SERVICE RULES IN PRACTICE

CHAPTER I – SERVICE RECORDS

1. CLASSIFICATION OF EMPLOYEES

The employees are classified as follows:

(i) Teaching Staff

(ii) Non-Teaching staff including ministerial, technical supporting staff and other non-technical employees.

They are further classified as:

(a) Regular employee: means the qualified and eligible person employed against a regular post and includes an employee initially appointed on probation, who has satisfactorily completed the period of probation and whose service has been regularized by the management.

(b) Probationary employee: is a qualified and eligible person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the Institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended by one year at the discretion of the Management. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged by the HOD or Director, who recommends his/her service to confirm/extend probation or even for termination, if found not suitable.

(c) Staff on contract: Security Guards, Sanitation team and Canteen contractor are the out sourced persons on contract, their service conditions will be as per mutually agreed terms of contract, which they have entered with the Institute and whose contract may or may not be renewed.

(d) Temporary/Adhoc appointees: means employees who are employed for work which is essentially of temporary nature or are employed in a post of permanent employee who is temporarily absent due to any reason, including one permitted by the Institute to go on advanced studies. A

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person may be recruited by an internally constituted committee on adhoc basis.

(c) The Management shall fix the number of posts in institution according to requirement keeping in view the various norms in all categories from time to time and also prescribe, mode of recruitment etc., to each category of posts, which may be reviewed and revisedby the Management from time to time, depending upon the exigencies. The pay scales ofthe Teaching Staff are covered under AICTE scales. Hence, their payments will be fixed in the appropriate grades and scales depending upon qualifications, experience, exposure and merit etc., as applicable and as amended from time to time, except the staff recruited temporarily or on adhoc basis or on consolidated contract basis.

(i) Notwithstanding anything contained in these rules and regulations, the Management may employ persons on a temporary/adhoc basis or on contract basis to different posts in the organization under their control on consolidated payor on daily wages, wherever the necessity and circumstances so warrant.

(ii) For all the non-teaching staff, the terms and conditions with regard to pay etc. will be as decided by the management in consultation with the Director.

2. EMPLOYMENT OF NEAR RELATIVES:

As a general rule, it is the policy of Babu Banarasi Das Institute Of Technology & Management, (BBDITM) to avoid employment of two or more members of the same family. Any exception to this policy must be approved by the Governing body.

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3. AGE:

(i) Criterion for age is normally the one prescribed by AICTE and/or affiliating university. Age limit for the post of Director and Faculty members will be 65 years. An extension of 05 yrs, till the attainment of 70 yrs of age shall be given to those who are

physically fit, have written technical books and published papers for faculty the age of retirement is70 years.

(ii) The age of retirement of all the staff (Non-teaching & Technical) shall be 60 yrs. An extension of two year may be given to those who are physically fit and have satisfactory performance.

(iii) An employee may also be pre-maturely retired:

(a) If, due to a physical or mental infirmity, he / she is declared medically unfit for service by a medical board/ registered medical practitioner nominated by the Institute in this behalf; or

(b) On imposition of the penalty of compulsory retirement; or

(c) When the competent authority has occasion to believe that he / she is suffering from a contagious disease; or a physical or mental disability or incapacity to work; which, in its opinion, interferes with the efficient discharge of his duties; or

(d) If, on reviewing the service record of the members on their attaining the age of 50, 55 and 58 years or at any time thereafter, the Director makes recommendations to the Chairpersons for compulsory retirement of such member whose performance is viewed to be poor or below the minimum acceptable standards of efficiency, and who are unable to discharge the employment terms due to his / her performance being poor or below the minimum acceptable standards of efficiency.

The decision of the Institution in regard to premature retirement of a member will be final and binding.

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4. RECORD OF SERVICE

(i) A service book for keeping the record of service of staff shall be maintained by HR department of the College.

(ii) All activities of an employee in his/her official position shall be

recorded in this service book, and each entry must be attested by the Director or his/her superior.

5. SERVICE CONDITIONS FOR THE STAFF:

i. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

ii. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Competent Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which maybe required of him / her or which are necessary to be done in his / her capacity as aforesaid

iii. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairperson.

iv. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.

v. Any staff member, on appointment, except on contract, shall be on probation for a period mentioned in the offer letter / letter of appointment. However, it may be extended by another year.

vi. All the teaching staff shall be paid AICTE scale of pay and other allowances as per College norms.

