Service Rules and Regulations, 2017

For Teaching & Non- Teaching Staff

Bharath Institute of Higher Education & Research

(Deemed to be University)

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FACULTY SERVICE RULES AND DUTIES & RESPONSIBILITIES

1.0   MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT OF STAFF

1.1   Teaching Staff

1.1.1 Professor

a) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers. Specialization in the appropriate area/branch with consistently good academic record throughout

b) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/Industries, including experience of guiding candidates (Scholars) for research at Doctoral Level.

c) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

d) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

OR

e) An outstanding professional, with an exceptional accomplishment established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials

1.1.2 Associate Professor

a) Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.

b) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed). Specialization in the appropriate area/branch with consistently good academic record throughout

c) A minimum of Eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/Industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.

d) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students, as evidenced by Ph.D. thesis /co-authored books/publications in peer

reviewed journals.

e) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

1.1.3 Assistant Professor

a) Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.

b) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, or similar test accredited by the UGC like SLET/SET

c) Notwithstanding anything contained in sub-clauses (a) and (b) above, candidates who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

d) NET/SLET/SET shall also not be required for such Masters Programs in disciplines for which NET/SLET/SET is not conducted

1.2 Recruitment

1.2.1 Direct Recruitment

a) The procedure and guidelines prescribed by "UGC Regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education 2010" (published in the Gazette of India, September 18, 2010) shall be followed for direct recruitment of all teaching and other category of staff.

b) The University will issue advertisement for recruitment to the teaching posts in leading national dailies and University Website. Appointments are made on the recommendations of the Selection Committee as per UGC Regulations on Minimum Qualifications for Appointment of Teaching position and other Academic Staff in University and measures for the Maintenance of Standards.

c) No TA/DA shall be paid to the candidates for attending the interview

1.2.2 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.

1.3   PROCESS OF SELECTION

a) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightage given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API).

b) University may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage.

c) The Selection Committee in the University shall have the following composition.

  (i)   The Pro Vice Chancellor shall be the Chairperson of the Selection Committee. Vice
        Chancellor may delegate power to Pro Vice Chancellor to chair the Selection Committee.
  (ii) An academician nominated by the Deaprtment.
  (iii) Three experts in the concerned subject nominated by the Dean and HOD of the Department.
  (iv) Dean and HOD of the concerned Department, wherever applicable

Selection committee shall assess the following dimensions with the weightage given below:

	Assistant Professor	**Associate Professor**	**Professor**
Minimum API Score	As stipulated in the API developed by the University	Consolidated API score requirement of 300 points from category III of API's	Consolidated API score requirement of 400 points from Category III of API's
Selection Committee criteria/Weightages (Total Weightages= 100)	(i) Academic Record and Research Performance (50%) (ii) Assessment of Domain Knowledge and Technical Skills (30%) (iii) Interview performance (20%)	(i) Academic Background (20%) (ii) Research performance based on (iii) API score and quality of publications (40%) (iv) Assessment of Domain Knowledge and Technical Skills (20%) (v) Interview performance: (20%)	(i) Academic background (20%) (ii) Research performance based on API score and quality publications (40%) (iii) Assessment of Domain Knowledge and Teaching Skills (20%) (iv) Interview performance: (20%)

1.4 Technical Staff
Direct Recruitment
Selection procedure

i) 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 and scale of pay.

ii) Applications received by the Institute shall be short-listed by a Committee consisting of the Dean of the School, the HOD of the concerned Department, a senior Professor and an Associate Professor of the concerned Department.

iii) All short-listed applicants shall be called for interview before a selection committee constituted by the Vice Chancellor for the purpose.

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

2.0 PLACEMENT AND SENIORITY

2.1 Placement of staff

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

ii) 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.

2.2 Seniority

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

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

ii) In the case of a staff member recruited in the middle or senior cadre, the inter-se-seniority shall be fixed as junior to junior most staff member in the respective category of post.

iii) For individuals recruited on contract appointment or on temporary basis for short duration, no seniority shall be fixed.

v) 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.

v) 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.

3.0   DUTY, PAY, ALLOWANCES AND INCREMENT

3.1   Duty

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

i)   When a member is discharging the duties of the post to which he/she is appointed.

ii)   When the member may be enjoying holidays declared by the Institute or vacation permitted or availing any leave sanctioned by the authority concerned.

iii)   When the member is attending conferences, seminars, summer and winter schools, workshops, refresher courses, orientation courses etc duly permitted by the competent authority.

