

## **About GMIT**

GM Institute of Technology a Hi-Tech Engineering Institute established in the Academic Year 2001-02 by Srishyla Educational Trust (R), Bheemasamudra with the Vision to provide quality technical and management education to the rural students.

The Founder President of the Trust was Late Sri. G. Mallikarjunappa the then Honorable Member of Parliament, Davangere. The Institution is affiliated to Visvesvaraya Technological University (VTU), Belagavi and is Accredited by NAAC & NBA New Delhi.

The Institution has AICTE approval. It is one of the leading Engineering and Management Institution in the central part of Karnataka. The campus is spread over 54 acres of lush green land. It has well planned monolithic buildings with the state - of - the - art infrastructure. It is offering UG, PG and Ph.D Programs.

## **Vision**

To develop technologically competent, humane and socially responsible engineers and managers to meet the ever growing challenges of the Global Environment.

## **Mission**

- To provide quality technical and management education by applying best practices in teaching, learning and with state of the art infrastructural facilities.
- To mould engineers and managers with appropriate pedagogy to develop leadership qualities and skills by imbibing professional ethics to make them industry ready.
- To develop a student-centric institution that evolves and fosters the talents of budding engineers, managers, entrepreneurs and prepare them to make a positive contribution to society.
- To promote Research and Consultancy through collaboration with industries and Government Organizations.

## **Quality Policy**

Our institute delights stakeholders by providing hi-tech quality education and training through creating a virtual industrial environment and innovative academic ambiance to promote scholastic ability and reviewing its effectiveness of Quality Management System by apex bodies of higher education.



## GOVERNING COUNCIL MEMBERS

Sl. No	Member's Name	Designation
1	Sri. G M Lingaraju	Chairman
2	Sri. G S Anith Kumar	Member
3	Dr. K Divyananda	Member
4	Prof. S. Seshan	Member
5	Sri. Vidyashankar	Member
6	Sri. H U Talwar	Member
7	Dr. M Shashikala	Member
8	Dr. Jacob Crasta	Member
9	Sri P B Kotur	Member
10	Dr. S Ramachandra	Member
11	Sri. M. H. Bala Subrahmanya	Member
12	Dr. K N Subramanya	Member
13	Dr. B Bakkappa	member
14	Mr. Tejasvi Kattimani	Member
15	Dr. Y. Vijaya Kumar	Member Secretary

# EMPLOYEES SERVICE RULES

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## **EMPLOYEES SERVICE RULES**

## **PREAMBLE**

### **1. CATEGORIZATION AND CADRE STRENGTH OF STAFF**

The following posts/ designations have been sanctioned at the time of initial creation of the service rules. The further creation of new posts / designation and / or abolition of existing posts / designations are done by the Governing Body based on the needs and requirement of the Institution.

#### **1.1 Academic - Teaching**

- 1.1.1. The Principal of the Institution
- 1.1.2. The Director of the Institution
- 1.1.3. The Head of the Departments of the Institution
- 1.1.4. The Dean/Professors of the Institution
- 1.1.5. The Associate Professors of the Institution
- 1.1.6. The Assistant Professors of the Institution
- 1.1.7. The Training & Placement Officer

#### **Academic – Technical**

- 1.1.8. The Technical Assistants of the Institution
- 1.1.9. The Lab Instructors of the Institution
- 1.1.10. System Admin/ System Analyst, Programmer, Foreman, Technician, Assistant Technician, Instructor, Assistant Instructors cum Operator.
- 1.1.11. Other position as may be decided by the Governing Body such as Emeritus Professors, Adjunct Professor etc. of the institution.

#### **1.2 Employees who are NOT directly involved with the academic Function of the Institutions are called “Non-Teachings Staff” which includes.**

- 1.2.1. The Registrar / Administrator of the Institution
- 1.2.2. The Librarian of the Institution
- 1.2.3. The Account Officer of the Institution
- 1.2.4. The Office Assistants of the Institution
- 1.2.5. The Project Manager / Maintenance Supervisor / Maintenance-in-Charge of the Institution
- 1.2.6. Electrician, Plumber, Machine Operator of the Institution

1.2.7. Librarian, Deputy Librarian, Assistant Librarian, Placement and Training Co-ordinator and Student Counselor.

1.2.8. Other position as may be decided by the Governing Body

**1.3** Although Posts are created, it is to be decided by the Authority/Society to fill up the posts as per the need and requirement of the Institution. It is not mandatory to fill up all the posts at all times. No Act or proceeding of the Institution or any authority of the Institution or any committee constituted shall be questioned on the ground merely of the existence of any vacancy in or defect in the constitution of the authority or committee of the institute.

**1.4** There will be a post called In-Charge which means a temporary responsibility assigned to one employee to perform a role and responsibility of a sanctioned post or designation. In the absence of the Principal, the Principal-in-charge/Officer-in-charge duly nominated by the authority shall be in charge of the institute and shall look after the normal academic and other administrative affairs of the institution.

## **2. MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT OF STAFF**

### **2.1. Teaching Staff and Other category of Staff Direct Recruitment**

The procedure and guidelines prescribed by “AICTE Regulations on minimum qualification for appointment of teaching staff is followed.

#### ***Required Qualifications***

The minimum qualification stipulated by AICTE shall be adopted only if candidate with higher qualification are not available. The Institute shall recruit candidates with Ph.D. degree to all teaching positions as a policy. However, if Ph.D. qualified candidates are not available in a subject/course, candidates with qualification prescribed by UGC / AICTE shall be recruited. Such recruited candidates shall register for Ph.D. within one year of joining and they shall not be continued in service beyond 2 years, if they fail to register for Ph.D. and complete the degree in a maximum period of 7 years from the date of joining. In exceptional cases an extension of one year shall be granted. A faculty shall not be entitled to any benefit including increment if he/she fails to complete the Ph.D. degree within the stipulated period after registration.



### ***Filling of senior positions***

For senior positions, the eligible faculty members of the Institute will be considered along with outside candidates, who apply against notification. Taking into account, qualification, experience, academic and research contributions, projects executed, publications, etc., the position will be filled by the meritorious candidates selected by the committee.

## **2.2. Administrative Staff Direct Recruitment Selection procedure**

- 2.2.1. For recruitment of administrative staff, advertisement shall be issued in leading dailies and also put up in the website of the Institute indicating the qualifications, experience.
- 2.2.2. Applications received by the Institute shall be short-listed by the establishment office taking into consideration of qualification, previous experience and knowledge in administration.
- 2.2.3. All short-listed applicants shall be called for interview before a selection committee constituted by the Principal for the purpose.

### ***Selection Criteria***

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

### ***Appointment***

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

## **2.3. Technical Staff**

### ***Direct Recruitment Selection procedure***

- 2.3.1. For the recruitment of technical staff, advertisement shall be issued in leading dailies and also put in the website of the Institute indicating the qualifications, experience.
- 2.3.2. Applications received by the Institute shall be short-listed by a Committee consisting of the HOD of the concerned Department, a senior Professor and an Associate Professor of the concerned Department.
- 2.3.3. All short-listed applicants shall be called for interview before a selection committee constituted by the Principal for the purpose.

2.3.4. Before appearing for oral interview, all these candidates shall sit for a written test and/or take a test conducted by the Department concerned.

### ***Selection Committee***

The selection committee is constituted by the principal comprising of Dean (Academic), Subject Expert (Both External and Internal) and Head of the Department. The committee shall select the candidate(s) taking into account, the test performance, subject knowledge, aptitude and experience of the candidate(s).

### ***Appointment***

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

## **3. PROBATION, PLACEMENT AND SENIORITY**

### ***3.1. Probation***

- 3.1.1. The appointment to any post in the Institute is temporary for a period of one year. After assessing the performance during the year and if found to be satisfactory, the services will be continued for another year. At the end of the second year, he/ she will be considered for regular appointment, (as an approved probationer) only if the services are found to be satisfactory throughout the period of two years.
- 3.1.2. In case, the performance of a staff member is not satisfactory during the probationary period, the probation of the staff member may be extended or the services terminated. The decision shall be taken on 'case by case' basis, on merit.
- 3.1.3. The rule of probation shall not apply to appointments made on temporary or contract or on daily wage basis.

### ***3.2. Placement of staff***

- 3.2.1. A staff member selected for appointment is ordinarily attached to the Department to which he/she was selected.
- 3.2.2. However, the Management/competent authority has the right to redeploy the staff member in any other Department in the interest of the Institute and depending upon the need and exigency.

### **3.3. Seniority**

While fixing seniority of staff members in each category of post, the following rules shall be adopted.

- 3.3.1. If two or more persons are selected for appointment at the same time to a particular category of post, the selection committee shall fix the order of seniority among them according to the merit of the candidate selected and in the absence of such merit list the seniority shall be fixed as per the date of joining of the staff member for duty in the Institute.
- 3.3.2. In the case of a staff member recruited in the middle or senior cadre, the inter-seniority shall be fixed as junior to junior most staff member in the respective category of post.
- 3.3.3. For individuals recruited on contract appointment or on temporary basis for short duration, no seniority shall be fixed.
- 3.3.4. In the case of staff member recruited on consolidated wages and subsequently absorbed in the regular scale of pay, the seniority shall be fixed only from the date of his/her permanent appointment to the post.
- 3.3.5. Notwithstanding the above-mentioned policy of seniority, the Management /the competent authority shall promote a junior to the next cadre, based on his/her performance and merit.

## **4. DUTY, PAY, ALLOWANCES AND INCREMENT**

### **4.1. Duty**

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

- 4.1.1. When a member is discharging the duties of the post to which he/she is appointed.
- 4.1.2. When the member may be enjoying holidays declared by the Institute or vacation permitted or availing any leave sanctioned by the authority concerned.
- 4.1.3. When the member is attending conferences, seminars, summer and winter schools, workshops, refresher courses, orientation courses etc duly permitted by the competent authority.

4.1.4. Any other work assigned to the staff member by the competent authority in the interest of the Institute.

#### **4.2. Pay & Allowances**

Pay and Allowances can be either in Scale. Consideration of revision of pay will be guided by the terms of appointment. The employees under contractual appointment will be bound by the terms of contract only and contract will be valid up to specified tenure only. The said employee doesn't have any right to put any pressure directly & indirectly for extension of contract or conversion to regular appointment.

4.2.1. Pay Scale: The members of the employees appointed to a post in the institution under specified Scale of Pay shall draw pay and other admissible allowances as per prevailing rules of the Institution.

4.2.2. The admissible allowances including the DA will be decided by the Governing Body from time to time.

#### **4.3. Annual Increment in Pay Scale**

All regular employees in pay scale will be normally eligible for annual increment as per norm, unless. His/her performance is determined to be "Poor" by Appraisal Committee.

4.3.1. The Director/Principal of the College as well as the Appraisal Committee is authorized to withhold / to withdraw annual increment. Some of the reasons for withheld / withdrawal of annual increment are

4.3.1.1. If the performance recorded in the Annual Performance review of an employee is "Unsatisfactory" and/or

4.3.1.2. Any disciplinary action has been initiated against an employee and/or

4.3.1.3. An employee is under suspension and/ or

4.3.1.4. Any gross violation of code of conduct is noted in the annual performance report of an employee and/or

4.3.1.5. If an employee is found to be "irregular" in terms of minimum stipulated attendance

- 4.3.2. No employee shall be allowed a pre-mature increment on a time scale of pay.
- 4.3.3. No increment shall become due so long one is not confirmed to his post. Increment shall be due only to the confirmed employees placed in scale in an appropriate time as per the rules of the Institution led down by Authority/Society and Governing Body, from time to time.
- 4.3.4. If an employee is granted leave without pay (with pre or post approval) up to the limit of 60 days and employee who are granted EOL under genuine circumstances, the month of increment will be delayed accordingly in that particular year.
- 4.3.5. However, employees who are in probation for two years may be entitled for a substantial increase in pay, provided he/she appears before the Appraisal Committee and the said Committee is' satisfied with his/her performance and recommends for such an increase.

#### ***4.4. Pay in consolidated form***

The staff member appointed and not placed in any specified scale will receive pay in consolidated amount for every month. No other allowances will be payable in such cases. A regular employee may also be on consolidated pay.