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vii. Staff attendance should be signed every day, 15 minutes before the commencement of regular class hours, and at the end of the working

hours for the day unless they are on duty outside the campus, or on leave. Late coming will be dealt with separately by the competent authority as per the regulations in force.

viii. Staff should be available in the college premises during the entire period of office hours, on all working days.

ix. If a staff member on any kind of leave has to be out of station, he / she should intimate the competent authority his / her exact out station address and phone numbers in his/ her leave application.

x. No member of the staff shall apply, during the period of his / her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Competent Authority. Any breach of this rule will be viewed seriouslyand suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse the forwarding of such applications in case there is any bond for the employee for aparticular period of service in the college.

xi. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

xii. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

xiii. No Faculty or Staff members should contact outside agency without prior permission from Competent Authority for any matter related to the college.

xiv. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

xv. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

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6. SUSPENSION

(i) If considered necessary, the Competent Authority may suspend the employee from service pending enquiry/investigation. The fact of suspension of the employee will be reported to the Chairperson.

(ii) The Competent Authority shall have the right to place any staff under suspension on charges of misconduct etc. after informing the Chairperson.

7. DISCIPLINARY ACTION

In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Competent Authority has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Chairperson.

8. TERMINATION OF SERVICE

(i) After regularization following satisfactory completion of probation-period, an employee's service may be dispensed with by the management after giving one month's notice or such additional period as may coincide with the academic term, or by payment of one month's salary in lieu of notice shall be necessary if the services are dispensed with by the competent authority for misconduct, or due to loss of confidence in the employee.

(ii) An employee may also tender his/her resignation by giving one month's notice or salary in lieu of the unexpired notice period. However, irrespective of whether it is the period of probation or otherwise, the management as its sole discretion keeping the students interests in view, may not permit a faculty-member to leave the Institute during the ongoing Semester if teaching commitments on his/her part are pending. No leave, even when due, will be availed during the one months notice

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period of resignation from the Institute's service.

(iii) The Competent Authority shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:

a. Serious misconduct and willful negligence of duty;

b. Gross insubordination;

c. Physical or mental unfitness; and

d. Participation in any criminal offence involving moral turpitude.

9. ABANDONMENT & AUTOMATIC TERMINATION:

(1) If a member of staff remains absent from duty without prior permission for a period exceeding thirty consecutive days, the competent authority may draw an irresistible presumption that by remaining absent continuously and unauthorized, he/she has abandoned the job. Such abandonment of service shall be treated as resignation from the service and not as termination by the Institute: and the employee will also be liable to pay one month's salary in lieu of notice (if applicable as per the terms & conditions of the employment), which may be deducted from his/her salary or other dues. Provided, however, the said employee returns within forty-five days and gives proper explanation for his absence to the satisfaction of the institution's authorities, the lapse may be condoned and he/she may be re-employed in his post with/without continuity of service, entirely at the discretion of the competent authority; and the member shall have no right to any claim, or challenge the discretion of the competent authority in this regard.

(2) In the event of an employee remaining absent in the excess of the period of leave originally granted or subsequently extended, he/she will lose his/her lien on appointment, unless he/she returns with in eight days (including holidays/weekly off, etc. as also the period for

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which the leave though applied has not been granted) and gives acceptable explanation to the competent authority of his inability to return immediately after expiry of the leave period.

10. RELIEVING FORMALITIES

(a) The member will hand over the charge together with all the property/material of the organization in his/her possession, custody or charge at the time of cessation of employment, such as identity card, data-bases, files, books, magazines, reports & records, documents, manual, audio/video tapes, floppies/discs, tools, instruments, etc., before the last payment of outstanding wages is released. The value of all shortages and/or damages to any property shall be recoverable from him, including adjustments against whatever dues are payable to him. The employee will be required to compensate the institute for all losses/damages caused by him to the official premises and all movable property therein.

(b) At the time of leaving services, the employee shall have to obtain a "No Dues Certificate" from all the concerned departments. Accounts Department will finally settle his/her account only after submission of this certificate.