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

3.2   PAY

The basic compensation at BIHER includes fixed pay, variable and all other pay benefits as per statute. The following are the details:

3.2.1 FIXED PAY
Fixed pay is guaranteed to all the staff members over and above the AICTE pay scale. There are several benefits like children education allowance, transport allowance, membership allowance, seminar / training allowance, book allowance, etc.

3.2.2 VARIABLE PAY

This pay is essentially to pay for every single activity that the faculty takes up apart from the normal teaching. Credits are given to each of the activity taken up with an additional reward along with a letter of appreciation.

3.2.3 PROMISED FOR ALL

- All the faculty members will be covered under EPF, as per norms an amount of Rs.780/- would be provided by the employer and an equal amount by the employee. At individual will he/ she can contribute more

towards the same.

- An amount of Rs.740/- is provided towards CCA (City Compensatory Allowance).

3.2.4 DEDUCTIONS

TDS and Professional Tax would be deducted as per norms. If anybody wants exemption, the college will provide free consultancy and all necessary documents for the same.

3.2.5 FIXED PAY- PRINCIPAL

Basic fixed as per Sixth pay commission.
House Rent Allowance -House Rent Allowance of 40 % of the basic.
Dearness Allowance - Dearness Allowance as per Central Governments rules changes from time to time.

3.3   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.

3.4   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 addition confidential report on the all-round performance of staff members from the officers also may be taken into account for sanction of increment

3.5   Sanction of Increment

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

i)   A minimum Faculty Performance Index (FPI) of 2.0 as per PASS report system is necessary for staff in the cadre of Assistant Professor.

ii) Should secure a minimum FPI of 2.5 in the PASS report system for the staff in the cadre of Assistant Professor (Senior and Selection Grade), Associate Professor and Professor.

iii) Should secure grants from funding agencies / industries for carrying out research in thrust areas.

iv) Should acquire Consultancy Projects and testing to enhance the visibility of the Institute.

v)   Should involve in all legitimate activities for the growth of the Institute

vi) Should organize / participate in International / National Conferences / symposia / workshop / seminar, etc.

4.0 PERFORMANCE APPRAISAL, CAREER ADVANCEMENT, PROMOTION & SEVERANCE

4.1 PERFORMANCE APPRAISAL - Annual Review

The Management of the Institute 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.

i) 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.

ii) 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.

iii) A review committee formed by the Institute 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.

4.2 Career Advancement Scheme (CAS) for faculty

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 teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education with minimum duration of service and API score.

4.3 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 and have satisfactory performance as evaluated by an appropriate review committee/authority

5.0 RETIREMENT AND SEVERANCE

5.1 Retirement / Superannuation

i) Normally the age of superannuation of a faculty is 60 years. However, reappointment up to the age of 70 years on contract can be considered depending on the need. Consolidated salary to be fixed based on the

qualification and requirement of the department for those retired at the age of 60 years. However, the retirement benefits such as gratuity, etc. shall be paid at the time of retirement (Age of 60).

ii) Age of superannuation in the categories of Librarians and Directors of Physical Education will be 60 years only.

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

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

5.2 Resignation:

If a staff member intends to resign from this Institute he / she shall give either 3 months' notice in advance or pay three months' salary to the Institute in lieu thereof. The Three months' notice period shall be co-terminus with the semester only. Under any circumstances a staff member shall not be relieved in the middle of a semester.

5.3 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.

6.0 LEAVE RULES

The faculty members working at BIHER group of institutions are entitled to the following categories of leave, to the extent provided there under.

6.1 LEAVE WITH PAY (LWP)

Each faculty (all categories) is eligible for Six Leaves off with pay (LWP) in one calendar year. In the first year of service the faculty can use one leave of LWP after two months of service whereas in case of faculty who have completed one year service with BIHER the six leaves of LWP can be used from the beginning of the calendar year, but if an employee leaves in the middle of the calendar year, the salary for the leaves utilized is deducted from the Last Drawn Pay (LDP).

- **Reprisal**
Leaves availed against the normal procedure is considered as leaves in absence and necessary disciplinary measures will be initiated.

6.2 MEDICAL / SICK LEAVES

All categories of faculty members are entitled for a maximum of four days of sick leaves. Sickness includes the sickness of the self and the dependents.

