervisor, and as the individual responsible for the implementation of corporate and school level educational strategies and objectives.

The Associate Dean is responsible for leading a broad range of initiatives impacting the daily and longer term strategic issues important to the Institute. The Associate Dean represents the School's Dean as appropriate.

Additional duties and Responsibilities

Represents the Institute and Department at relevant Industry, community and sector functions.

Acting Dean where and when appropriate.

Establishes and maintains an effective liaison with relevant industries, professional groups and associations, government agencies, joint boards, BCIT support groups, etc.

Manages complex budgets, both operational and capital, including determining costs, allocations, and expenditures, and monitoring the processes for multiple programs.

Ensures academic integrity for all program courses.

Establishes, maintains and operates an ongoing process of program evaluation, ensuring that programs and courses are of a high quality and are effectively and efficiently delivered in accordance with established standards.

Manages the department in accordance with the appropriate collective agreement.

In consultation with the program areas, a set appropriate performance expectations, and evaluates performance based on those expectations and objectives. In accordance with the relevant collective agreements, coordinates and signs off faculty and support staff performance reviews. Ensures that group and individual staff development plans are established to meet individual, program and Institute needs. Monitors implementation of these plans.

Number of employees reporting directly to the position varies by department, typically up to 30.

Works under general direction of the Dean and is required to operate autonomously. Work is reviewed periodically for achievement of objectives and quality and effectiveness of programs.

Functions of Staff, Supporting Staff positions

Task-management team:

The team is specially constituted to assist the Management in its efforts to sustain the existing modern facilities and to manage all the developmental works on the campus in order to run the institutions on sound and effective lines with state of the art infrastructural facilities and student - focused academic environment . Comprising the following, each of the Team Member discharges respective duties and responsibilities listed below, under the direction of the Chairman/Secretary in co-ordination with the concerned functionaries like the Principal(s)/Head(s)/Warden(s) etc., as situations demand.

Chief operating officer:

1. Event Management including Campus Interviews, Placements, Industrial Tours, Institution-Industry Relations
2. Supervision over building activity including execution of expansion –Plans
3. Liaison with external agencies
4. Field-level supervision of all developmental activities on the campus
5. Liaison work at the time of Admissions etc.,
6. Accounts and auditing, Financial Services as may be entrusted from time to time.

Manager (materials management)

He is responsible for the inventory of all construction material and all major equipment and installations on the campus. His specific responsibilities are :

1. Placing orders for materials based on the inventory position of each item under stock.
2. Supervision over the use of the materials issued.
3. Supervision over the work force at the work spot
4. Stock registers, issue register, supply registers Steel, Cement, Cement Bricks, Sand & Metal, Tiles
5. Supervision over Electrical, Plumbing, Sanitary, Steel & PVC Pipes, PLY Wood, Carpenter/Wood -Works related Material, Tiles Laying, Pop Wall Putty, Painting, FAI Cooling, Windows(Aluminium/Steel/Wood etc), Garden, Gardener & Land-scoping , Auditorium Works etc.,

Manager (works & maintenance)

He is Responsible for the execution of the following works :

1. Civil Works
2. Mineral Water Plants
3. Water Pumps Maintenance
4. House keeping
5. Premises Cleaning Up
6. Hostel & Canteen
7. Class Room
8. Security
9. Generator Maintenance
10. 'E' Class Room& Seminar Halls

Duties of Attenders

1. They should follow the institution timings regularly and strictly.
2. The working hours for attenders are 8.00 A.M to 4.30 P.M.
3. They are required to report to their duty at 8.00 A.M every day.
4. They are required to monitor the students' dress code from 8.00 A.M to 8.45 A.M. every day at the assigned places.
5. From 8.45 AM, they are required to be in the department.
6. They are required to clean the tables, systems, chairs of HOD, staff and Laboratory rooms.
7. They are required to provide drinking water in HOD and staff rooms.
8. They are required to take circulars given by HODs to respective department staff in time. If any faculty is not available during the circulation of the circular, it is the responsibility of the attender to show the circular to that faculty and get signature.
9. After circulation, the attendance should report back to HOD with the circular and then file it.