(c) Failure to comply with any of the above provisions shall entitle the competent authority to withhold the employee's dues to make appropriate deductions there from, and to take such other action as may be deemed fit, which also includes the initiation of legal proceedings in any court of law.

S.S
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Babu Banarasi Das

Institute of Technology & Management, Lucknow

"CONFIDENTIAL"

EMPLOYEE EXIT INTERVIEW FORM

Date: .....

Name: .....**Department:** .....

Reporting Manager:.....

Date of Joining: .....**Date of Relieving:** .....

Starting Designation: .....**Ending Designation:** .....

PART I: REASONS FOR LEAVING

More than one reason may be given if appropriate; if so, tick (√) primary reason.

RESIGNATION

( ) Higher Pay
( ) Better career opportunity
( ) Dissatisfaction with workingenvironment
( ) Pregnancy/home/family needs/ Poor health/physical disability
( ) Relocation to another city
( ) Travel difficulties
( ) Other

(specify).....

LAID OFF

( ) Lack of work
( ) Abolition of position
( ) Lack of funds
( ) Other
(specify) _____

_____

RETIREMENT

( ) Voluntary Retirement
( ) Disability Retirement
( ) Regular Retirement

PLANS AFTER LEAVING:

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.....

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S.S.

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PART II: COMMENTS/SUGGESTIONS FOR IMPROVEMENT

We are interested in what our employees have to say about their work experience with theInstitution. Please complete this form.

1. What do you like most about your College?

.....

.....

.....

.....

2. Feedback or suggestions for the college.

.....

.....

.....

.....

3. How did you feel about the following? Tick (√) the appropriate

	Satisfactory	Neutral	Non-satisfactory
1. Your skills were used effectively.			
2. Fairness of workload.			
3. Recognition for the work you did			
4. Access to adequate training & development programs.			
5. Support of work life balance.			
6. Your supervisor was accessible and appreciative of your work.			
7. Sufficient resources and staff were available.			
8. Administrative policies and procedures.			
9. There were sufficient opportunities for advancement.			

S.S Luthra
Director
BBDITM, Lucknow

Interviewer's Signature

Date: .....

OFFICE USE ONLY:

11. APPEAL

An employee of the Institute aggrieved by an order may prefer an appeal to the appellate Authority within forty-five days from the date of service of such order on him/her.

12. APPELLATE AUTHORITY

The Competent Authority in its discretion may appoint Appellate Authority on case to case basis to consider and dispose off the Appeal.

13. RESIDUAL PROVISIONS

(i) Non-enforcement of a rule shall not prejudice the right of the competentauthority to enforce the same at any late date.

(ii) In regard to matters not specifically covered by these regulations, the employee will be governed by the relevant provisions of the law, the Ordinance and / or usage or practice, Management decisions, or orders of the Chairperson, as the case may be.

(iii) The competent authority reserves the right to amend or alter or update these rules/regulations at any time and in any manner it deems fit.

(iv) Interpretations of these regulations, as given by the competent authority, shall be final and binding on all employees.

(v) When the Institute is of the opinion that it is necessary or expedient to do so for the efficient conduct of its activities, it may, at its discretion, relax any of the provisions of these regulations with respect to class or category of posts or person(s).

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CHAPTER II METHOD OF RECRUITMENT

1. RECRUITMENT PROCEDURE:

(i) Manpower requirement (Teaching and non-teaching staff) by HOD.

(ii) Advertisement in leading newspaper and/or through Website by the Director.

(iii) Applications to be collected through mail and /or hard copies.

(iv) Listing of candidates along with the summary of their academic and other details.

(v) Constitution of selection committee including external academic expert as per requirement.

(vi) Issuing call letters by post/mail.

(vii) To conduct interviews.

(viii) Preparation of merit list by selection committee.

(ix) Selection of candidates as per merit and letters of appointment issued as per AICTE norms.

(x) Reporting of selected candidates to the duty.

2. SCREENING

(i) Recruitment is normally done twice in a year during June and December.

(ii) Number of vacancies is notified by Competent Authority based on student strength / resignations or terminations of staff members, to the management for approval / information.

(iii) Vacancies are advertised in leading newspapers in English.

(iv) Screening of applications is done by the respective screening committee appointed by HR in consultation with the Director.

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(v) Short listed candidates are informed through call letters and over telephones by HR Department / Director office.

(vi) At times, walk in interviews are also conducted for immediate postings.

(vii) Short listed candidates are informed through call letters and over telephones by HR Department / Director office.

(viii) At times, walk in interviews are also conducted for immediate postings.

3. INTERVIEW

(i) Interview Committee consists of CEO, Director, HR Head, Designated Authority, Academic Council members and respective Heads of the department and subject experts, as per norms of AICTE/affiliating University.

(ii) Direct interview is conducted for senior posts. Selection committee shall be constituted by the Chairperson through HR Department as per the guidelines approved by the Governing Council.

4. JOINING FORMALITIES

At the time of joining, the new recruit would have to furnish the following to the Personnel Department:

(i) Joining Report

(ii) Medical check-up and fitness report

(iii) Proof of Date of Birth

(iv) Original Aadhar and PAN card with photocopies.

(v) Original Certificates supporting qualification/experience for verification with copies to be furnished to the Institution.

(vi) Four passport size photographs

(vii) Names and addresses of two persons for contacting in case of any emergency.

(viii) Experience certificates if, any and other testimonials related to research and publications.

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5. PROBATION:

Employees who are appointed in the institute on a regular basis, he/she shall be required to be on probation for a period stipulated in the offer letter / letter of appointment.

The probationary period shall stand extended depending upon the performance of employee. The services of an employee on probation may be terminated either by giving one month's notice to the other party or one month' salary in lieu thereof.

6. RE-EMPLOYMENT AFTER RETIREMENT:

Every employee shall retire from service on attaining the age of superannuation, i.e., 65 years in case Director and 70 years in case of other cadres of faculty. Management, in the interest of the organizations, may reappoint for the prescribed the period of services of the employee concerned by such period as determined depending on the mental and physical condition of such an employee. As per AICTE norms the Director may continue up to the age of 65 years and faculty members may continue teaching till the age of 70 years.

The employees in all categories of posts shall retire from services after attaining the age of superannuation w.e.f. the afternoon of the last day of the month in which their date of retirement falls.

The following guidelines may be laid down for seeking reemployment in the Institution after attaining the age of superannuation:

a. In case an employee desires to serve the Institution after superannuation, he/she may submit application for reappointment, in writing, to the Chairperson, through the Director to continue him/her in the service.
b. On receipt of such an application, the Head of the Department concerned may be asked to offer his/her remarks on the mental and physical condition of the employee and whether there is a need to continue him/her in service, duly indicating the work load to be assigned to such an employee.
c. The Director may offer his remarks and make his specific recommendation on the necessity and desirability or otherwise of continuing such an employee and indicating the terms andconditions of his/her re-appointment such as

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(i) Tenure of appointment

(ii) Consolidated salary to be paid per month. To arrive at the consolidated salary to be paid, the last pay drawn by the employee may be taken into account, which may be rounded off to the next hundred.

(iii) Such employees are not entitled for any other leave except casual leave, unless specially permitted by the Management in specific cases.

d. In addition it is the prerogative of management to extend the services of an employee without his/her raising an application for it. This may happen if the management values the importance of the retiring person to the advantage of the institute.

7. PAY FIXATION

(i) Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Governing Council for the respective post based upon the qualification and experience of the candidate.

(ii) Higher Pay Packages for exceptional and experienced candidates may be recommended by the selection committee subject to the approval of the Chairperson.

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CHAPTER IV: MEDICAL FACILITIES

The College is providing 15 full medical leaves in a year A Registered Medical practitioner shall be visiting the Medical Centre on call. On emergency, the medical practitioner will be called to the campus to attend to the patient. The college provides an exclusive vehicle for the purpose of taking the patients when needed to the nearby hospital.

CHAPTER V: CONDUCT, MISCONDUCT, DISCIPLINE, CONFIDENTIALITY

CODE OF CONDUCT

Whereas an employee, conscious of his responsibilities and trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realize that he can fulfill the role of moral leadership more by example than by Principle through a spirit of dedication, moral integrity and purity in thought, word and deed;

Therefore, in keeping with the dignity of their calling, this code of conduct is hereby laid down to be truly and faithfully observed.

a. From the very first day, every member of the staff is a representative of the Institute. His personal appearance, actions and the impressions made - both during and after business hours - are important to his/her advancement and to the continuing development of the Institute's image and reputation.

b. While there are no rigid rules for personal behavior, there exists a standard for personal conduct for every member connected with the Institute and it can be maintained by exercising good taste, good judgment and moderation at all times. A suitable business dress that is consistent with our profession should be worn during official hours. This again implies good taste and judgment and suggests a dress that is neat and avoids ostentation or garishness.

c. All members shall strictly refrain from sexual harassment of any female employee and endeavor to prevent and deter the commission of any act of sexual harassment in the work-place. In case any incidence of any such act comes to his/her knowledge, the member shall take all steps necessary and reasonable to assist the affected person in

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terms of support and preventive action and report the matter to the appropriate authorities.

d. Except to his/her direct superior authority, a member will not give out to any person any of the administrative and/or organizational matters of confidential/ secret nature which it may be his/her personal privilege to know by virtue of being a member of the Institute. All books, records and articles belonging to the Institute shall remain in the office premises and it will be ensured that these are safely kept and maintained at the proper place. No record will be removed from the premises to any other place without the prior permission of the competent authority.

e. No member shall, except in accordance with any general or special order of the Institute, or in the performance in good faith of duties assigned to him, divulge or communicate directly or indirectly any official document or any part thereof, or other information whatsoever to any other person to whom he is not authorized to divulge or communicate such document or information.

f. During the period of employment with the Institute, every member will devote his/her entire time, attention and abilities exclusively to the performance of the assigned duties; and will not undertake any other direct/indirect business, work or assignment – honorary or remuneratory – or any further studies, examination or external academic course (including part-time or correspondence) except with prior permission of the competent authority. The members will, in all respects, obey and conform to the management's orders and put in their best endeavor to promote the interest of the organization.

g. No member shall engage himself/herself or participate in any demonstration or strike which is prejudicial to the interest of the Institute, or to the interest of public order, decency or morality.

h. No staff shall join or be a member of an association, the objects and activities of which are prejudicial to the interest of the Institute or the sovereignty and integrity of India.

i. No member shall in any electronic broadcast or any document published anonymously or in his own name, or in the name of any other person, or in any communication to the press, or in any public utterance, make any statement or express an opinion:

    i. Which is in the nature of character assassination, reflection on the personal life of his superiors.

    ii. Which is in the nature of criticism of an individual as distinct from policy decision.

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Provided that nothing in this rule shall apply to any statement made or views expressed by a faculty in his official capacity, or in the due performance of the duties assigned to him, on academic matters

j. No member shall :

i. Except with the previous sanction of the Competent Authority, engage directly or indirectly in any trade or business or under any other employment.

ii. Borrow money from his subordinate or students.

iii. Enter into any pecuniary arrangement with any other faculty or student of the Institute, as the case may be, so as to afford any kind of advantage to either or both of them, in any unauthorized manner, or against the specific or implied provisions of any rule for the time being in force.

iv. Engage himself in any private tuition for which a fee/ remuneration is charged either within or outside the precincts of the Institute or Institution in which he is working.

k. No member will seek membership of any local or public body/ Association without obtaining prior written permission from the competent authority. Also, no employee shall join or continue to be a member of an organization, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order, or morality.

l. While all members are encouraged to write articles, participate in professionalforum and give talks on professional subjects, they should discuss the details with their Director in advance and ensure compliance with the guidelines.

m. In all matters connected with the media, they should first consult their Director. Unless authorized by the competent authority, no member is permitted to interact with the media, on behalf of the organization.

n. No member shall bring or attempt to bring any political or other influence to bear upon any senior executives to further his/her interests in respect of matters pertaining to service in the organization.

o. Each member is expected to take proper care of all office property, equipment, papers or files. He/she should not take any office assets, books or working papers away from the office without approval of Director concerned. In such cases proper care should be exercised for their safety and confidentiality. The office is not responsible for any loss of

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personal effects, including cash, of any member.

p. Personal calls should be kept brief, to free lines for office business. No long distance calls should be made without competent authority's approval.

q. As a matter of policy, office letterheads and stationery are not to be used for personal correspondence.

r. On entering or leaving the office premises, all members are liable for search by the Administration and Security personnel, provided that the female members can be searched by female staff, or such other persons as may be nominated in behalf by the organization.

s. As the Institute practices flexibility and continuous improvement in work processes and practices, the employees' roles, duties and responsibilities may vary from time to time. Every employee is liable to transfer from one post to another, one job to another, from one department to another without, however, affecting the total amount of gross salary payable to him exclusive ofincentive, etc.

t. Every member is also liable for transfer to any of the organization's offices, department/Institution, associate or affiliate, located anywhere in India. Competent authority reserves the right to re-designate the posts, and/or to modify the terms and conditions of appointment, if it thinks it prudent to do so in the interests of the organization and/or of the member concerned, without adversely affecting his/her job-status. In such a case, the member concerned will be governed by the terms and conditions of service applicable for the newassignment.

u. A member may, during the course of his employment, be given any assignment that the Institute, in its subjective judgment, feels is suited to his/her background, qualifications and expertise.

   i. Any complaint arising out of employment including that relating to unfair treatment, or wrongful exaction on the part of the Institute or its authorized representative, shall be addressed to the appropriate authority concerned for redressing the grievance through proper channel. The employee shall not forward advance copies of his representation to any higher authority, unless the lower authority has rejected the claim, or refused relief, or disposal of the matter is delayedby more than one month.

   ii. No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

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2. MISCONDUCT

If during the period of service, the management comes to the conclusion that a member has committed any misconduct, his/her services are liable to be terminated. Without prejudice to the generality of the term "Misconduct", the following acts of omission and commission shall be treated as misconduct:

a) Theft, fraud, dishonesty or misappropriation in connection with the business or property of the organization or of property of another person within the office premises.

b) Willful insubordination or disobedience, whether alone or in combination with others, of any lawful and reasonable order of the superior executive in connection with the organization's work.

c) Habitual absence without leave or overstaying the sanctioned leave without sufficient grounds.

d) Habitual negligence or neglect of work including slowing down of work.

e) Habitual late or irregular attendance.

f) Interference or tampering with any devices installed in or about the premises of the organization, or willful damage to any property of the organization.

g) Furnishing false information regarding name, age, father's name, qualifications, previous service or any other matter germane to the employment, at the time of employmentor during the course of employment.

h) Drunkenness or riotous or disorderly behavior in the office premises or outside such premises where such behavior is related to, or connected with, the employment.

i) Gambling within the office premises

j) Smoking within the office premises where it is prohibited.

k) Sleeping or dozing while on duty.

l) Commission of any act which amounts to a criminal offence involving moral turpitude.

m) Commission of any act which is generally subversive of discipline or good behavior.

n) Breach or violation of the rules, regulations or orders applicable to the

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member.

o) Commission of any act of sexual harassment of female members such as physical contact and advances, sexually colored remarks, showing pornography, sexual demand and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

p) Abetment, or attempt to abetment, of any act which amounts to misconduct.

q) Obtaining or attempting to obtain leave of absence on false pretext.

r) Refusal to work on holidays or on off-days when required to do so in the exigencies of the Institute's work.

s) Breach of confidentiality or loss of confidence by an act against the interests of the organization.

t) Absence from work-place without permission of the Director/CEO/Competent Authority

u) Interference, tampering with records, attendance registers etc., either pertaining to himself or to any other employee.

v) Wilful non-cooperation with fellow employees for proper discharge of duty at any time.

w) Eve-teasing or sexual harassment in the Institute's premises, or transport provided by the employer, if any.

x) Attempting to obtain any benefit under false pretext, or by making false statements.

y) Refusal to accept any communication/order from the management either in person, or by post.

z) Interfering in the work of any other employees and/or the management.

aa) Wilful slowing down the performance of work, or abetment or instigation thereof.

bb) Going on, or participating in an illegal strike or abetting for the same.

cc) Copying or otherwise taking the extracts of official documents without permission.

dd) Any other act or omission subversive of discipline or prejudicial to the interest of the Institute.

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Note: The above instances of misconduct are illustrative in nature and not exhaustive.

3. DISCIPLINE

The Chairperson or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / Conviction by an order of the Chairperson and shall remain under suspension until further orders.

An order of suspension made or deemed to have been made under this byelaw shall continue to remain in force until it is modified or revoked by the authority competent to do so.

a) Every employee is expected to maintain a certain standard of discipline as envisaged by the Institute policies in force from time to time, failing which, he/she renders himself liable for such action as may be taken against him/her. Every employee shall take all possible steps as may be required of him/her to ensure and to protect the interests of the Institute and perform his/her duties with utmost integrity, honesty, devotion and diligence.

b) Every employee shall show courtesy in his/her interactions with other employees, students, parents of the students, suppliers and others dealings with the Institute.

c) Every employee shall strive to develop and impart such an education to

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the students of the Institute to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the organization wherever they are going to be employed.

4. LIABILITY TO ABIDE BY THE RULES AND REGULATIONS:

Every employee shall conform to and abide by such rules and shall observe, comply with and obey all orders and directions issued by the Management from time to time, with utmost endeavor to promote the interest of the organization wherein he/she is working by showing courtesy and attention in all transactions.

5. EMPLOYEE'S APPLICATION FOR OTHER EMPLOYMENT

(a) No employee shall apply for other employment or signify his/her willingness to accept such employment or office, whether stipendiary or honorary or otherwise without the prior written permission of the Management.

(b) No employee, whether on leave or in active service of the Institution, shall undertake a part time job, However an employee, with the written permission of the Management, may undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that such work does not interfere with his/her official duties.

6. OBLIGATION TO MAINTAIN SECRECY:

Every employee shall maintain secrecy in regard to the affairs of the Institution and its constituents and shall not divulge directly or indirectly any information of a confidential nature, either to a member of the public or any other external agency unless compelled to do so by judicial or other legal authority or unless

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instructed to do so by the Management.

7. **ABSENCE FROM DUTY WITHOUT PRIOR PERMISSION:**

An employee shall not absent himself / herself from his/her duties without obtaining prior permission of the competent authority. In case of unavoidable circumstances, a message or an e-mail should be sent on a subsequent day, giving the reasons of his/her sudden absence.

In case the employee is not medically fit and is absent for a long time he/she should submit a medical and fitness certificate from a registered medical practitioner.

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CHAPTER VI - ANNUAL CONFIDENTIAL REPORT

APPRAISALS:

There is a system of annual performance appraisal of Institute's faculty on a regular basis. The main objective of this scheme is to evaluate the performance of faculty systematically, so that at any point of time, it is possible to assess his/her capabilities. The performance appraisal report has an important bearing on the:

(a) Promotion

(b) Regularization of service.

(c) Self-appraisal also serves as an opportunity for an individual to introspect himself/ herself to realize his/her own and weaker, strengths to appraise one's own on their goals/targets gives an opportunity to explain what he/she has done and factors that helped and / or hindered his/her performance.

All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format.

The Head of the institution shall write confidential report for all staff and submit to the Chairperson for approval.

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CHAPTER VIII: THE DUTIES AND RESPONSIBILITIES OF TEACHING FACULTY

1. GENERAL:

The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.

All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:

(i) Director 4 hours / week
(ii) Dean / Professor 8 hours / week
(iii) Associate Professor 12 hours / week
(iv) Assistant Professor 16 hours/week

For the above stipulations, tutorial hours/laboratory/Drawing hours will be counted as teaching hour.

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Director.

Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.

The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the

personality of students and he/she should associate himself/herself actively with such extra- curricular activities which he / she is interested in or assigned to him/her from time to time.

Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings:

2. DEPARTMENT

The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.

The teaching load will be allotted by the HOD after considering of the Faculty Member's interests.

In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD in academic, co-curricular or extra-curricular activities.

Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.

Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the Master attendance Register maintained in the Department as soon as the classes/laboratory hours are over.

Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

The Admission department must update the student's personal file regularly and put up for inspection by HOD/Director as the case may be.

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3. CLASS ROOM TEACHING

Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.

The Faculty Member should get the lesson plan and course file - approved by HOD and Director.

The course file consists of preface, previous year university question papers, notes, handouts, PPT, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), Weak students list, feedback analysis report etc.

The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Director as the case may be.

The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.

The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.

4. White Board Plan:-

The Faculty Member should engage the full lecture time and should not leave the class early.

The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well and in the last 5 minutes conclude and say what will be in the next class. Faculty must mention industrial application of the topic giving some hands-on assignments.

The Faculty of Member should cultivate to include humor in the lecture to

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break the monotony.

Faculty should practice/rehearse the lecture well before going to the class.

The Faculty Member should make use of LCD projector, Smart board, Models and other innovative methods of teaching learning, as teaching aids.

The Faculty Member should encourage students asking doubts / questions.

The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.

The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.

In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.

The Faculty Member shall give possible 2-mark questions with answers for each unit.

The Faculty Member should sign in the class log book every day after he/she finishes the lecture.

The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.

The Faculty Member should always aim for 100% pass and quality results in his / her subjects and work accordingly.

The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.

The Faculty Member should make himself / herself available for doubt clearance.

The Faculty Member should motivate the students and bring out the creativity /originality in the students.

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5. LABORATORY

The Faculty Member going for laboratory class must perform the experiments in advance before asking the students to conduct the experiments.

Whenever possible, additional experiments to clarify or enlighten the students must be given.

The lab observations/records must be corrected then and there or at least by next class.

6. TEST / EXAM

There shall be 1/ 2 midterm exams and one end term exams in every semester for theory as well as practical as per university norms

While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.

During invigilation, the Faculty Member should be continuously moving around. He/She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/test.

Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of cycle test / Model Examination).

The test papers must be corrected within Six days/60 students from the date of examination and marks submitted to the HOD for forwarding to exam in charge/ Director with remarks.

The faculty members should be very fair and impartial in awarding of the internal marks to students or in selecting the outstanding students of the department/ college and on similar occasions, it should be done strictly as per prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations etc.

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7. STUDENT - FACULTY REPORT

The Faculty Member should have a good control of students.

As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual latecomers the teacher should try to correct the student through personal counseling and if it does not being any change the student must be directed to meet the class coordinator, HOD.

The Faculty Member should act with tact and deal with insubordination by students maturely.

The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

8. UNDERTAKING BY THE MEMBER:

Every member of the faculty should carefully read and understand the above ***"Duties and Responsibilities"*** and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give and undertaking as below:

I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of ..... Institute of Technology & Management.

Signature: ***Name & Designation:***

Date:

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Other Institute Rules

1. **Appointing Authority:** The Authority to appoint a teaching staff will be the Chief Executive Officer/Director of the Institute, however, all such appointments would be done only after approval and permission of the Chairperson.

2. **Technical staff in Laboratory and Workshops Helping in Teaching:** Laboratory and Technical Staff having requisite technical qualification from a recognized institution shall be recruited as Technical Assistant (Lab). There will be three categories of Technical Assistant (TA-1, TA-2 and TA-3).

3. **Technical Maintenance Staff:** Technically qualified staff engaged for the maintenance of the infrastructure of the institute will be designated as TechnicalAssistants – Maintenance.

4. **Library Staff:** Library Staff will be Librarian, Assistant Librarian, Library Assistant and Library Attendant.

   Ministerial Staff: All the staff engaged in secretarial, office, accounts, storesrelated work will be designated as Office Assistants.

Every Staff will be recruited through a formal selection process involving advertising the vacancies, inviting the applications, their scrutiny and short listing of candidates and finally the interviews. The interview will be conducted by the Selection Committee constituted by the Chairperson. The Selection Committee will make a panel of selected candidates based on merit along with the minimum salary to be offered.

Initially a staff will be employed on contract for a period of one year or upto the end of second semester (whichever earlier). During the period of contract, if the services of the staff are found satisfactory (as per the observation and recommendation of HOD and the competent authority and based on students feedback & examination results etc.) will be appointed on a regular post with a probation of two years. The qualification of all the Staff will be as per the norms of AICTE/UGC/University (whichever, applicable).

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Professors/Senior Scientists have Ph.D. qualification and superannuated with long experience of working in organization of national or international institutes, who have contributed significantly in field of their respective specialization may be employed as Emeritus/Adjunct Professor till one is in good health and is able to contribute for the cause of institution.

Technically qualified persons superannuated from institute of national repute or industry may be employed as Technical Assistant on contract.

The Institute will outsource certain services like reprography, house-keeping, sanitation, security, garden, maintenance, pest-control, maintenance of building & installations (generators, lifts), furniture, equipment, etc.

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