#### ***4.5. Sub-Staff***

Sub-staff will be engaged from agencies and they will not be regular employee of the College. The terms of engagement will be guided by the agreement between the college and the concerned agency.

- 4.5.1. The Sub-staff members already appointed to a post in the College under specified Scale of Pay shall draw pay and other admissible allowances as per the scale approved by the Authority.

#### ***4.6 Allowances:***

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

## **4.7. Sanction of Increment**

### **4.7.1. For faculty members**

Increment to all teaching staff (faculty members) shall be sanctioned based on the Performance Appraisal Scoring System, subject to the satisfaction of the following:

- 4.7.1.1 A minimum Faculty Performance Score of 500 as per Appraisal report system is necessary for staff in the cadre of Assistant Professor.
- 4.7.1.2 Should secure a minimum Score of 600 as per Appraisal report system for the staff in the cadre of Associate Professor and Professor.
- 4.7.1.3 Should secure grants from funding agencies / industries for carrying out research in thrust areas.
- 4.7.1.4. Should acquire Consultancy Projects and testing to enhance the visibility of the Institute.
- 4.7.1.5. Should involve in all legitimate activities for the growth of the Institute. Should organize / participate in International / National Conferences / symposia / workshop / seminar, etc.

### **4.7.2. For Non-Teaching Staff (Administrative and Technical staff)**

For all staff members other than faculty members, increments will be sanctioned based on satisfactory report by the reporting officer in the format (Service Evaluation Form) prescribed (Annexure 1) for the purpose. In addition, confidential report on the all-round performance of staff members from the officers also may be taken into account for sanction of increment.

### **4.7.3. Grouping of staff for sanction of increment.**

- 4.7.3.1. The annual increment will be sanctioned once in a year i.e. 1<sup>st</sup> August of the calendar year.
- 4.7.3.2. Those who join duty in the middle of a Year will get their first increment after one-year service from the date of their joining. Subsequent increment will be sanctioned from 1<sup>st</sup> August preceding their date of joining duty.
- 4.7.3.3. In the event of either postponement / withdrawal of increment for a staff member on disciplinary grounds or otherwise, his/her case will be decided depending on the time duration of such postponement.

## **5. PERFORMANCE APPRAISAL, CAREER ADVANCEMENT, PROMOTION & SEVERANCE**

### ***Performance Appraisal - Annual Review***

The Management reviews the performance of faculty members every year and based on this, annual increment, career advancement, etc. will be given to the faculty. The following are the important provisions.

- Every faculty member should submit his/her annual performance report in the appraisal format prescribed by the Institute. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.
- It is incumbent on the part of HOD, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.
- A review committee formed by the Management shall review the performance of every faculty member and recommend annual increment; career advancement if it is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.

#### ***5.1. Career Advancement Scheme (CAS) for faculty-PIP***

For all teaching faculty, Career Advancement Scheme (CAS)/ Promotion will be given following the procedure and guidelines prescribed by "UGC Regulations on minimum qualification for appointment of Faculty and other academic staff in Universities and Colleges.

#### ***5.2. Promotion of Non-Teaching Staff (Administrative and Technical Staff)***

Career Advancement Scheme (CAS) is provided for the administrative and technical category subject to the condition that they should put in certain number of years of service.

#### ***5.3. Procedure for promotion of staff members***

5.3.1. Promotion will be only for Regular Employees. Probationers, Temporary Employees and

Contractual Employees will not be eligible for promotion.

- 5.3.2. Acquiring eligible qualification, Annual Performance review report and experience will be considered during the promotion review, however this does not establish right to be promoted to higher cadre. Depending upon available vacancy and other criterion, the candidate will be considered along with other eligible candidates who have applied for the position.
- 5.3.3. If disciplinary proceedings have been initiated against an employee or if an employee is Suspended because of any reason, he will not be eligible for promotion till such proceeding are over or suspension withdrawn.
- 5.3.4. In case of a record of violation of code of conduct in last 3 years, an employee will not be eligible for promotion.

***5.4. Promotion of Faculty positions will be decided as per the following procedures***

- 5.4.1. Availability of sanctioned vacant posts is to be decided by the Governing Body.
- 5.4.2. Governing Body will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.
- 5.4.3. On fulfillment of stipulated condition of regulatory body and/or norms of the College, the candidate will be eligible to appear before Selection Committee.
- 5.4.4. An employee who was awarded a "Poor" or "Unsatisfactory" rating in any of the last three Annual Performance Reviews will not be eligible for promotion unless he had acquired two excellent rating out of which, one has to be in last performance review.
- 5.4.5. Application of eligible candidates will be scrutinized by the Selection Committee. The Committee will consider the points as mentioned along with other points decided by the Selection Committee.
- 5.4.6. Selection Committee will conduct personal interview/test of the eligible candidates and their opinion including Annual Performance review report; will be placed before the authority for appropriate decision regarding promotion including the date from which the



order will be effective. The Director/Principal will be informed about the decision taken on the annual performance review report of a candidate (if needed).

5.4.7. Based on the recommendation of the selection committee the competent authority may issue the promotion order to the deserving candidates.

5.4.8. It is not mandatory or essential for the competent authority to fill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions through external candidates.

5.4.9. In exceptional cases, the competent authority may directly promote a candidate without constituting the selection committee.

## **6. PROCEDURE FOR HANDLING UNSATISFACTORY PERFORMANCE OF STAFF MEMBERS**

6.1. Unsatisfactory Performance of an employee will be determined during the Performance review and will be marked as "Unsatisfactory".

6.2. In case an employee is under Probation and not confirmed, the "Unsatisfactory" performance may lead to Extension of Probation or termination of service.

6.3. In case an employee is Temporary in nature, the unsatisfactory performance in work will lead to termination of service.

6.4. In case of poor performance of a "Contractual Employee", the same will be dealt as per the clauses of the individual contract given to the employee.

6.5. In case of Unsatisfactory Performance of a Regular employee, the same will be recorded.

6.6. In the Annual Performance Review and will be communicated to him with suggestive corrective measure. Such employee will be personally counseled by his supervisor and corrective action will be planned out. The supervisor is expected to review the performance of such employees continuously and give him feedback and suggestion for improvement.

- 6.7. In the unfortunate case of two or more Unsatisfactory Performance Review report, the authority may terminate his service with the appropriate notice period or salary in lieu of. In such cases the Director/Principal of the college will be responsible to implement the release procedure following due notice period or notice pay.

## **7. PROCEDURE FOR HANDLING REDRESSAL GRIEVANCE OF STAFF MEMBERS**

“Grievance” for the purpose of this manual would only mean individual grievances pertaining to his official role & responsibilities and associated working atmosphere etc.

Matters related to salary and wages, allowances, promotion and any other policy driven issues will be outside of the purview of the Grievance Procedure.

Only individual grievance will be dealt with under this procedure. Any Non-Employee Grievances such as Public Grievances, Student Grievances etc are outside of the purview of this Grievance Redressal Procedure.

### 7.1. Steps of Grievance Handling:

- 7.1.1. Any Employee having a grievance(s) has to submit the same to Director/Principal in writing, clearly stating the incident / reason and attaching sufficient documentary / substantial evidence.
- 7.1.2. The Director/Principal will nominate a senior faculty/member /employee for going into the details of the grievances of the aggrieved employee. The aggrieved employee will get an opportunity to meet the senior faculty member/employee nominated by the Director/Principal (if necessary) who will hear the grievances patiently and give complainant a verbal answer.
- 7.1.3. In case the employee is not satisfied with the answer given by the nominated employee for the resolution of the grievances, the complainant may meet the Director/Principal, who will patiently hear the grievance, get feed-back from the concerned persons and give his decision On the grievance, or send a reply to the complainant.
- 7.1.4. In case the aggrieved employee remains dissatisfied with the decision of the Director/Principal, he may approach to the Authority/Trust in writing for necessary hearing. The Authority/Trust will nominate a senior member who will hear the grievances, analyse the

same and give an opinion so that the aggrieved employees complain is properly redressed.

7.1.5. No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service without first exhausting the normal official channels of redressal.

7.2. Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:

7.2.1. Annual performance appraisals /confidential reports

7.2.2. Promotions

7.2.3. Where the grievance does not relate to an individual employee or officer, and

7.2.4. In the case of any grievance arising out of discharge or dismissal of an employee.

7.3. Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the Conduct, Discipline and Appeal rules and certified Standing Orders of the Organization and in such cases the grievance redressal procedure will not apply.

## **8. RESIGNATION FROM SERVICE BY AN EMPLOYEE.**

8.1. An Employee, other than those who have executed a bond to serve the Institution for a specific period, who wishes to leave the service of the Institution, must give the Institution the same notice as the Institution is required to give them as defined in clause 8.4, 8.5, 8.6 & 8.7. The college authority may at its discretion accept the resignation with immediate effect or from any time before expiry of the notice period. The employee who has executed a bond, the condition of his/her resignation will be governed by the terms of his/her bond.

8.2. If an employee leaves the services of the organization without giving requisite notice without prejudice to any other action under his contract of service, if any, the management

may deduct from unpaid salary, a sum equivalent to the period of notice which he is required to give under clause 8.4, 8.5, 8.6 & 8.7

- 8.3. All the resignations must be in writing and will be addressed to the Principal/Director of the College through Appointing Authority/HOD.
- 8.4. No teaching faculty is permitted to leave the institution in the middle of an ongoing semester.
- 8.5. The Notice Period of a confirmed employee or the staff (Both Teaching and Non- Teaching) is 3 months:
- 8.6. In case of Employee under probation / extended probation the notice period will be of 30 Days.
- 8.7. In case of Temporary Employee, the notice period will be of 30 Days.
- 8.8. In case of Contractual Employee, Resignation will be governed by the terms of the Contract.
- 8.9. It must be understood that the notice period is essential to arrange a suitable alternative of the employee to ensure the smooth functioning of the Institution particularly imparting education to the students.
- 8.10. Notice period can be relaxed or changed by the Management.
- 8.11. In the notice period an employee will remain the employee of the Institution and will enjoy the benefits of the Institution during notice period.
- 8.12. At the end of the Notice period, the resignation of the employee is accepted and the employee will be released from the service subject to the following conditions:
  - 8.12.1. At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before accepting any resignation.
  - 8.12.2. An employee needs to deposit the Identity Card, Library Card issued to him and same will remain with the Institution as Institutional property and every employee shall surrender the same to the Issuing Authority on termination of his Service/ Retirement/Resignation.

- 8.12.3. If there is any departmental enquiry and/or Disciplinary actions have been initiated and/or any criminal/civil suits have been initiated the acceptance of the resignation may be withheld till the proceedings are cleared as it is possible that the employee may be dismissed from the service of the organization at the end of such actions. However, the authority has full liberty to accept / reject any such resignation.
- 8.12.4. If the employee is released during the pendency of disciplinary proceedings and/or any criminal/civil suits, the organization may inform his prospective employer, about the pendency of such proceedings.
- 8.13. At the time of release after the notice period, a release letter will be given to the employee.
- 8.14. All Employees shall be entitled to a service certificate specifying the nature of work, Designation and period of employment at the time of release of his service as a result of resignation, retirement or discharge from service.
- 8.15. Termination of service: The Institute can relieve any staff member by giving him / her three months' notice or three months' salary in lieu of the notice, at any time in a semester.

## **9. LEAVE RULES**

- Leave cannot be claimed as a matter of right. College authorities reserve the right to refuse or revoke leave of any description other than Medical Leave and Maternity Leave.
- Leave permission should be sought in all cases and address for communication during leave period should be furnished without failure.
- If an employee is absent without any sanctioned leave his salary will be deducted pro-rata basis considering a month is equal to 30 days.
- An employee joining during the middle of a year may avail leave proportionately.
- Leave, may be either prefixed or affixed to holidays or weekly off day. However, leave cannot be both prefixed and affixed to holidays or weekly off day.
- Leave can be taken while on tour, but no daily allowance, Hotel and food bill etc will be admissible for the period.

- A member of staff working as Contractual Employee, Leave will be governed as per his contract.
- A member of staff working as Temporary Employee or as Probationer or extended probationer (i.e. unconfirmed) will be eligible for casual leave only @ 12 days for a full year of working. Maternity leave is also applicable for such Female employees as per condition stated in the Maternity leave section. No other kinds of leave will be applicable.

The following kinds of leave may be earned by and granted to a Regular Employee:

**9.1. Casual Leave:**

- 9.1.1. A Regular Employee will be eligible for 15 days casual leave per year of regular working.
- 9.1.2. Casual leave may be sanctioned to a member of staff for a period not exceeding 5 days at a Time. Casual Leave cannot be carried forward to the next year.
- 9.1.3. Casual Leave cannot be combined with any other kind of leave.
- 9.1.4. Sundays and Holidays falling during a period of Casual Leave are not counted as part of Casual leave. Sundays/public holidays/restricted holidays/weekly offs can either be prefixed or be affixed to Casual Leave.
- 9.1.5. Late arrival/early departure by half an hour either way for any three (3) days in a month will lead to deduction of one (1) day's casual leave.

**9.2. Vacation / Paid Leave:**

- 9.2.1. Teaching Employees will be entitled to have 20 days' vacation Break in a year in two Phases (10 days each) In a specific period to be declared by the College Authority with the approval from Authority/Society.
- 9.2.2. A new faculty joining in the vacation period is not eligible for vacation during that period.
- 9.2.3. A faculty joining in the middle of the academic year is eligible for a proportionate vacation for that academic year.
- 9.2.5. The earned leave can be accumulate for maximum of Six Months only.

### **9.3. Maternity Leave:**

- 9.3.1. Maternity leave may be granted to a confirmed woman employee with less than two surviving children, on full pay for a period of 90 days from the date of its commencement which can be availed twice in the entire service life including tenure under previous employer (s), The leave salary will be equal to pay drawn immediately before proceeding on leave.
- 9.3.2. Maternity leave for a period not exceeding 45 days in the entire service can also be granted on full pay in cases of miscarriage including abortion, (irrespective of the number of surviving children) subject to the condition that the total leave granted in respect of this to a female teacher in her entire service life is not more than 45 days and the application for leave is supported by a medical certificate from Authorized Medical Attendant (AMA).
- 9.3.3. Any female employee under probation will be eligible for 30 days Maternity leave (with pay) only after completion of 11 months of continuous service.
- 9.3.4. Any temporary or contractual employees will be eligible for maternity leave for a period of 30 days without pay.
- 9.3.5. Maternity leave may be combined with leave of any other kind except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.

### **9.4. Study Leave:**

- 9.4.1. The Study leave is a special facility to the regular faculties (Teaching Employees) in order to enable them to update their knowledge and experience so that they will be in a position to contribute more to the Institute on their rejoining. It should be applied 4 months in advance to the Governing Body through proper channel.
- 9.4.2. Study leave may be granted to a member of the faculty subject to the conditions hereunder mentioned, provided he has already put in at least 5 years of service, for a maximum period of 3 years, for advanced study of the various aspects of Institution and methods of education to a regular faculty and/or member of administration of the College which must

not be for more than 2 times during the entire period of service and such leave once granted cannot be granted again before a lapse of 5 years after such leave once enjoyed.

- 9.4.3. Study leave will be "leave on without pay basis". For, the purpose of awarding annual increment and deciding the seniority of service, the above leave of absence will be duly Included. But annual increment (notional or any other) will be payable only new academic year after reporting back to service from leave. The Period of Leave may be considered as half of the Tenure (*2 Years as 1 Year*).
- 9.4.4. The faculty member availing study leave shall submit to the Institute a six- monthly report of progress in his/her studies through the Institution or the instructor, under whom training or study is being pursued. This report shall be submitted within days of the expiry of every six month of the study leave. In absence of such report in time, the further leave may be cancelled.
- 9.4.5. In the event of the report not being found satisfactory, the Governing Body will have the right to revoke the leave at any time it deems fit. The study leave will be granted depending upon whether the faculty can be spared.
- 9.4.6. The faculty member shall, on his return from the study leave after completion of his study, submit to the Institute a certificate from the Institute from where examination is passed or of a special Study or training undertaken indicating the dates of commencement and termination of the course with the remarks of the instructor under whose supervision the course was done.
- 9.4.7. All applications for study leave shall, before submission to the Governing Body be examined by the Director/Principal and the concerned Head of the Department who will duly offer their comments.
- 9.4.8. The service of the faculty member who fails to return to duty on the expiry of the sanctioned leave may be terminated by the Governing Body without any reference to the person concerned. If he fails to explain the reason behind his absence even after the expiry of the sanctioned leave up-to the satisfaction of the Governing Body then the question of his/her rejoining remains subjected for a formal approval of the Governing Body on the basis of the merit of the case. The Governing Body reserves the right to approve/disapprove the explanation given by the Faculty Member on the basis of the merit of the case.



- 9.4.9. Application for sanction of the study leave must contain, interalia, the following Documents.
- 9.4.10. Document regard to admission having been made or promised to be made in an Institute duly recognized / affiliated.
- 9.4.11. The nature of work to be persuaded or degree to be conferred.
- 9.4.12. The Scholarship, fellowship or any other financial aids including travel grants, if any Obtained or assured.
- 9.4.13. Study leave shall be granted on his furnishing satisfactory evidence to the College. Authority about correctness of the case and an undertaking that he shall serve the College for at least 2 years on his return after completion of the intended course subject to his age of superannuation and on such terms and conditions as may be decided by the concerned authority. Else three (3) month's Salary must be paid.

***Only Principal/Authority can grant the leave without Pay and it is his prerogative to grant or refuse this leave.***

### ***9.5 Special Casual Leave (SCL)***

All faculties including HODs, can go on Special Casual Leave with the permission of the Principal for the purpose of University (VTU) examination work, Further faculty shall submit the attendance certificate issued by the concerned authority to the institution after return. No TA and DA will be paid by the Institute for such leaves.

- 9.5.1. Delivering lectures in Institution and Universities at invitation of such Institute or Universities.
- 9.5.2. Participating and delegate or working on a committee appointed by University, State Government, Government of India.
- 9.5.3. To attend meetings called by Universities as member of BOE/BOS or other committees.
- 9.5.4. Performing any other duty related to University.
- 9.5.5. Attending meetings convened by the university connected to academics or non-academics and other University works.
- 9.5.6. Any work related to PhD program such as Course work, Comprehensive, Report, Thesis Submission and so on.

9.5.7. A regular Employee is permitted for Marriage Leave of (5) Five days excluding Sunday and Regular Holidays.

**9.6. Official on Duty (OD)**

All faculties both Teaching and Technical can avail OD based on the clearance from Authorities/Management representative / Principal.

9.6.1. To attend activities outside the station related to GM Institute of Technology

9.6.2. To perform assignments related to GM group.

9.6.3. To attend AICTE/VTU/DTE/KEA activities.

**9.7. Medical leave:**

If the Employee under goes any medical (Hospitalization) problem or the staff meets with an accident, while on duty, which makes him unfit to attend his normal duty and requires treatment followed by rest, he may be granted “Special leave” on merit of each case for a period not exceeding 30 days, as may be decided by the college authority, only when recommended by a Registered Medical Practitioner. Such leave may be sanctioned with full pay up to 30 days and under exceptional circumstances, on merit of the case, one may be granted such leave beyond the limit of 45 days, but on without pay basis.

**9.8. Quarantine leave:**

Where, in consequence of the presence of an infectious disease of an employee at his place of duty, residence, or adjourns to his residence, his attendance to his office is considered as hazardous to the health of other employee, such employee may be granted quarantine leave. Quarantine leave may be granted by Director /Principal on the certificate of a Medical Officer or Public Health Officer for a period not exceeding 21 days or in exceptional circumstances up-to 30 days.

**9.9. Procedures to treat unauthorized Leave of Absence:**

9.9.1 If any employee remains absent without approved leave, he/she will lose lien on his service until and unless he reports to the office within 7 days and/or he/she communicates the reasons for his absence with supporting documents to the full satisfaction of the competent authority.

9.9.2 To this effect a letter to be issued by the Director/Principal communicating the “LOSS OF LIEN ON HIS/HER SERVICE” and seeking explanation within 7 days.

9.9.3 If no explanation is received within stipulated period it will be deemed that such employee is ceased to exist as an employee of the College. The same will be communicated to the concerned employee vide a letter duly signed by the Director/ Principal of the College.

**9.10. Leave without Pay:**

In exceptional cases, to avoid the discontinuity of the service and when no other leave is available to an employee, the college authority may grant a special leave to an employee called “leave without pay” after receiving an application from the employee duly recommended by the **Director/Principal**. It is not a right of an employee nor is it a common practice to grant leave without pay.

**9.11. Leave account and leave sanctioning authority:**

For every eligible member of the staff a leave account in a prescribed form shall be maintained by the Institution. The Director/Principal/Officer In-Charge or any official having delegated authority from the Management will be the competent authority to sanction leave and leave salary as may be admissible under these leave rules.

**10. TRAVELLING ALLOWANCE (TA)**

**10.1. TA / DA for travel within India**

TA/DA will be paid to staff members for attending conference and other travel for official purposes within India as per the rules given below:

10.1.1. For conferences conducted by recognized professional bodies and National / International conferences conducted by higher learning institutes like IITs / IIMs / NITs / reputed Universities as certified by HOD and R& D Committee.

10.1.2. It is applicable for oral presentation only and not for participation.

10.1.3. Funding support could be given only once in two years for attending National Conferences.

- 10.1.4. Faculty should also apply to funding agencies for financial support. The Department can support the employee through its Department Funds. The Management will not support financially.
- 10.1.5. Train fare in First Class or AC-3 Tier including reservation subject to production of evidence for Professor and Associate Professor and Sleeper Class for Asst. Professor.
- 10.1.6. No DA / Local conveyance will be given at either end for travel.
- 10.1.7. Accommodation has to be arranged in the hostels of the institution, wherever possible. Otherwise allowances may be provided as per Institutional rates. As and when the Institutional revises these rates, and then the revised rates will be allowed to claim.

## ***10.2. TA / DA for travel abroad***

The rules applicable for TA/DA to attend conferences and other official duties in overseas are as follows:

- 10.2.1. The conference in which the paper is presented should be a reputed conference, certified by the R& D Committee.
- 10.2.2. Papers should be for oral presentation and not for Participation.
- 10.2.3. The faculty member should apply for funding agencies to get financial assistance. (R& D Committee may facilitate this by providing a letter stating that the Institution will provide half the airfare and per diem allowances, subject to getting the funds from funding agencies).
- 10.2.4. The foreign travel is permitted only once in five years to attend Conferences in Overseas.
- 10.2.5. Fifty percent (50%) of the Airfare in Economy class will be provided.
- 10.2.6. Actual registration fee will be paid subject to production of evidence.
- 10.2.7. The per diem charges as per the rates of the R& D Committee at present. The per diem charges are restricted to the days of conferences only.

## **11.0. SOCIAL SECURITY BENEFITS**

### ***11.1. Employee Provident Fund Scheme***

All the members of Regular staff (Teaching & Non-Teaching) other than those who joined in this Institute after completing the age of 58 years are enrolled under the EPF scheme from the date of joining in service. The deduction of EPF contribution from the employees is at the rate of 12% of their pay (Both Basic + DA put together) with a maximum pay limit of Rs. 15,000/-p.m. similar contribution will be from the Institution side also.

### ***11.2. Insurance Scheme***

All members of staff (Teaching & Non-Teaching) are covered by a group personal accident cum hospitalization policy. The premium is paid by the management during January each year. The benefits of the scheme are,

11.2.1. A sum of Rs.1,00,000/- (Rupees One Lakh only) per person for death and permanent total disablement, only if arising out of accident.

11.2.2 Coverage of medical expense to the tune of Rs.25,000/- (Rupees Twenty-Five thousand only) per person for hospitalization / medical expenses incurred as inpatient for grievous injuries arising out of accident only.

### ***11.3. Interest Free Festival Advance (Under Staff Recreation Club)***

Members of Non-Teaching staff who have completed two years of service and those who apply for festival advances are sanctioned interest free advance of Rs.10000/- each for the festivals every year and it is recoverable in ten equal installments from the salary of the staff member. The staff can avail the Festival advance only once in two years.

### ***11.4. Employees' State Insurance (ESI)***

All the employees who are drawing a Monthly salary upto Rs.21,000/- (Rupees Twenty-one thousand or Less) are covered under ESI. The Contribution of Employee and Institution will be as per the rate specified by the ESI Act.

## **12. MISCELLANEOUS CONDITIONS**

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

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

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

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

## **13. ESSENTIAL DOCUMENTS**

### ***13.1. Personal File***

A personal file shall be maintained in respect of each employee, both teaching and non-teaching. wherein all the details of the employee concerned viz. name, age, address, names of spouse, dependent, children contact telephone number, qualification, record of service, etc. will be recorded. All such official records in the personal file shall be attested by the Director/Principal and Administrative Officer or by anyone who is in Charge of Administration duly appointed by Authority.

Appreciation of work may also be recorded in the personal file in the following cases:

- Issued by the Head of Department or the Director /Principal in respect of any work.
- Issued by any authority of the College/Institution /Governing Body expressing appreciation to any employee. In his name, through the Director/Principal of the College.
- Issued by any reputed individual, if it is confined to expressing appreciation for services duly rendered after the normal duty schedule.

### ***13.2. Service Register***

Individual Service Register (manual or e-Book) to be maintained in duplicate for each faculty and regular staff member in the College by the office of the Director / Principal.

### ***13.3. Annual Confidential Report (ACR)***

Annual confidential report (**Appraisal**) may be recorded by each HOD/Supervisor for the staff under him in a form. The form will contain all points of appreciation of the performance of the Staff during the last financial year and this is to be prepared by the Director/ Principal and HODs. Annual Confidential report will be a confidential document to be maintained by the Administrative Officer of the College. Only adverse entries by the HODS/Supervisors are to be communicated to the concerned staff for rectification within a specific period of time.

### ***13.4. Income Tax***

The College authorities shall deduct Income Tax at Source from the salary of the members of the staff, whose gross emoluments exceed the Income Tax exemption limits. A salary certificate, showing the salary, and the tax deducted in Appropriate Form as per Income Tax Rules, may be issued by the College authority on written requests.

### ***13.5. Professional Tax***

From the salary of all the members of staff in the College Service, Professional Tax, at the rates declared by the State Govt. from time to time, would be deducted every month and deposited according to concerned Act and Rules provide.

### ***13.6. Other Taxes & Surcharges***

If any other taxes in addition to Income Taxes and Professional taxes are imposed by the Central Government, State Government or local government agencies (like Municipality, Municipal Corporation, Zilla Parisad etc.), the same will be deducted from the salary of the employee as per law and may be without any individual intimation to the employee.

A certificate of such tax deduction may be issued by the College authority on written requests from the employee.

### ***13.7. Power to Amend the Service Rule***

The Board of Governors have absolute power to insert New service rules, change the existing service rule and delete any provision of the service rule either from the current

date or from retrospective effect. However, till such changes are made the existing rules will prevail.

***13.8. Condition to the Service of any Employee***

All the permanent employee of the organization has to follow this service rule and it is an integral part of the condition of their service (whether explicitly stated or not).

***13.9. Right to Appeal***

Any employee of the Organization if necessary may appeal to the Governing Body as per one employee's right to appeal within such time limit as may be prescribed by the Governing Body. An appeal may be against any decision of any employee of an institution. The Governing Body may confirm, modify or change the decision taken by college authority against the person who has made an appeal.

***13.10. Constitution of the Committees***

Director/Principal are authorized and empowered to constitute a committee consisting of such members as such it may deem fit and having such Power as it may deem fit.

***13.11. Filling of Casual Vacancies***

Any casual vacancy among the members or posts will be filled up by the Authority/Society as it may be deemed fit.

***13.12. Mode of Proof of Records and Issuance of Certificate:***

A copy of any receipt, application, notice, order, proceeding or resolution of any authority or committee of the institution or other documents in possession of the Institution or any entry in any register duly maintained by the Institution, if certified by the Administrative Officer Director /Principal shall be received as prima facie evidence of such receipt, application, notice, order, proceeding, resolution or document. The existence of the entry in the register duly certified as mentioned above will also be admitted as proof of the matter and any transaction therein duly recorded where there is an original proof, if produced, have to be admissible as evidence.



### ***13.13. Acts and Proceedings Not to Be Invalidated by Vacancies***

No act or proceeding of the Governing Body or any authority of the Institution or any committee constituted under this rule shall be questioned merely on the ground that there is a vacancy in or the existence of any vacancy in or defect in the constitution of the Board, or Committee formed by the Authority/Society or by the Head of the Institution i.e. Director/Principal.

## **14. DISCIPLINARY ACTION**

- 14.1. All staff members are liable for disciplinary action for disobedience, misconduct, misappropriation, dereliction/negligence of duty and action involving moral turpitude.
- 14.2. All disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing reasonable opportunity to the employee to defend him/her.
- 14.3. Depending upon the nature of offence and if the competent authority such as discipline committee feels that it is necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, such enquiry committee shall be constituted.
- 14.4. While pursuing disciplinary action, the competent authority of the Institute is empowered to impose upon the staff any of the following punishments after having satisfied that the offences committed by the staff member is established beyond reasonable doubts. Censure, Withholding of increments
- 14.5. Recovery of salary, whole or a portion towards the loss caused to the Institute. Suspension issued pending enquiry, Dismissal from service.
- 14.6. If a staff member feels that the punishment imposed upon him/her by the competent authority is excessive, he/she can appeal to the authority higher to the authority, which imposed the punishment.

ANNEXURE – 1

**PERFORMANCE EVALUATION  
FORM**

*(for Non-Teaching Staff)*

**Note:** The reporting authority should indicate the performance in a five-point scale viz

**(a) Poor (b) Satisfactory (c) Good (d) Very good (e) Excellent**

with a brief justification in phrases for awarding the scale.

1. Name of the Staff :
2. Designation :
3. Department of the Staff :
4. Period of reporting :
5. Whether the staff member is regular in attendance :
6. Does the staff sincere to his / her work :
7. Is he / she courteous and helpful to the students :
8. Knowledge of staff member in his/her job :
9. Does the staff start new innovation in his / her work? :
10. Does the staff member take(s) initiative in the job assigned :
11. Aptitude of the staff member in upgrading his/her knowledge  
in his/her domain area :
12. Whether the staff member has taken initiative to upgrade  
his/her qualification :
13. Does the staff attend any programme during the period to  
enhance his / her technical competence? :
14. If yes, how the performance of the staff member improved  
after the training undergone :
15. Performance level of staff member in the job assigned :
16. How is the staff member's inter-personal relationship with his / her
  - i) superiors :
  - ii) colleagues :
  - iii) subordinates :
17. Any other qualitative narrative report  
(Any contribution worthy of mentioning) :

**Reporting Authority**

**Countersigning Authority**

## **ANNEXURE 2**

### **DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING FACULTY**

#### **1.0. PURPOSE AND SCOPE**

#### **2.0. APPLICABILITY AND INFRINGEMENTS**

#### **3.0. CURRICULAR RELATED**

- a) Teaching and Learning*
- b) Course Planning and Material Preparation*
- c) Examination, Evaluation and Grading*
- d) Maintenance of Records*
- e) Monitoring of Students' Progress*
- f) Participation in Academic Developments*
- g) Punctuality and Regularity*

#### **4.0. RESEARCH AND DEVELOPMENT**

- h) Academic Research*
- i) Research Publications and Books*
- j) Sponsored and funded Research Project*

#### **5.0. CONSULTANCY AND EXTENSION ACTIVITIES**

- a) Consultancy projects May be present in IPR policy thus we can eliminate HERE*
- b) Extension activities*

#### **6.0. INVOLVEMENT IN DEVELOPMENT ACTIVITIES**

- a) Laboratory Development & Maintenance*
- b) Purchase of items for the laboratory*
- c) Co-Curricular activities*
- d) Extra-Curricular Activities (Co-administrative Activities)*

#### **7.0. WORKLOAD NORMS**

- a) Working hours*
- b) Teaching-contact workload*

#### **8.0. CODE OF CONDUCT**

- a) Faculty Member and Student*
- b) Faculty Member and Parents / Guardian*
- c) Relationship with Colleagues*
- d) Faculty Member with Management*
- e) Faculty Member and Society*

## **9.0. USE OF INSTITUTE RESOURCES**

**FACULTY AND PROFESSIONAL CAREER**

**REPRESENTATION AND GRIEVANCE REDRESSAL**

## **10.0. SPECIFIC RESPONSIBILITIES**

**THE DIRECTOR / PRINCIPAL OF THE INSTITUTION**

**THE HEAD OF THE DEPARTMENTS OF THE INSTITUTION**

**THE PROFESSORS and ASSOCIATE PROFESSORS OF THE INSTITUTION**

**THE ASSISTANT PROFESSORS OF THE INSTITUTION**

**R & D: CONSULTANCY, SPONSORED RESEARCH**

**THE TECHNICAL ASSISTANT, LAB INSTRUCTOR OF THE INSTITUTION**

**THE LIBRARIAN OF THE INSTITUTION**

## **ANNEXURE 2**

### **DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING FACULTY**

#### **1.0 PURPOSE AND SCOPE**

As faculty members of GM Institute of Technology, they are responsible for contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms and standards set to guide their work. While every individual member is accountable for his/her action, as member of the Teaching community, they are collectively accountable for upholding those standards of behaviour and for compliance with all applicable rules, regulations and code of conduct.

This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties. These rules and regulations are not exhaustive and hence, the detailed instructions issued from time to time and the modifications made in these due to necessities have to be adopted by the faculty members.

#### **2.0 APPLICABILITY AND INFRINGEMENTS**

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

Adherence to these rules and regulations and code of conduct makes the faculty members responsible for bringing suspected infringement of any of the provisions to the attention of appropriate authority of the University. Raising such concern is a service to the Institute and will not jeopardize one's position or employment. Confirmed violations will result in suitable disciplinary action upto and including termination from employment or other relationships with the Institute. If need be, legal recourse may also be resorted against the concerned individuals.

## **CURRICULAR RELATED**

### **k) Teaching and Learning**

A faculty is responsible for,

- i) Teaching of both core and elective courses in the field of his/her specialization as allocated by the Head of the Department for various programmes offered by the Institute under VTU Belagavi.
- ii) Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
- iii) Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/organization if the project is industry related one.
- iv) Making the teaching more effective and interesting to the students by the use of multi-media teaching aids, ICT/ New Techniques.
- v) Making the laboratory and seminar classes more purposeful by examining the students orally either before or after the experiment/seminar to improve the student's understanding of the subject.
- vi) Conducting the core / elective course as project based / experimental / activity-based learning.
- vii) Helping peer-assisted learning.
- viii) On the whole, the teaching learning shall be learner centered ensuring learning outcome of different courses.

### **l) Course Planning and Material Preparation**

- i) The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.
- ii) He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same.

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

**m) Examination, Evaluation and Grading**

- i) A faculty is required to set standard question papers to test the knowledge / analytical thinking of students and evaluate the answer scripts of courses.
- ii) A faculty is required to conduct and invigilate any exam/test in the Institute. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department.
- iii) A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only. Besides, he/she should indicate the mistakes on the script for Internal Assessment /Examination.

**n) Maintenance of Records**

- i) Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD after the academic audit.
- ii) Each faculty member is required to keep a Course file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit.
- iii) The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Teacher so that the information can be sent to the parents/guardians.
- iv) A faculty member is required to attend/organize the Class Committee Meeting either as a course teacher and/or as class committee should actively participate in the deliberations there to improve the teaching- learning process.

**o) Monitoring of Students' Progress**

- i) A faculty member may be required to be a Faculty Mentor to a group of students. He/she is then really a mentor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advice and counsel the students.
- ii) If the faculty member is assigned to be the Mentor by the HOD, he/she should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them. The Mentor shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Mentor should also help the HOD in counseling poorly performing students and the follow up action taken to improve the students' performance.
- iii) A faculty member has to be thorough with the regulations of the academic programme offered by his/her Department and other instructions issued from time to time so that he/she can effectively guide the student.
- iv) As a Faculty Teacher, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till they leave the Institute.

**p) Participation in Academic Developments**

- i) A faculty member should actively participate in Programs, Academic activities for preparation of new programmes/modification of existing programmes.
- ii) Contribution to the preparation of new teaching Activities or up-dation of existing system is also the responsibility of a faculty member pertaining to his/her specialization.
- iii) A faculty is expected to be creative so as to contribute to the introduction of new academic Activities in the emerging areas relevant to the Engineering Fraternity/society, innovative curriculum and new methodology of teaching and evaluation.
- iv) In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities. They may also enroll in one or more Professional Societies/Associations.



#### **g) Punctuality and Regularity**

- i) The faculty member shall not permit any student to attend the class after the stipulated time specified by the Institute so as to ensure punctuality in attending class by the students.
- ii) A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
- iii) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.
- iv) A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.
- v) The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD/Higher Authorities from time to time.

### **4.0 RESEARCH AND DEVELOPMENT**

#### **a) Academic research**

- i) As research is an inherent component of the functions of a Institute, every faculty member shall take active efforts to make research contributions in his/her field of specialization.
- ii) A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working, so that he/she either do it by himself/herself or motivate students and/or a junior colleague to take up the study under his/her supervision.
- iii) Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.
- iv) As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the student's project work is very essential.
- v) If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In

fact, this will help to develop contact with the industry.

- vi) Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with his/her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes.
- vii) Faculty members can act as research supervisor for other Universities only with the prior permission of the Principal/Management. External research supervision will be permitted, only under special circumstances.

**b) Research Publications and Books**

- i) As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.
- ii) Faculty members should publish their research output only in SCI or SSCI journals and publications in non-refereed journals will not be recognized.
- iii) Faculty members shall also strive to file patents if their research output is felt new and novel.
- iv) Depending upon the research content, the faculty member may also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.
- v) Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by the international/National level publishers with ISBN/ISSN numbers.
- vi) The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations, immediacy index, half-life, etc.

**c) Sponsored and funded Research Project**

- i) An important source of financing and professional recognition to the Institute is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.

- ii) The faculty member, who is a Principal Investigator, besides employing Project Associates, if the project proposal contemplates and the funding agency approves, can also use the services of students and research scholars, wherever possible.
- iii) Many funding agencies provide funding assistance for establishment of centres of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centres.
- iv) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies.
- v) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or a computer software. In order to get recognition not only for the faculty, but also, for the institution, he/she should take efforts to obtain Patent/Intellectual Property Right (IPR) so that nobody could copy them.
- vi) Cash incentives, as may be decided by the Management, will be given to those faculty members for funded research/projects secured, research papers and books published and patents obtained.

## **5.0. CONSULTANCY AND EXTENSION ACTIVITIES**

**c) Consultancy projects May be present in IPR policy thus we can eliminate HERE**

**d) Extension activities**

- i) A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self-supporting or sponsored ones.
- ii) Conduct of continuing education programmes/structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the University. A faculty member must organize such programmes either one time or on continual basis year on year.
- iii) Extension activities could include various community-oriented services, preferably using the expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.

## **6.0. INVOLVEMENT IN DEVELOPMENT ACTIVITIES**

### **a) Laboratory Development & Maintenance**

- i) A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/instruments/computer software/computer control of machines or processes.
- ii) Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental setup for use by students.
- iii) As a member of the faculty, he/she should ensure that the various machinery and equipment in the laboratory and workshop are maintained in working condition and are used effectively both for academic requirement, project works and research related activities.
- iv) In case, a faculty member is assigned to be in charge of laboratory or workshop, he/she has to oversee the work of technical staff of the laboratory, besides arranging for periodical maintenance/repair and recalibration wherever necessary.
- v) As one in charge of laboratory, he/she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of over aged/unserviceable equipment, besides their safe custody.

### **b) Purchase of items for the laboratory**

- i) As one in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HOD and finalise it before inclusion in the overall budget proposal of the Department.
- ii) As one in charge of laboratory has to initiate proposals for the purchase of consumables and equipment for his/her laboratory and take follow up action till it is procured and taken into stock.
- iii) The faculty member should help the person in\_charge in charge of purchase or the HOD in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before the Purchase Committee.

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

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

**c) Co-Curricular activities**

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

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

iii) A faculty member if nominated as an Office-bearer such as Treasurer, Adviser of Professional Society functioning in the Department/Institute he/she shall perform such duties accordingly.

iv) A faculty member is required to help the Professional Societies in organizing annual events such as symposium, technical contest, quiz, and also in the interaction with the parent bodies (e.g. ASME, IEEE etc.) to promote the student chapter of the professional bodies.

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

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

**d) Extra-Curricular Activities (Co-administrative Activities)**

i) A faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.

ii) A faculty member should ensure that lights & fans switched off after the class, and if there is no lecture class for the students in the next period to save energy consumption.

- iii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature.
- iv) A faculty member if required to have help the HOD in all administrative matters like distribution of hall tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.
- v) The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/Institute organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc..
- vi) Faculty members are liable to be assigned the responsibility of Deputy Warden of the hostels run for the benefit of students for a specific period of time and for this service they shall be given perquisites in addition to their salary.
- vii) All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.
- viii) Faculty members should also take part in activities related to NCC, NSC, NSS, Red Cross Society, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position.
- ix) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

## **7.0. WORKLOAD NORMS**

### **c) Working hours**

- i) All full-time faculty members should perform a minimum of 40 hours of work per week for the Institute on a 6-day week basis. The Institute has the right to fix the working hours and days depending upon the exigency.
- ii) The 40 hours is only the minimum, but a faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.,
- iii) The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.

**d) Teaching-contact workload**

Of the minimum workload of **40 {Days 5 \*Hours 7 (5\*7) + Day 1\*Hours 5 (1\*5)}** hours per week, the teaching-contact hours for different categories of faculty members are as follows:

Assistant Professors	-	32 Units/week
Associate Professors	-	26 Units/week
Professors	-	20 Units/week
Deans/HODs/Directors	-	10 Units/week

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

*All the Faculties must be able to take-up the Application/Product oriented development for the course taught during the semester. The Faculties of Basic Science and PG Program must also take up this activity of Application/Product development.*

*The allocation of time for the same can be decided based on completing the course teaching well in time during the semester and activity (Application/Product) must be completed before completion of that particular Semester.*

*The activity can be at Multi-Disciplinary approach involving faculties (Teaching/Technical) from other Course/Program, Basic Sciences and PG Program also.*

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

**8.0 CODE OF CONDUCT**

**f) Faculty Member and Student**

The faculty member plays a pivotal role not only in attaining the general aims of education, but also in the realization of the mission, goals and objectives of the Institute in which he/she is a member. He/she has to make all efforts for the physical, mental and intellectual development of students. In particular a faculty member shall strive to achieve. To accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.

- i) To make regular contribution for the personal development of students, while looking after their interest and welfare.
- ii) To be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.
- iii) Not to disclose confidential information about students to anyone except to authorized persons/agency or in the interest of law.
- iv) To be fair and to assess the students impartially and only on merit/performance.
- v) To have respect for and an affectionate and friendly attitude towards all students and help them to improve their behaviour unmindful of some untoward events if occurred, rather than having feeling of revenge.
- vi) To abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.

**g) Faculty Member and Parents / Guardian**

A faculty member is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students. The faculty member should

- i) Respect the prerogative of parents/guardian to look after the interest of students.
- ii) Develop friendly and co-operative relations with parents/guardian.
- iii) Monitor the progress and share information about the students with the parents/guardian and also receive information about the students from them, which is essential for the development of students.
- iv) Bring to the notice of the parents/guardian any short comings / behaviour noticed which the faculty feel, the parents should know.

**h) Relationship with Colleagues**

A faculty member is expected to develop fraternal relations with his/her colleagues to have proper interpersonal relationships and to develop team spirit. In particular, he/she should

- i) Move with his/her colleagues in the Institute in a manner that he/she expects them to move with him/her.
- ii) Extend co-operation with his/her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his/her profession.



- iii) Eschew writing anonymous letters to the authorities about his/her colleagues.
- iv) Desist spreading rumors or wrong news about his/her colleagues to express his/her displeasure.
- v) Resist the temptation of harming the teaching community for self-interests.
- vi) Refrain from passing information about colleagues to any individual or agency without his/her express permission.

**i) Faculty Member with Management**

A faculty member is expected to develop proper rapport with the employer viz. Management/Institute. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

- i) Perform all professional activities through proper channel.
- ii) Do not discuss with unauthorized individuals about professional and secret information.
- iii) Look for promotion/elevation only on grounds of competence/performance.
- iv) Do not expect appointment or promotion out of turn, based on favoritism or against professional ethics.
- v) Honour the provision of the bilateral agreement viz. bond/undertaking, which the faculty member committed/entered with the employer viz. Institute.
- vi) Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the Institute.
- vii) Co-operate whole heartedly with the authorities of the Institute in the fulfillment of educational policies in conformity with professional responsibilities.
- viii) Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the student's interest.
- ix) Conduct the Institute transaction with utmost honesty, accuracy and fairness.
- x) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- xi) Get the approval from appropriate authority empowered by the Institute to take up sponsored funded projects, though faculty members normally encouraged to do

so, since such acceptance of an agreement will create a legal obligation on the part of the Institute to comply with the terms and conditions of the agreement. Only such authority can enter into the agreement on behalf of the Institute.

- xii) Should follow all norms and standards set by the Institute for the faculty from time to time.

**j) Faculty Member and Society**

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

- i) Adherence to desirable standards expected of professionals by the Institute.
- ii) Participation in diverse activities of the community as a good citizen.
- iii) Soliciting public co-operation in the promotion of educational programmes.
- iv) Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

**9.0. USE OF INSTITUTE RESOURCES**

The Institute resources include, but limited to, the use of telephone systems, data communication and networking services, Institute domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others.

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

**10.0. FACULTY AND PROFESSIONAL CAREER**

An unceasing effort for professional development only ensures the dignity of a faculty member. The measures that would be helpful in ensuing professionalism include,

- i) Continuous updating of knowledge and having greater involvement in research, industrial interaction, attending of conferences, seminars, etc.
- ii) Having active participation in professional bodies meant for promoting and disseminating of advances in the knowledge frontiers in the field.
- iii) Attracting bright youngsters to the academic profession through adoption of teaching norms.

- iv) Making teaching more purposeful through active participation in educational planning such as program design, curriculum and syllabi development, etc.
- v) Adherence to professional ethics, standards and values, whether supervised or unsupervised.

#### **11.0. REPRESENTATION AND GRIEVANCE REDRESSAL**

- i) A faculty member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (eg. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her department.
- ii) Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.
- iii) Faculty member, who is affected, should address his/her problem through proper channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities.

#### **12.0 SPECIFIC RESPONSIBILITIES**

##### **THE DIRECTOR / PRINCIPAL OF THE INSTITUTION:**

Subject to the Supervision, direction and general control of the Authority / Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. The Director/Principal shall be the chief academic and administrative Head of the College.
2. Policy planning and leadership.
3. Communicating the Vision, Mission, Objectives and all Policy of the authority to all employees of the Institution.
4. Implementation of the directions of the Authority / Society
5. Total Administration of the Institution.
6. Fixing parameters and goal sheets for the teaching and non-teaching employees
7. Monitoring and evaluation of Teaching, Research, Publication, Real knowledge application etc.

8. Close participation in the process of performance evaluation of employees.
9. Personal involvement in Teaching, Research, Publication, Real knowledge application as per norms.
10. To monitor & follow up the proceedings of meeting of the Departmental committee & activities.
11. To monitor & follow-up the proceeding & activities of all the college committee, cells such as faculty / student, faculty / HOD, HOD / Principal interfaces to ensure that all issue are addressed timely and properly for the best interest of the students.
12. Principal will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode envisaged in Clause 7.0(b).
13. Monitoring of the student's feedback systems duly authenticated by respective HODs.
14. To monitor and ensure that all relevant data are duly uploaded in ERP.
15. Any other responsibility given by the Authority / Society.

**THE HEAD OF THE DEPARTMENTS OF THE INSTITUTION:**

Subject to the Supervision, direction and general control of the Authority/Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. The Head of the Department has to be appointed on the basis of academic qualification and teaching performance by the Director/Principal/Officer-in-Charge in consultation with the Authority/Society.
2. The Head of every Department shall act under the General supervision and Control of the Director / Principal of the College and his duties and function shall be to administer the academic and administrative affairs of the Department concerned in accordance with the guidance of the Director/Principal and as per the policy of the authority.
3. HODs will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode envisaged in Clause 7.0.

4. The HOD shall always maintain the academic standard in the departments. In addition to the allotment of classes to the teachers, he / she shall assess the workload of the teachers, lab Instructors and other technical persons in the department, requirements of staff members etc. He / She shall also maintain a liaison with the other departments. He / She shall keep vigil about the quality teaching in every theoretical & practical subject as per syllabi of the Institute. The HOD shall ask the teachers to prepare lesson planning on each subject and he/ she shall monitor whether the scheduled is maintained. He / She shall prepare a list of the equipment, books etc. well before the beginning of the semester and forwarded straight to the Director/Principal for early procurement. He / She shall take care of conducting all the examinations, evaluation methods, keeping all records of examinations as per regulations under the guidelines of the Director/Principal. In any case of urgency or anything related to academic affairs which are not mentioned above the HOD shall take advice from the Director/Principal and shall take necessary steps.
5. As a part of academic affairs, the HODs will impart knowledge to the students by taking classes, to take tutorial and remedial classes on regular basis, need based laboratory development & Lab classes, conducting evaluation of the students and so on.
6. As part of Real-world knowledge Application, HOD shall encourage consultancy and project work amongst faculty members as per norms in consultation with the Director/Principal. The said activities, progress and achievement are recorded in the meeting of the Departmental Committee. HOD will also ensure that at least one seminar of State/National level is organized by the College in each semester. HOD will also ensure that Faculty members are engaged in development of quality study materials, course materials, lesson plan, model question, answer etc on regular basis and those are uploaded into ERP Server of the College. Total implementation of online teaching learning process with full participation of the Faculty members and all sections of students.
7. HOD will also ensure that senior faculty members hold regular (i.e. two meetings in each semester) interaction with Class Representatives (CR) to resolve ongoing issues and healthy student-teacher relationship is maintained with all dignity.
8. HOD will provide effective leadership towards industry Institution partnership. Organization of special lectures, seminar, workshops by the industry professionals for total development of the future professionals. Interaction with Industry and the

Institute for academic development of the students

9. HOD will give advice & suggestion regarding purchase and preservation in the Departmental Library of books or other resources pertaining to his sphere of learning to the Librarian.
10. As far as management of the academic affairs of the Department concerned he shall act in consultation with Departmental Committee, The Departmental Committee shall meet at least once in a month, Which shall be convened by the Head of the Department concerned with the agenda and the time of the meeting being decided upon in the preceding meeting so that no notice is circulated. The names of the members of the intra-departmental committee have to be submitted to the Director/ Principal at the beginning of each Semester.
11. Faculty/Teaching Skill Development Program to be planned by the HOD based on need analysis of all the concerned faculty and technical staff members. National institutions like NITTR should be made partner in such program.
12. HOD has to ensure that required data are duly uploaded in ERP by all the Faculty Members.
13. Any other responsibility given by the Director/Principal.
14. HOD shall encourage faculty members to do PhD and must involve themselves in research activities along with publication of research work.

#### **THE PROFESSORS & ASSOCIATE PROFESSORS OF THE INSTITUTION:**

Subject to the Supervision, direction and general control of the Authority/Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. Professors and Associate Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode envisaged in clause 7.0(b).
2. Assistant Professors will upload the all relevant data's like assigned courses, class progress & other details as per requirement of ERP on daily basis.
3. Professors and Associate Professors will assist HOD in academics and administration of the department and also contribute in Policy planning, Monitoring & Evaluation and promotional activities both at Departmental and Institutional level.

4. As far as management of the academic affairs of the Department concerned the Professors and Associate Professors will take active participation in the Departmental Committee as advised by the HOD.
5. As a part of academic affairs, the Professors and Associate Professors will impart knowledge to the students by taking regular classes, tutorial classes and remedial classes on regular basis, they will also guide the faculty members regarding the need of Laboratory Development and to improve the quality of the Lab classes and so on.
6. As a part of academic affairs the Professors and Associate Professors will implement Faculty development programme, conduct departmental Workshop and Seminar and also monitor and evaluate academic activities.
7. Professors and Associate Professors will provide Research Guidance Including PhD Program; ensure Publication Work and also design and development of new programmes as suitable for the students.
8. Professors and Associate Professors are most suitable for Real world knowledge application, they will provide leadership In external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development; modernization, expansion, promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Programme (OIP) and brand building of the department providing technical support etc.
9. The Professors and Associate Professors must undertake the responsibility to bring sponsored research project and industrial consultancy work.
10. Has to give valuable guidance as a senior member of college committees duly nominated by the Director/Principal.
11. To contribute to the finishing school program and industry readiness program, any other responsibility given by the Director/Principal or by the HOD.
12. The promotion to the post of Associate Professor is subject to an. approval of the Selection Committee/Appraisal Committee formed for the said purpose by the Director/Principal. The designation of Professor and Associate Professor can be given to a faculty who has a PhD in a relevant subject under the University Curriculum and after the due approval from the Selection Committee/Appraisal Committee formed for the said purpose by the Management.

### **THE ASSISTANT PROFESSORS OF THE INSTITUTION:**

Subject to the Supervision, direction and general control of the Authority/Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. Assistant Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode envisaged in clause 7.0(b). They will also be closely involved in his examination process as per guidance of HOD.
2. Assistant Professors will take active role in the Departmental Committee as directed by the HOD.
3. Assistant Professors will take regular classes, tutorial classes and remedial classes on regular basis, laboratory development and lab classes, Preparation of lesson plan, teaching materials, publications and full implementation of online teaching learning systems.
4. As a part of academic affairs, the Assistant Professors will participate in Faculty development programme, departmental workshop, seminar for continuous quality improvement teaching learning process.
5. Assistant professors will be actively involved in Research and Project, Publication work, and design/development of new programmes as suitable for the students.
6. Assistant Professors will participate in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), Seminar, Laboratory Development, Modernization, Expansion, Promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Programme (QIP) and brand building of the department providing technical support etc.
7. Assistant Professors will actively take part in extracurricular, cultural and social service activities of the college as member of respective college committees and cells.
8. Assistant Professors will upload the all relevant data's like assigned courses, class progress & other details as per requirement of ERP on daily basis.
9. They will devote significant time and energy for the total counseling of the students round the year.
10. Any other responsibility given by the Director/Principal or HOD.



11. Assistant Professors will involve themselves in research and development. They must try to publish research papers and engage themselves accordingly for doctoral work (if applicable).
12. Assistant Professors will have to take active role to bring sponsored industrial consultancy work as well as sponsored research projects.

### **R & D: CONSULTANCY, SPONSORED RESEARCH**

**Each Professor/Associate Professor of the College has to take up the following activity:**

- Industrial Consultancy
  - Individual
  - Technical Services
  - Service Consultancy
- Sponsored Research
- Talent searching at all levels (i.e. Faculty, Students and lab Assistants).

### **THE TECHNICAL ASSISTANT, LAB INSTRUCTOR OF THE INSTITUTION:**

Subject to the Supervision, direction and general control of the Authority/Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- i. As a part of academic affairs, the Technical Assistants & lab Instructors will actively participate in laboratory development, Preparation of laboratory manual, charts and conducting lab classes with full theoretical knowledge duly guided by concerned faculty members.
- ii. Technical Assistants & lab Instructors is always guided by the respective faculty in charge of the laboratory. Technical Assistants & lab Instructors shall also be responsible to take every care & ensure the proper maintenance of the equipment, electric connections, etc. kept in the laboratory, in case any other assignments given by the respective faculty, he/she shall always participate in any activity related to college affairs. He / She shall also carry out the decisions of the HOD as well as the Director/Principal.
- iii. They will also be actively involved in multiple college activities as member of various cells duly nominated by HODs.

- iv. In the event of modification in the syllabus the concerned technical staff members need to be updated and trained by the senior faculty members to implement the modifications appropriately.
- v. Any other responsibility given by the Director/Principal or by the HOD.
- vi. Technical Staff members must augment their qualification with the approval of the Director/Principal.

**THE LIBRARIAN OF THE INSTITUTION:**

Subject to the Supervision, direction and general control of the Authority/Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

Librarian will be responsible for smooth & effective operation of the college library.

- i. Librarian will manage the planning, administrative and budgetary functions of library and information services including. Smooth & effective operation of the library
- ii. Establish and implement library and information policies and procedures, Software Implementation/up gradation
- iii. The person will be responsible for procurement planning in consultation with respective HODs and the Director/Principal.
- iv. Develop and manage convenient, accessible library and information services
- v. Prepare & manage the budget for library and information services, technology and media
- vi. Develop & manage cost-effective library and information services, technology and media
- vii. Order materials and maintain records for payment of invoices
- viii. Analyze and evaluate library and information services, technology and media service requirements
- ix. Prepare reports related to library and information services, technology and media services, resources and activities
- x. Procurement planning in consultation with Director/ Principal and HOD.
- xi. Librarian will provide effective access to library collections and resources, maintain the organization of library materials, provide library services in response to the information needs of library users and perform other related duties.
- xii. Any other responsibility given by the Director /Principal.

## **ANNEXURE – 3**

### **DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF ADMINISTRATIVE AND TECHNICAL STAFF**

#### **1.0. PURPOSE AND SCOPE**

#### **2.0. DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF and GENERAL ADMINISTRATION**

- a) Secretarial Work*
- b) Dealing with UGC and Accrediting Agencies*
- c) Collaboration with Institutes/Universities*

#### **3.0. BUDGET, ACCOUNTS AND FINANCE RELATED ACTIVITIES BY THE FINANCE SECTION**

- a) Budget preparation.*
- b) Account keeping and Compilation*
- c) Fund Management*
- d) Salary and wages*

#### **4.0. PERSONNEL RELATED ACTIVITIES (Establishment/Administration Section)**

- a) Recruitment of staff*
- b) Service-related matters*
- c) Retirement, Severance and Disciplinary Action*

#### **5.0. ACADEMIC RELATED MATTERS**

- a) New Academic Programme*
- b) Admission of students*
- c) Maintenance of student records*
- d) Scholarships, bank loan and research fellowships*
- e) Disciplinary Action*
- f) Student Professional Bodies*
- g) Issue of Transfer Certificates etc.*

#### **6.0. EXAMINATION RELATED MATTERS**

#### **7.0. STORES AND PURCHASE**

- a) Purchase of items*
- b) Stores Stocking & Distribution*
- c) Bills processing*

#### **8.0. DUTIES & RESPONSIBILITIES OF TECHNICAL STAFF**

##### **PRACTICAL CLASSES**

- a) Science Laboratories*
- b) Workshops*
- c) Testing and Machine-Oriented Laboratories*
- d) Electrical and Electronics Laboratories*
- e) Computer related Laboratories*

**9.0. CLEANLINESS AND MAINTENANCE**

**10.0. RECORD KEEPING**

**11.0. INVOLVEMENT IN DEVELOPMENTAL ACTIVITIES**

- a) Laboratory development*
- b) Research related*
- c) Testing for outside agencies*

**12.0. APPLICABILITY AND VIOLATIONS**

**13.0. RELATIONSHIP**

- a) Relationship with Students*
- b) Relationship with Faculty Members*
- c) Relationship with Colleagues*
- d) Relationship with Management*
- e) Relationship with Parent's / Guardian*
- f) Relationship with Society*

**14.0. USE OF INSTITUTE RESOURCES**

**15.0. REPRESENTATION AND GRIEVANCE REDRESSAL**

## ANNEXURE – 3

### DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF ADMINISTRATIVE AND TECHNICAL STAFF

#### 1.0 PURPOSE & SCOPE

As employees of the GM Institute of Technology, Davanagere the administrative and technical staff have to follow the rules & regulations and code of conduct prescribed in performing their duties so as to ensure the set standards achieved. These rules and regulations and code of conduct are applicable to all staff members working either on time scale of pay or on consolidated pay attached to the Institute.