- **Procedure of applying for sick leave**
The staff shall tree a prescribed application form and inform the sickness either in advance or immediately after the sickness along with a medical certificate.

- **Reprisal**
Leaves taken / availed against the normal procedure prescribed above are considered leaves in absence and necessary disciplinary measures will be initiated.

6.3 ABSENCE FROM WORKPLACE ON DUTY

When a staff is away from workplace due to any work assigned by the institution, which is approved by the Institute, will be treated as Absence – on duty. The staff that is proceeding on such assignment shall duly follow the procedure as applicable for leave of absence with pay.

6.4 MATERNITY LEAVE

All the Lady Staff members who have completed the probation period (one year service) with the institution are entitled for a three-month maternity leave with pay. Lady faculty members are eligible to avail the maternity leave for a maximum of two times or for a maximum of two children, whichever is Higher. After availing the maternity leave the lady faculty has to serve the institution for minimum one year else 3months salary will be forfeited.

- **Procedure of applying for Maternity Leave**

The staff shall use a prescribed application form, at least three months in advance before the maternity leave is to be taken and shall give alternative measures to be taken to adjust the duties and responsibilities. The maternity leave under no circumstances shall be extended (even as Leave in Absence without Pay).

6.5 LEAVE IN ABSENTIA

Any absence from the duty without prior permission from the Principal will be considered as leave in absence. A maximum of two such leaves can be availed by the employee during a calendar year.

- **Procedure of using Leave in Absentia**

The staff who at any point of time is unable to attend duties due to emergency work shall inform the Principal at least 3 Hours before the college opening timings and discuss alternative arrangements made if any.

6.6 LEAVE IN EXCEPTIONAL CASES – LONG STUDY OR SICK LEAVE

The Organisation would discourage any of the faculty to take long leave but in the exceptional cases where it is imperative for the faculty to go on leave for higher studies or if a faculty has fallen sick and requires a long leave to be granted, in such cases the organisation may give special consideration abased on long term commitment (in written) given by the faculty that after availing the leave he/she would

continue with organisation for minimum period of one year. For the grant of this leave the faculty should have served the organisation for a minimum at 2 years.

- **Procedure for Long Study or Sick Leave**

Faculty intending to utilize the long leave needs to give a written application, to the head of the institution much in advance.

- **Reprisal**

Leaves taken / availed against the normal procedure prescribed is considered against the norms agreed and necessary disciplinary measures will be initiated.

6.7   STUDY LEAVE

The faculty members are eligible for a study leave with pay for a maximum period of fifteen days during calendar year either after completion of one year service or with a commitment that they would continue for a minimum of one year after utilizing the study leave. The pay here is to be read is the basic pay along with DA with no other allowances.

- **Procedure of availing study leave**

The staff intending to utilize the study leave is required to inform the Head of the Department / Head of the Institution regarding the alternative arrangements made during their absence along with a signed note from the faculty who agreed to take the sessions during that period and a letter of commitment.

6.8   FAMILY RELOCATION LEAVE

When a faculty member joins the college and his / her earlier location is more than 300 KM from Chennai, a maximum of three days leave with pay will be given towards family relocation.

6.9   MARRIAGE LEAVE

If there is marriage of the staff, a maximum of three days leave with pay will be given.

6.10   LEAVE DUE TO DEATH IN FAMILY

If there is a death in the employee's immediate family, three (3) days time off will-be allowed with pay. Immediate family is defined to mean: spouse, child, parents, stepparents, grandparents, brother, sister, or in-laws of same.

6.11   MONTHLY LEAVE REPORT

The college is required to send a monthly leave statement mentoring all the leaves utilized by different faculty members duly signed by the Principal and Administrative Officer / Registrar before 25th of every month to the Director – HR which then will be forwarded to the accounts department for processing of salaries.

6.12   Casual Leave (CL)

All staff members are eligible for 12 days of casual leave per calendar year.

6.13 Vacation

The vacation staff members are permitted to avail a total of 45 days of vacation in a year. During summer vacation, a staff member can avail 35 days with prior permission. During winter vacation 10 days can be availed. This is further subject to the condition prescribed at the time of declaration of vacation (Summer and Winter).

6.14 NORMS FOR AVAILING LEAVES

The rules and regulations regarding the number of teaching days and leaves shall be as prescribed by the college from time to time in line with our guidelines.

The following norms concerning utilization of leaves apply to all the staff members at BIHER, with effect from 1st January 2013.