10. They are required to maintain the Notice Board by clipping the Notice Board circulars and also filing of old circulars in the Notice Board.
11. They are required to get tea for department staff twice a day.
12. While they go for tea, they should not waste time in between in canteen or at any other department un-necessarily.
13. They should not gather and gossip.
14. They are supposed to stay in the department when they are not sent for circulars or tea.
15. They are supposed to take care of opening and closing of the classrooms.
16. They are required to check the cleanliness of toilets, class rooms, labs and make sure that they are clean.

Lab Rules and Regulations

General Rules

- 1) All students must follow the dress Code while they are in the laboratory.
- 2) Sandals or open-toed shoes are **NOT** allowed.
- 3) Food drinks and other eatables are **NOT** allowed.
- 4) All bags must be left at the indicated place.
- 5) The laboratory timetable must be strictly followed.
- 6) Punctuality should be maintained.
- 7) Experiment must be completed within the given time.
- 8) Respect the laboratory and its other users. Perfect silence is to be maintained.
- 9) Workspace must be kept clean and tidy at all time.
- 10) Handle all apparatus with care. All the apparatus and other lab items must be handled carefully.
- 11) Students are liable for any damage to equipment due to their own negligence.
- 12) All equipment, apparatus and tools must be **RETURNED** to their original places after use.
- 13) Students are **strictly PROHIBITED** from taking out any items from the laboratory without permission from the laboratory supervisor.
- 14) Students are **NOT** allowed to work alone in the laboratory.
- 15) Please consult the laboratory supervisor if you are not sure on how to operate the laboratory equipment. In case of doubt in operation/handling the lab equipment, the supervisor or the staff in-charge must be consulted. The students should not handle the equipment without knowing the procedures.
- 16) Report immediately to the laboratory supervisor if any injury occurred.
- 17) Report immediately to the laboratory supervisor any damages to equipment, hazards, and potential hazards.
- 18) Please check the laboratory notice board regularly for any update and announcement.

Computer Utilization Policy

- 1) Boot-up computers from floppy disk/pen drive is **strictly PROHIBITED**.
- 2) Students should never interfere the original computer configuration or setup: BIOS setup, Windows Operating System setup, Files and Directory created, etc.
- 3) Students are **NOT** allowed to install Software or Hardware inside computers in the laboratory.
- 4) Unauthorized copying of software or using illegally copied software is **strictly FORBIDDEN**.
- 5) Students must promptly relinquish their tasks for scheduled classes or upon request by the laboratory supervisor.
- 6) Computer games are **strictly FORBIDDEN** in the laboratory.
- 7) **DO NOT show**, view, copy, download or scan pornography and pornographic materials in any form.
- 8) Please check out individual
- 9) laboratory regulation and operating procedure.

Duties and Responsibilities of a Laboratory Supervisor

- 1) To ensure an up-to-date inventory of the laboratory equipment is kept all the while, and to make an inventory check at the **end of every semester**.
- 2) To ensure all equipment is **maintained in tip-top condition** and are available at all time.
- 3) To suggest equipment/accessories/components for the laboratory based on teaching and research requirement to the Head of Department/Dean.
- 4) To assist in procurement of equipment/accessories/components upon approval by the Head of Department.
- 5) To **feedback** the Head of Department on **conditions, requirement and inventory** of laboratory equipment.
- 6) To be **in charge of the Laboratory Staff Member** assigned to the laboratory.
- 7) To ensure that **sufficient components and equipment** are available for experiments.
- 8) To supervise laboratory sessions.
- 9) To ensure that academic staff/postgraduate students/undergraduate students are given full support in teaching and research work.
- 10) To propose and suggest equipment/components of latest technology to upgrade the laboratory to the Head of Department/Dean.
- 11) To ensure all laboratory **assignments are graded properly** and results submitted to the respective Department/Unit **on schedule**.
- 12) To receive guests and give explanations on laboratory from time to time.
- 13) To carry out duties and assignments as required by the Head of Department/Dean from time to time.