#### 2.0. DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF & GENERAL ADMINISTRATION

##### a) Secretarial Work

As the Institute is planning to be University, there are many statutory committees like Management Committee, Finance Committee, Academic Council, Board of Studies, etc. The work relating to these bodies include,

- i) Issue of notices to the members requesting them to attend various meetings following established procedures and conventions on instruction from appropriate authority.
- ii) Calling for subjects for inclusion in the agenda from the Dean/Director/Head of Department compile them and prepare agenda and notes for discussion in the various statutory body meetings after getting approval from the appropriate authority.
- iii) Sending agenda and notes to the members of various committees.
- iv) Keeping record of the minutes of the meetings and communications of minutes/orders issued, after obtaining approval.
- v) Maintenance of all-important documents such as Memorandum of Association (MoA), Bye-laws and carrying out changes/modifications as and when necessary after approval by appropriate bodies, without destroying the immediately past versions.
- vi) Seeking the approval of information to the UGC, AICTE, VTU, and other bodies, as the case may be, wherever necessary for the changes/modifications made.
- vii) Maintenance of all attendance registers and minutes of various committee meetings and maintaining confidentiality of information, where it is essential in the interest of the Institute.
- viii) Communicating and putting up notes in English, unless or otherwise required.

**b) Dealing with UGC and Accrediting Agencies**

The responsibility of the administration includes:

- i) Initiating all necessary actions in time to get extension of the Institute status since the conferment has to be extended after the expiry of the stipulated period.
- ii) Furnishing all returns called for by the UGC, AICTE, VTU and other bodies who has supervisory/overseeing powers with regard to the programmes offered by the Institute.
- iii) Taking all actions and doing all correspondence relating to securing accreditation from NAAC, NBA or other accrediting bodies, from whom Institute may decide to get.
- iv) Furnishing of compliance reports and providing the details called for by the agency.

**c) Collaboration with Institutes/Universities**

- i) All correspondences and pursuing actions relating to collaboration dealings with other Universities/Institutions in India and abroad.
- ii) Taking steps to sign of Memorandum of Undertaking (MoU) with industries and other institutions and following it up.
- iii) Keeping of all records relating to collaboration and following it up with the HODs of the Institute.
- iv) Looking after all other related activities pertaining to collaborations.

**3.0 BUDGET, ACCOUNTS AND FINANCE RELATED ACTIVITIES BY THE FINANCE SECTION**

**a) Budget preparation**

Budget is an important instrument for the control of expenditure and financial management of the Institute. The duties and responsibilities of administrative staff include,

- i) Calling for budget details both for consumables and non-consumables from the Departments of the Institute.
- ii) Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned.
- iii) Calling for budget modification if any from the Departments, compiling, securing approval for revised budget and communication back to Departments.

- iv) Bringing to the notice of appropriate authority timely if any deviation noticed timely so that necessary control can be exercised.

**b) Account keeping and Compilation**

- i) Keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the approved procedure/manual, Tally or in any acceptable form.
- ii) Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet.
- iii) Management of accounts receivables by taking prompt action to recover the amount due to the Institute.
- iv) Receipt of semester fees and other fees from the students accounting them and attending to all other issues relating to that.
- v) Accounting of caution deposit of students and refund/adjustment as the case may be.
- vi) Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the authority concerned.
- vii) Management of all payables by the Institute by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.

**c) Fund Management**

- i) Investment of funds received from parent body (**SET, Bheemasamudra**) and from income realized from students as per the decision of the Institute.
- ii) Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditure.
- iii) Keeping the funds received as grant for sponsored and funded research projects in separate account and incurring expenditure only for the purpose it is granted.

**d) Salary and wages**

- i) Preparation of all pay bill, arrears bill and supplementary bills of all employees, drawl and disbursement to the concerned person as per the established procedure.
- ii) Maintenance of accounts pertaining to statutory deductions like provident fund, property tax, etc.
- iii) Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentives related payment to

the faculty and staff.

- iv) Dealing with all matters relating to income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns and issue of tax deduction certificate, etc.
- v) Deduction of professional tax and remittance to appropriate authorities under the Act.
- vi) Drawl of payment towards encashment of leave, leave salary, statutory payment like gratuity and recovery of dues from employees.
- vii) Dealing with all other matters related to drawl & payment and recovery from the employees of the University.
- viii) Dealing with all matters relating to sanction of advances to employees, and recovery / adjustment of the same.

#### **4.0 PERSONNEL RELATED ACTIVITIES (Establishment/Administration Section)**

##### **e) Recruitment of staff**

- (i) Working out staff requirement comprising faculty, technical and administrative staff as per the norms fixed and obtaining necessary sanction from the appropriate authority.
- (ii) Maintenance of establishment list category-wise and taking action to fill up the position on approval from the authority concern.
- (iii) Putting up proposal for sanctioning additional staff as and when new programmes are added and/or expanded, etc., after getting necessary proposals from the concerned Head of Department.
- (iv) Issuing of advertisement, receiving applications, short-listing candidates by test/experience, etc. by the Department and putting up the short-listed candidates to the appropriate selection committees constituted for interview and selection.
- (v) Issuing of appointment orders to the selected candidates after approval by the competent authority.
- (vi) Maintenance of qualifications fixed for various positions in different category of staff. Taking action to fix qualification for recruitment if and when new positions are created.



**f) Service-related matters**

- i) All matters relating to probation, regularization for all categories of staff promptly.
- ii) Receipt of all annual performance appraisal forms from the Departments, initial scrutiny for missing details and submission to the review committee.
- iii) Arranging for the conduct of annual review for all categories of staff and sanction of increment.
- iv) Arranging for special reviews for career advancement/promotion by the committee constituted and issue of orders thereafter.
- v) Maintenance of all service records of all employees and periodic updating.
- vi) Matters relating to deputation of employees for higher studies/ Knowledge Exchange in India or abroad.
- vii) All matters relating to deputation of faculty to attend conferences//seminars / workshops either in India or abroad.
- viii) Issue of certificate such as service certificate, experience certificate, etc., after obtaining approval from the authority concerned.

**g) Retirement, Severance and Disciplinary Action**

- i) Processing of resignation request of employees after checking his/her condition of appointment and the policy of the Institute.
- ii) Issuing relief order through the Department concerned only on satisfying all conditions prescribed, and after getting no dues certificate.
- ii) Maintaining the retirement date of employees and taking prompt action to relieve him/her following the due procedure prescribed.
- iv) Issuing certificate/experience certificate only on completion of all formalities.
- v) All matters relating to disciplinary action against employees for offences committed, dereliction of duty, etc.
- vi) All correspondence and files relating to legal action against any employee if and when such action pursued by the Institute.

## **5.0 ACADEMIC RELATED MATTERS**

### **a) New Academic Programme**

- i) Processing of proposals received from the Heads of Departments and from others for starting new academic programmes in the Institute.
- ii) Securing the approval of the Board of Management after due examination in the concerned Governing Council.
- iii) All correspondences relating to securing of approvals or furnishing of information relating to new programmes.

### **b) Admission of students**

- i) Issuing advertisements calling for application for various programmes offered by the Institute and processing of applications.
- ii) All correspondences relating to admission of students in various programmes and all issues relating to admission.
- iii) Verification of all certificates of students for validity before admission.
- iv) Verification and Clearance for Students under Change of College and Change of Branch.
- v) Checking for equivalence of eligibility conditions for various programmes especially in respect of students migrating from other Universities.

### **c) Maintenance of student records**

- i) Maintenance of all information relating to every student pursuing programme in the Institute in proper form and to retrieve them as and when necessary.
- ii) Safe custody of all original certificates received from students for verification and safe return of them after verification.

### **d) Scholarships, bank loan and research fellowships**

- i) Issuing certificates to students to secure loan from Banks for pursuing education in the Institute.
- ii) All matters relating to securing scholarship for students, who apply to various agencies awarding scholarships.
- iii) Matters relating to award of merit scholarship, fee waiver, etc., by the Institute for meritorious students.
- iv) Distribution of cash award, prize, etc., to students who secure ranks in the examination

as per the scheme of Institute.

- v) Forwarding the applications of research scholars and pursuing with UGC and other agencies for the award of research fellowships under various schemes.

**e) Disciplinary Action**

- i) Dealing with matters relating to constitution of enquiry committee on issues relating to disciplinary action, securing the report and pursuing disciplinary action against the student(s) concerned.
- ii) Pursuing matters relating to cases filed by student in the courts to defend the Institute.
- iii) Processing of complaints received from parents of students and others and pursuing action till completion of the process.
- iv) Dealing on priority basis disciplinary action relating to ragging by students.

**f) Professional Bodies**

- i) All matters relating to student professional bodies in the various Departments with regard to approval from administration.
- ii) Sanction of advance for various events organized by the professional bodies and final settlement/adjustment of accounts by the Department concerned.

**g) Issue of Transfer Certificates etc.**

- i) Issue of transfer certificate and other certificates signed by appropriate authority to the students when they leave the Institute after completion of programme/discontinuance the programme.
- ii) Any other issues relating to students' academic activities.

**6.0 EXAMINATION RELATED MATTERS**

At Institute level, the responsibility for scheduling and conducting of end semester examinations, distribution of mark sheets and degree certificates rest with the Institute. The duties and responsibilities include,

- i) Scheduling and conducting exams for all programmes. Dispatching the answer scripts to the for evaluation and University assigned locations.
- ii) Scheduling of end semester examinations, arranging to get question papers, print and keep them securely for distribution for examination halls.

- ii) Making arrangements to conduct examinations as per the procedure envisaged.
- iv) Receipt of finalized grade statements course-wise for every programme from the University, and clear indications of Status of each student Viz, Eligible, Not eligible and so on.
- v) Any other issues relating to the conduct of examination, evaluation, declaration of results and award of degree certificates.

The duties and responsibilities during practical examination are as follows:

- vi) Issue of instruments and other equipment to the students as per the instruction of examiners appointed for the purpose.
- vii) Desist from revealing to the students any confidential information relating to the content and scope of the practical test given to the students.
- viii) Desist from giving any prompt or assistance to the students, who are undergoing examination thereby not jeopardizing the sanctity of the examination.
- ix) Checking all the equipment, machinery and tools for any defect and rectify the same so that the students do not face any difficulty during examination.

## **7.0 STORES AND PURCHASE**

### **a) Purchase of items**

The duties and responsibilities under this item shall include,

- i) Though Departments take action to purchase both consumable and non-consumable items, it is the duty of administration to ensure that they follow the purchase procedure as prescribed by the Institute.
- ii) Scrutiny and securing administrative approval from the appropriate authority for the purchase proposal of the Department and return it to the Department concerned.
- iii) Checking the short-listed comparative statement and the evaluation sheet with remarks for accuracy, missing information and placing it before the purchase committee for consideration/negotiation with the parties concerned and final decision.
- iv) In respect of major items for which open tender is contemplated, obtaining specification from the Departments, calling for open tender through advertisement and forwarding to the Department concerned for remarks.

- v) Placing before the purchase committee the tender evaluation by the Department for consideration/negotiation if necessary and approval.
- vi) Making arrangements for procuring record note books and other stationery required by the Departments, Examination Cell, etc., every semester/annual as the case may be.
- vii) Purchase of all furniture and fittings required by the Departments through appropriate agencies as per the procedure enunciated by the Organization.

**b) Stores Stocking & Distribution**

- i) Assessing the requirements from Departments, make arrangements for printing and stocking and distribution of Dairies, calendars, magazines, books, other forms and registers required by the Institute.
- ii) Printing/purchasing, stocking and distribution of all other stationery such as paper for writing, answer scripts, chalks, dusters, etc., required by the Departments.
- iii) Gathering of indent for furniture from the Departments and arrange for the supply of the same following the procedure.
- iv) Maintenance of stock register and arranging for annual stock verification in all the Departments.
- v) Follow up action on the stock verification report pertaining to Departments to ensure they rectify the defects pointed out.

**c) Bills processing**

- i) Bills received from the Departments and suppliers have to be verified for stock certificate and the claim made by the suppliers.
- ii) Bills after due verification be passed by the Accounts Section for passing and issue of cheque.
- iii) Payment to the parties by cheque will be made by the Stores and Purchase section through the Department whoever procured the items.

**8.0 DUTIES & RESPONSIBILITIES OF TECHNICAL STAFF**

**PRACTICAL CLASSES**

**a) Science Laboratories**

The technical supporting staff is employed in the laboratories of various science departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible for

- i) Arranging the equipment/instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.
- ii) Issuing instruments to the students based on the instructions of the faculty under due acknowledgement of the students for conducting experiments.
- iii) Receiving of the gadgets/instruments issued to students, after checking for any malfunctioning, damage caused etc., and reporting to the faculty member any damages etc., if noticed.
- iv) While the faculty member in charge of the practical class is responsible for issuing instructions as how to conduct experiment, the technical support member should refrain from prompting the students.
- v) While the students conduct experiment, it is the duty of the technical staff to help the faculty member in ensuring that the students do not cause damage to the equipment due to wrong operation or mishandling.
- vi) After the laboratory class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use.
- vii) In case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the Department office at the end of the semester to affect recovery from the student concerned.
- viii) Wherever items/chemicals which are harmful, the supporting staff should watch to avoid misuse by students in the interest of the safety of students.
- ix) Carry out any other work assigned to them by staff in charge and HOD.

**b) Workshops**

The technical staff such as Instructors and Technicians is employed in the Workshop primarily to teach the students in technical skills involving machining etc. While the faculty member in charge of the Workshop class is responsible for briefing the students about the Exercise/Experiments, the theory behind it, precaution to be adopted etc., and the technical staff is responsible for

- i) Issuing of tools and gadgets required for carrying out the exercise assigned to the student and receiving it back after the class is over.
- ii) Coaching the students as how to operate the machine, mounting of tool, carrying out machining operation, etc.

- iii) Helping the students in grinding the blunt tool, so that the students acquire the skill involved in it.
- iv) Adjusting the machine tool, ensuring that they are kept clean after the students complete their exercises.
- v) Coaching the students in handling of hand tools involved in carpentry work, helping the student in learning simple carpentry works.
- vi) Coaching the students in fitting and welding activities, and in plumbing works.
- vii) Demonstrating to the students the steps involved in foundry and smithy related activities as per the instruction of faculty in charge of laboratory / practical class.
- viii) Keep a watch on the students so that they handle tools safely and securely in the interest of safety of students.
- ix) Technical staff should communicate with the students in English during Lab Classes.
- x) Carry out any other work assigned to them by staff in charge and HOD.

**c) Testing and Machine-Oriented Laboratories**

- i) There are many laboratories, wherein the students are given practical exposure in conducting tests, which involve sophisticated and costly machineries. The technical staff provides support services to the faculty member in charge of the practical class in coaching the students. Their responsibilities include,
- ii) Helping the students in the preparation of specimens required as per the instruction of faculty for conducting the test. The technician should avoid doing by himself instead of the students.
- iii) Providing assistance if needed by the students in mounting the specimen and in handling the equipment or machinery so as to ensure that the equipment is not damaged.
- iv) Issue of necessary consumables from the sub stock required by the students for conducting the experiment and accounting it properly.
- v) Keeping the testing equipment/machinery in operable condition by checking them when the laboratory classes are not held.
- vi) Proper custody of all tools, gadgets, measuring instruments and other items of the laboratories and issue to the students and receipt back after the experiment is over.
- vii) Maintenance of the laboratory clean.

viii) Carry out any other work assigned to them by staff in charge and HOD.

**d) Electrical and Electronics Laboratories**

- i) To assist the faculty in charge of laboratory practical class for an effective and orderly conduct of practical courses.
- ii) To ensure whether all the equipment and machineries are in proper working condition before the commencement of lab classes.
- iii) To ensure the safety of the students during lab classes by carefully following the safety instructions.
- iv) To issue the required meters, instruments, components etc., to the students during practical classes and receiving the same back after completion of experiment.
- v) To help the students in the circuit debugging measurement observation, etc., in the regular lab classes.
- vi) Keeping the working tables in their respective labs always in working condition by proper maintenance.
- vii) To help the students in the fabrication of working models, as a part of their project work.
- viii) Maintenance of the laboratory clean.
- ix) Carry out any other work assigned to them by staff in charge and HOD.

**e) Computer related Laboratories**

- i) Routine maintenance of all Computer Systems, UPS and other peripherals related to laboratory.
- ii) Assisting the faculty in charge of laboratory class, so far as it relates to the hardware and system software problems.
- iii) If a system is in warranty period or in maintenance contract, wherever it develops defects, call the concerned company technical staff for fixing the defects.
- iv) Maintenance of computers attached to the Institute office and senior officials like Management Members, Principal, Director and Deans.
- v) Maintenance of networking of the laboratory concerned.
- vi) Creation of new login during the commencement of semester for the students, so that students can do new exercises during the semester.



- vii) Attending to the problem faced by students with respect to hardware and system softwares.
- viii) Arranging LCD projector to the class room, conference hall, seminar hall, etc., as and when needed.
- ix) Loading specific software and upgrading of system to meet the specific requirement of students during project works.
- x) Maintenance of all software packages attached to the laboratory. Removal of viruses in the system as and when affected.
- xi) Switching off the systems and air conditioners when students are not using the laboratory to save energy consumption.
- xii) Reporting to the faculty member if the technical staff notice any misuse of the system by students.
- xiii) Keeping the laboratory clean.
- xiv) To carry out work assigned to them by staff in charge of Laboratory or HOD.

## **9.0. CLEANLINESS AND MAINTENANCE**

With regard to cleanliness and maintenance the duties and responsibilities of technical staff include,

- i) Ensuring that the laboratory/workshop, in which the technical staff are posted is kept clean and neat by using the sweepers posted for the purpose.
- ii) All the equipment / machinery should be maintained so that they are in good working condition always. In case of any fault/defect, it should be brought to the notice of the faculty in charge of the laboratory and take prompt action to rectify the defects.
- iii) The technical staff should ensure that the garbage accumulated in the laboratory or in the vicinity outside the laboratory are cleaned by the cleaning staff of the Institute posted for the purpose.
- iv) All safety items like fire extinguisher etc., should be kept in working condition and first aid materials are kept in the box to be used in case of emergency.
- v) Many equipment/measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of faculty in charge or getting it done by outside agencies wherever it is needed.

- vi) Maintenance and exhibition of charts and other learning materials in the laboratory as per the instructions of the laboratory in charge is also the responsibility of technical staff.
- vii) The technical staff should bring it to the notice of faculty in charge about unserviceable items and items to be condemned. He/she should also help him/her in taking action to dispose them.
- viii) All the machineries and equipment are to be cleaned regularly by technical staff.

#### **10.0. RECORD KEEPING**

Though the overall responsibility for the maintenance and upkeep of records pertaining to the laboratory is vested with the faculty member in charge of the laboratory, the technical staff is responsible for,

- i) Maintaining the stock register for both consumable and non-consumable items by making entries then and there, and getting it attested by the faculty member.
- ii) Keeping the store room / cupboard wherein the tools, gadgets, etc., are stocked securely and safely and issue to the students on the instruction of the faculty under proper acknowledgement only.
- iii) Helping the faculty in reconciliation of stock of items if any discrepancy pointed out by the stock verification team.
- iv) Maintenance of register regarding breakage of item by students while doing experiment, preparing the statement duly attested by the faculty member at the end of semester for forwarding to the office to effect recovery.
- v) Maintaining all instruction manuals and record note books submitted by students to the faculty for correction and redistribution back to the students.

#### **11.0 INVOLVEMENT IN DEVELOPMENTAL ACTIVITIES**

##### **f) Laboratory development**

- i) The technical staff should contribute in the efforts of the faculty member in developing new experiments as and when needed.
- ii) Especially in project works, the students do come up with lots of new ideas. The technical staff with the approval of the project guide and the laboratory in charge should help the students in fabricating/assembling the experimental set up or developing gadget using the laboratory facilities.

- iii) Whenever new equipment/machinery is purchased, the technical staff should ensure their fullest co-operation to the faculty in charge in the installation of equipment.

**g) Research related**

- i) Whatever experimental set up needed by the researchers, the technical staff should assist the research scholar with the approval of the laboratory in charge.
- ii) Not only help in preparing the experimental set up wherever needed, the technical staff shall assist the researcher in taking readings/measurements and in the operation of the gadget.
- iii) As an Institute, emphasis will be on sponsored research projects and consultancy, many research projects involve experiments, testing etc. Therefore, the technical staff of the laboratory should extend co-operation and help to the project coordinator and project associates in their endeavour.
- iv) Even if the work involves beyond the working hours of the institution, technical staff will have to render assistance to the project coordinators.

**h) Testing for outside agencies**

The institution may get request for testing components, materials etc., for certification from different sources. While conducting testing along with the faculty member, the technical staff should take utmost precaution in preparing samples and careful in testing, so that the credibility is ensured in certification.

**12.0 APPLICABILITY AND VIOLATIONS**

The members should bring to the attention of appropriate authority any suspected violations of any of the provisions of these rules and regulations. Raising such a concern is a service to the Institute and will not jeopardize one's position or employment. Proved violations will result in suitable disciplinary action up-to and including termination from employment of the Institute. If needed, legal recourse may also be resorted against the concerned individuals depending on the gravity of violations.

**13.0 RELATIONSHIPS**

**a) Relationship with Students**

While the aim of the Institute is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve.

- i) According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
- ii) Making regular contribution for the personal development of students, while looking after their interest and welfare.
- iii) Not disclosing confidential information about students, which the member knows, to anyone other than to authorize persons/agency or in the interest of law.
- iv) Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behaviour, unmindful of some untoward event if occurred, rather than having a feeling of revenge.
- v) Abstaining from indulging in any corrupt practices with the students by showing favour of any kind.
- vi) Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.
- vii) Trying to integrate the values of integrity, honesty and fairness and desire in all the dealings by the staff, since the Institute values them.

**b) Relationship with Faculty Members**

As the technical and administrative staff is expected to work closely with the faculty of the Institute in day to day activities, the staff should

- i) Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- ii) Develop friendly and co-operative relationship with the faculty members.
- iii) Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship.
- iv) Not to transgress his/her defined role in the interest of discharge of assigned duties and responsibilities.
- v) Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.

### **c) Relationship with Colleagues**

A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,

- i) Move with his/her colleagues in the Institute in a manner that he/she expect them to move with him/her.
- ii) Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- iii) Eschew writing anonymous letters in self-interest to the authorities about his/her colleagues thereby harming others in self-interest.
- iv) Desist spreading rumors or wrong news about his/her colleagues to express his/her displeasure.
- v) Refrain from passing information about colleagues to any individual or agency without his/her express permission.

### **d) Relationship with Management**

A member is expected to develop proper rapport with the employer viz. Management. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

- i) Perform all professional activities through proper channels.
- ii) Do not discuss with unauthorized individuals about professional and other information pertaining to the Institute.
- iii) Look for promotion/elevation only on grounds of competence/performance.
- iv) Do not expect appointment or promotion out of turn, based on favouritism or against professional interest/ethics.
- v) Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the Institute.
- vi) Co-operate whole heartedly with the authorities of the Institute in the fulfillment of mission and goals of Institute by performing his/her role in a professional manner.
- vii) Avoid condemnation of authorities, behaviour through anonymous communication to

outsiders/newspapers and also conversational conflicts which harm the interest of Institute.

- viii) Every member is required to conduct the University's transaction with utmost honesty, integrity and fairness.
- ix) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- x) Should follow all norms and job details assigned by the University to the member from time to time with dedication.

**e) Relationship with and Parents / Guardian**

An employee is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students. The employee should

- i) Respect the prerogative of parents/guardian to look after the interest of students.
- ii) Develop friendly and co-operative relations with parents/guardian.
- iii) Monitor the progress and share information about the students with the parents/guardian and also receive information about the students from them, which is essential for the development of students.
- iv) Bring to the notice of the parents/guardian any short comings / behaviour noticed which the faculty feel, the parents should know.

**f) Relationship with Society**

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

- i) Adherence to desirable standards expected of the Institute by the society.
- ii) Participation in diverse activities of the community as a good citizen.
- iii) Soliciting public co-operation in the educational programmes of the Institute.
- iv) Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

#### **14.0 USE OF INSTITUTE RESOURCES**

The Institute resources include, but limited to, the use of telephone systems, data communication and networking services, university domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others.

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

#### **15.0 REPRESENTATION AND GRIEVANCE REDRESSAL**

- i) A staff member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (eg. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her department.
- ii) Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.
- iii) The affected member should address his/her problem through channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities.

**The Process of grievances redressal of employees has been explained in point 7 of employee service rules**