- The extent of Leave entitlement is calculated on the basis of calendar year.

- Staff members are not entitled for any Leave of absence with pay (LWP) during the initial period of six months from the date of their appointment. They can avail sick leave as per the norms. However a faculty who is in his first year of service can utilize one leave with pay (LWP) for every two months of completed service, in exigencies. Whereas in case of faculty who have completed one year of service with BIHER, the entire leave is available to them at the beginning of the calendar year. But in case an employee leaves the services in the middle of the calendar year, the salary for such utilized leave period shall be deducted from the last pay drawn by such employees.

- The staff member cannot avail more than three leaves at a time. In case any staff member wants to take more than three leaves at a time. In case any staff member wants to take more than three leaves at a time, consequently, prior special permission from the Director – HR is required to be obtained.
- Leave may either be suffixed or prefixed to the holidays. If the leave is prefixed and suffixed to holidays, all such intervening holidays which fall between the leave, shall be treated as leave.

- Leave is subject to prior discretionary sanction of Principal, which depends on the demands of work situation, more so during the peak period, except in case of sick leave.

- Sick leaves cannot be accumulated and carried over to the next year.

- The accumulated un-utilized leaves of absence with pay (LWP) can either be carried over to the next calendar year or can be encased, which will be equivalent to basic salary for such period of unutilized leave.

- The Principal is the sanctioning authority for approving the leaves in case of all the staff members.

- The staff shall use a prescribed application form, which shall consist of

information about the transfer of duties during leave, including the arrangement of lecture and laboratory sessions to be handled. The person taking up such responsibility shall also sign the leave application. This application shall be submitted at least one day in advance.

7.0   SOCIAL SECURITY BENEFITS

7.1   Employee Provident Fund Scheme

All the members of 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.

7.2   Gratuity

All the members of staff (Teaching & Non-Teaching) who have put in a minimum of 5 years continuous service (Excluding leave on loss of pay) in this Institute shall be paid service gratuity at the rate of ½ month's salary (Pay + DA) for every one year service for the total completed years of service. The calculation will be made

$$\text{Viz} \quad \frac{[\text{Basic Pay} + \text{DA}]}{2} \times [\text{Completed years of service}]$$

7.3   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,
i)   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.
ii) Coverage of medical expense to the tune of Rs.50,000/- (Rupees fifty thousand only) per person for hospitalization / medical expenses incurred as inpatient for grievous injuries arising out of accident only.

8.0   DUTIES & RESPONSIBILITIES OF STAFF

8.1   Faculty Members

Consequent to becoming a deemed to be University, the management has taken efforts to introduce UGC scales of pay, proper working conditions, social security scheme, etc. As this is a Institute the contribution of faculty members

is expected to be more by way of research, extension activities apart from regular academic and teaching activities. The duties and responsibilities of all faculty members have been framed and approved by the Board of Management. The details of duties and responsibilities in respect of faculty members are given in **Annexure 1**

8.2 Non-Teaching Staff (Administrative and Technical Staff)

As a Institute, the scope of activities of administrative and technical staff has not only increased but also become more focused and result oriented. Though the size of administrative category of staff is less compared to faculty and technical staff, their contribution to the efficient functioning of the Institute is great. While the management of the Institute has taken efforts to improve service conditions of the technical employees, they are expected to contribute their best for the achievement of the mission and goals of the Institute. With this in view, detailed guidelines prescribing duties and responsibilities of administrative and technical staff were made are given in **Annexure 2.**

9.0 MISCELLANEOUS CONDITIONS

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

ii) 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.

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

iv) In case of any misinterpretation / wrong interpretation of any of the rules and conditions specified in the service rules, the Vice Chancellor is the final authority to decide.

10.0 DISCIPLINARY ACTION

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

b) 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.

c) 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.

d) 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.

    i) Censure

    ii) Withholding of increments

    iii) Recovery of salary, whole or a portion towards the loss caused to the Institute.

    iv) Suspension issued pending enquiry.

    v) Dismissal from service.

e) 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.

11.0 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 undergraduate and postgraduate scholars 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 Institute. 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 projects

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.

12.0 CONSULTANCY AND EXTENSION ACTIVITIES

a) Consultancy projects

i) Executing consultancy works for the state and private organizations is another important source of financial resource to the Institute.

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

ii) To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.

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

iv) Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE) or other Industrial Associations will also help to understand the problem of industry.

b) 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 Institute. A faculty member can 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.

13.0 INVOLVEMENT IN DEVELOPMENT ACTIVITIES

a) 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 Institute.

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.

b) 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 and fans are switched off after the class is over, 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 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 Residential Tutor/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, NSO, 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.

14.0 WORKLOAD NORMS

a) Working hours

i) All full-time faculty members should perform a minimum of 40 hours of work per week for the Institute on a 5 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.

b) Teaching-contact workload

Of the minimum workload of 40 hours per week, the teaching-contact hours for different categories of faculty members are as follows:

Assistant Professors	-	20 hours/week
Associate Professors	-	16 hours/week
Professors	-	12 hours/week
Deans/HODs/Directors	-	6 hours/week

The above 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.

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

15.0 CODE OF CONDUCT OF TEACHING FACULTY

a) 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,

i) to accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.

ii) to make regular contribution for the personal development of students, while looking after their interest and welfare.

iii) to be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.

iv) not to disclose confidential information about students to anyone except

to authorized persons/agency or in the interest of law.

v) to be fair and to assess the students impartially and only on merit/performance.

vi) 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.

vii) to abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.

b) 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.

c) 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.

d) Faculty Member with Management

A faculty member is expected to develop proper rapport with the employer viz. Management of the 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 favouritism 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's 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.

e) **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.

f) 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.

g) 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 school/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.

h) 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.

i)   Conflict of Interest/Commitment

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

j)   Miscellaneous Rules of Conduct

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

i) If a faculty member wishes to stand for election to any local body, State Legislative Assembly or Parliament, he/she shall seek the permission from appropriate authority and take leave for the period of his/her election campaign. He/she shall also take such leave as is due to his/her or leave without pay so long as he remains a member of the elected body of which he/she is a member.

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

iii) A faculty member is entitled to protection by the Institute if he/she is subjected to any libel in the discharge of his/her duties.

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

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

vi) Faculty member shall not start private Business Organization, Association of his own or in partnership of his spouse or siblings, without prior information and permission of the Institute even if it is not pre judicial to his/her duties and even if it is non profiteering.

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

DUTIES & RESPONSIBILITIES OF TEACHING FACULTY

1.0   PURPOSE AND SCOPE

As faculty members of Bharath Institute of Higher Education and Research, 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 Institute 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 schools/departments of Bharath Institute of Higher Education and Reseach.

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 Institute. 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.

3.0   CURRICULAR RELATED

a)   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.

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.

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.

b)   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.

c)   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 not only taught by him/her, but also that assigned to him/her by the Dean/Head of Department/Controller of Examinations of the Institute.

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/Controller of Examinations of the Institute.

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 except for end semester examination, where no marking is permitted to be made on the script.

d)   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 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)   If the faculty member is assigned to be the Class Adviser 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 Class Adviser shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class Adviser should also help the HOD in counselling poorly performing students and the follow up action taken to improve the students' performance.

e) Monitoring of students' progress

i)   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 Adviser so that the information can be sent to the parents/guardians.

ii)   A faculty member is required to attend/organize the Class Committee Meeting either as a course teacher and/or as chairperson of the class committee and should actively participate in the deliberations there to improve the teaching-learning process.

iii)   A faculty member may be required to be a Faculty Adviser 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.

iv)   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.

v)   As a Faculty Adviser, 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.

f)   Participation in Academic Developments

i)   A faculty member should actively participate in curriculum preparation for new programmes/modification of existing programmes.

ii) Contribution to the preparation of new syllabus or updation of existing syllabus 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 programmes in the emerging areas relevant to the 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

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

1.0 SCOPE

As employees of the Bharath Institute of Higher Education and Research, 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 full time and part time staff members working either on time scale of pay or on consolidated pay attached to the Institute.

2.0 DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF

2.1 GENERAL ADMINISTRATION

a) Secretarial Work

As a deemed to be Institute, 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 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 deemed 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 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 the Institute may decide to get.

iv) Furnishing of compliance reports and providing the details called for by the agency.

c) Collaboration with other 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 Deans/HODs of the Institute.

iv) Looking after all other related activities pertaining to collaborations.

2.2 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.

  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 (Bharath Institute of Higher Education and Research) 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 Institute.

viii) Dealing with all matters relating to sanction of advances to employees, and recovery / adjustment of the same.

2.3 PERSONNEL RELATED ACTIVITIES (Establishment/Administration Section)

a) 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.

b) 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 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.

c) 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.

(iii) 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.

2.4 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 Board of Studies and Academic 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) 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) Student 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 & Hall tickets, 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) Distribution of Hall tickets to the students after ensuring their compliance of conditions stipulated in the regulations for the end semester examinations.

(iii) Any other issues relating to students' academic activities.

2.5 EXAMINATION RELATED MATTERS

As a deemed to be Institute, the responsibility for scheduling and conducting of end semester examinations, declaration of results, distribution of mark sheets and degree certificates rest with the Institute. The duties and responsibilities include,

(i) Scheduling and conducting continuous assessment tests for all programmes. Dispatching the answer scripts to the Departments for evaluation and assign marks.

(ii) Scheduling of end semester examinations, arranging to get question papers, print and keep them securely for distribution on the date of examinations.

(iii) Making arrangements to conduct examinations and evaluations as per the procedure envisaged.

(iv) Receipt of finalized grade statements course-wise for every programme from the Departments, after approval by the respective Board of Studies and declaration of the final results of each student.

(v) Printing and distribution of cumulative credit point average (CGPA) semester-wise to students of various programmes.

(vi) Issue of provisional certificate to the students, who have completed the programme satisfactorily as per the regulations of the programme.

(vii) Issue and receipt of convocation application from students, preparation of degree certificates duly signed by the designated authority and keep under safe custody for distribution.

(vii) Arrange for convocation and award of degree certificates to the students present in the convocation and by registered post to those who have not attended the convocation.

(viii) Any other issues relating to the conduct of examination, evaluation, declaration of results and award of degree certificates.

2.6 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 Institute.

b) Stores stocking & distribution

i) Assessing the requirements from Departments, make arrangements for printing and stocking and distribution of calendars, magazines, record note 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 and Examination Cell.

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 of the Institute.

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.

3.0 DUTIES & RESPONSIBILITIES OF LABORATORY TECHNICAL STAFF

3.1 PRACTICAL CLASSES

a) Science Laboratories

The technical supporting staff are 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 Office at the end of the semester to effect 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 are employed in the Workshop primarily to coach 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, the theory behind it, precaution to be adopted etc., 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

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

ii) to assist the faculty in charge of laboratory practical class for an effective and orderly conduct of practical courses.

iii) to ensure whether all the equipment and machineries are in proper working condition before the commencement of lab classes.

iv) to ensure the safety of the students during lab classes by carefully following the safety instructions.

v) to issue the required meters, instruments, components etc., to the students during practical classes and receiving the same back after completion of experiment.

vi) to help the students in the circuit debugging measurement observation, etc., in the regular lab classes.

vii) keeping the working tables in their respective labs always in working condition by proper maintenance.

viii) to help the students in the fabrication of working models, as a part of their project work.

ix) Maintenance of the laboratory clean.

x) 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 Vice-Chancellor, Registrar, 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.

3.2   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.

3.3 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.

3.4 INVOLVEMENT IN DEVELOPMENTAL ACTIVITIES

a) 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 are purchased, the technical staff should ensure their fullest co-operation to the faculty in charge in the installation of equipment.

b) Research related

i) Whatever experimental set up needed by the Ph.D./M.S./M.Phil. 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 a 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 co-ordinator 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 co-ordinators.

c) 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.

3.5 EXAMINATION RELATED ACTIVITIES

The duties and responsibilities during practical examination are as follows:

i) Issue of instruments and other equipment to the students as per the instruction of examiners appointed for the purpose.

ii) Desist from revealing to the students any confidential information relating to the content and scope of the practical test given to the students.

iii) Desist from giving any prompt or assistance to the students, who are undergoing examination thereby not jeopardizing the sanctity of the examination.

iv) 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.

3.6 WORKLOAD

i) A full time technical staff should perform a minimum of 34 hours of work per week for the Institute on a 5 day week basis. The Institute has the right to fix the working hours and days depending upon the exigency.

ii) The 34 hours is only the minimum, but a technical staff is expected to devote more time to help faculty in connection with the execution of sponsored projects, consultancy work, continuing education, summer courses, etc.,

iii) It is quite likely in some semesters, there may not be much work in a particular laboratory. Therefore, the HOD concerned will redeploy the technical staff depending on the need so that the workload is even out among the staff of the department

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