Duties and Responsibilities of a Laboratory Technical Assistant

- 1) To ensure that the laboratory is **assessable during office hours**.
- 2) To keep an up-to-date inventory of the laboratory equipment/consumables.
- 3) To maintain and service the equipment in tip-top condition.
- 4) To feedback to the laboratory supervisor of the laboratory and Head of Department, requirement and inventory of laboratory equipment.
- 5) To ensure that sufficient components and equipment are available for experiments.
- 6) To help to supervise laboratory sessions.
- 7) To help academic staff/postgraduate students/undergraduate students on experiments and use of equipment in the laboratory.
- 8) To carry out duties and assignments as required by the Head of Department/laboratory supervisor from time to time.

Annexure 1

Form of appointment letter

Date:

To

Dear Sir,

With reference to your application dated.....and subsequent interviews you had with us, we are pleased to appoint you as ain our Institution, under the following terms and conditions:

- 1) You will be reporting to the.....
- 2) You will be on probation for a period of one academic year, on successful completion of which your services will be confirmed.
- 3) You will receive a monthly basic pay of Rs....in the grade.....
- 4) You will be paid in addition a monthly dearness allowance as applicable.
- 5) You will be governed by the Service regulations of the Institution.
- 6) You will retire from the Institution service on your attaining the age of superannuation, which isfor your category of employment.
- 7) Your services can be determined by giving notice of a month either side, however, if you choose to leave the Institution during the course of the Academic year, you must give 6 month's notice or salary in lieu thereof.

Please sign the duplicate copy of this letter of appointment in token of have accepted the above terms and conditions and return the same indicating the proposed date of your joining the Institution.

Welcoming you to the Institution and wishing you a successful teaching Career.

Faithfully Yours,

Principal.

Annexure 2

Letter of Confirmation

Date:

To

Dear Mr/Ms

Further to our letter of appointment dated....., we are pleased to confirm your services in the Institution as awith effect from.....

You will continue to receive the same salary and allowances, as you have been receiving at present.

With best wishes,

Faithfully Yours,

Principal.

Annexure 3
Personal Data Form

PERSONAL DATA SHEET

Name		<i>Photograph</i>	
Residential Address			
Telephone No.	Permanent Address		
Telephone No	email ID		
Date of Birth			
Education			
Qualification and Year of Passing	Institution	Rank and Marks obtained	
Experience			
Place worked	Position	From	To
Family details			
Name of the member		Relationship	
References			

I hereby declare that all the information furnished above are true to the best of my knowledge and belief.

Place:
Date

Signature

Annexure 4

Form of Show cause notice

Date:

To

SHOW CAUSE NOTICE/MEMO.

It has been reported against you that on..... at...you have..... the original report of which is appended for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show cause in writing within 48 hours of receipt hereof, failing which further action will be taken expert.

Principal.

Enc: Copy of the original report

Annexure 5

Form of Retirement letter

Date:

To

Dear Prof./Mr.

We wish to bring it to your attention, that you will be attaining the age of superannuation on....and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the Institution till the end of this academic year and you will be retired from service on April 30,

The Institution places on record the services rendered by you for ...yrs and ...months, and we wish you a healthy long and pleasant retired life.

With best wishes,

Yours faithfully,

Principal..

Annexure 6

Code of Conduct for teachers

ETHICAL STANDARDS FOR TEACHERS

A Teacher

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
 - to respect parents, teachers, elders
 - to express the love of brotherhood to fellow students
 - to accept and extend due respect to every religion and social grouping
 - to love the Nation and commit their endeavours to Her progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise

A Teacher

- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort

A Teacher

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions

A Teacher

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the School or of fellow teachers, students or any other member of society

A Teacher

- shall always accept the entity of fellow teachers, honour their sentiments and respect their value system

shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities