

FACULTY - HAND BOOK



Rules and Conditions of service, 2021

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Section -1 Mission and Identity

The MBA programme run by St. Joseph's College has been approved by AICTE with the name and title, "a Department of Management Studies of St. Joseph's College, Trichy – 2". Thus St. Joseph's Institute of Management is envisioned to develop in course of time into a School of Business Administration and enhance the academic excellence of the college.

Given the status of the present MBA programme as "A Department of Management Studies", it is governed by the rules and regulations of its parent body, "St. Joseph's College (Autonomous)". In the meantime, since it has to maintain a unique identity of its own, as it is being governed by the norms and standards of AICTE (unlike any other department of the College), it is propelled by the need to maintain high standards of professional excellence to meet the demands of corporate world in the global environment. In course of time JIM is expected to develop itself into a School of Management. Hence to promote its individual growth and development, the institute with its MBA department is to be given "a certain amount of autonomy and not treated like any other department of the college".

Definition

'College' means ' St. Joseph's College (Autonomous), Tiruchirappalli

"Board" means the Governing Board of the Institute.

"Chairman" means the Chairman of the Governing Body or board

'University' means 'Bharathidasan University, Tiruchirappalli, the affiliating University

"Director" means Director of the Institute who is also the Secretary of the Board.

"Administrator" means Financial Controller - the Officer appointed as such to remain in charge of the budget and expenditure of the Institute and to perform such other duties and discharge such other functions as may be laid down from time to time to the overall direction and superintendence of the Director.

"Disciplinary Authority" means the Director in case of minor penalties and the Rector in case of major penalties.

"Faculty" means the employees who occupy teaching positions in the Institute such as Professor, Associate Professor, Assistant Professor and others such as Visiting Fellow, Visiting Faculty, Adjunct Faculty, Guest Faculty, Consulting Faculty and such other posts as the Board may determine from time to time and declare as faculty.

"Month" means a calendar month

"Year" means the Calendar Year

"Staff" means the different categories of staff of the Institute including:

Executives Assistant, Administrative Officer, Accounts Officer, Accountant, Junior Accountant, Librarian, Secretaries, Administrative Executives and Assistants, System Administrator, IT lab

Assistant, Office Assistant, Housekeeping personnel, Maintenance and IT Staff including Electrician and A/c Mechanics, And, such other or similar staff or posts or categories or posts by whatever name designated or called and as may be determined from time to time by the Director.

"Misconduct" includes transgression or violation of any rule or instruction or order, negligence of duty, offences involving moral turpitude and acts of omission or commission which are prejudicial to the interest of the Institute

Scope

These shall come into force as on 1 June 2021. These rules will supersede all rules in effect till date. In case of any conflict with the existing rules, the older ones will be null and void.

Applicability

These Rules shall apply to the Faculty and staff and to any other employee whom the Board may, from time to time, declare as faculty and staff, irrespective of whether the appointment is prior or after 1 June 2021.

Power to implement rules

The Director may, from time to time, issue such directions or instructions as may be necessary to give effect to and carry out the provisions of these rules and to secure effective control and management

Appointing Authority

Appointments including promotions shall be made by the Director in consultation with the Administrator. The Director's decision is final.

Section – 2 Roles and Responsibilities

The Role of the Rector

He is the ex officio chairman of the Managing Committee.

He is a member of the admission committee.

He monitors through the Director the functioning of the institute according to the norms and guidelines evolved.

He invites the Director of the Institute from time to time to share information with the Jesuit community regarding the functioning of the institute.

The Role of the Principal

He/She is ex officio the head of the Institute. However, he delegates his responsibilities to the Director of the Institute for its effective and day to day functioning.

He/She is ex officio the Vice Chairman of the managing committee.

He/She serves on the panel for recruitment of staff and on the admissions committee.

He/She is invited for important functions at the institute and interacts with the staff and students of the institute, periodically.

The Role of the Director

He/She is an ex officio convener and secretary of the institute's Managing Committee.

He/She is in charge of the day today functioning of the institute.

He/She has the overall responsibility for the academic and other programmes and the admission of the students.

He/She periodically convenes the meetings of the managing committee and the faculty meetings.

He/She periodically reports to and seeks guidance from the Rector and the Jesuit Management for the effective running of the institute.

He/She keeps the Principal informed of the developments at the institute and consults him regarding major decisions.

He/She represents the institute before the government, AICTE, professional bodies and other agencies.

He/She plans for the growth of the institute including new courses, visibility and branding.

He/She is responsible for strategic collaboration with industries, organisations and other institutions of higher learning.

He/She is the appointing authority of the teaching and non-teaching staff. He/She recommends the officials of the institute and staff promotions to the managing committee.

He/She facilitates the performance of the staff, promotes their professional development and evaluates their performance.

He/She represents the institute in the Governing Body of the college and he is a member of the Academic Council.

As chairperson of the Board of Studies, he conducts Board of Studies meetings, initiates the process of syllabus revision/restructuring and he presents the report of the Board to the academic council of the college.

He/She is the Chairperson of Valuation of semester examinations.

He/She issues letter of certification and consent to students for field visits/training programmes/project work/competitions.

The Role of the Administrator

He/She has the overall responsibility for the finances of the institute and maintains the accounts.

He/She is in charge of receipts and payments.

He/She prepares the annual budget in consultation with the Director and presents the same to the registered Society.

He/She is an ex-officio member of the Managing Committee and presents the budget.

He/She ensures that the accounts are periodically submitted to the Rector/Campus Treasurer, in consultation with the Director.

All financial transactions such as major investments in infrastructures done with the approval of the Director.

All academic expenses are routed through the Director.

He/She is in charge of the staff and allocates work to them in consultation with the Director.

He/She looks after the maintenance of the equipment, materials, buildings, premises and also the constructions.

He/She assists the Director in the overall planning and development of the institute.

In the absence of the Director, he looks after ordinary administration of the institute.

He/She carries out any other responsibility that may be assigned to him by the director from time to time.

He/She participates in the regular faculty meetings.

He/She may be part of the teaching staff.

The Role of the Dean - Academics

Initiates the process of Curriculum Development every year in consultation with the Director.

Develops academic calendar in consultation with those responsible for different roles at JIM.

Prepares timetable and allotment of papers and work load to the faculty.

Ensures that classes and other academic programmes are implemented as per plan.

Ensures smooth running of the classes by adjusting in case of leave of faculty.

Facilitates the learning process by scheduling assignments and CIA components.

Ensures that CIA components are conducted and the marks are given to students and office.

Monitors the progress of the students in curricular programmes.

Plans and monitors the major project of the second-year students.

Promotes student-based learning activities and ensures the participation of all the students in such activities.

Identifies weaker students and arranges remedial measures in coordination with the Dean-Student Affairs.

Coordinates with the College (principal/controller) for the academic programmes such as curriculum development and conduct of examinations.

Collects question papers for all the exams and forwards them to the Director.

Arranges for the scrutiny of question papers.

Assists the Director for valuation including identification of examiners.

Coordinates with the staff for buying books, journals, text books and other resources in consultation with the director.

Maintains academic records/reports.

Prepares the agenda and the minutes of faculty meetings.

Prepares annual report and other periodic reports.

Plans for student admission process and prepares prospectus and application forms.

Helps the Director in admission process and a member of the admission committee.

Explores the possibilities for new courses and recommends to the Director.

Plans programmes for the Professional development of Faculty (FDP) and recommends the same to the Director.

Forwards leave letters from the faculty to the Director.

Functions as a member of faculty selection committee.

Prepares relevant reports for various agencies and submits them on time (Compliance/AICTE/University/DOTE).

The Role of the Dean – Student Affairs

Looks after the holistic formation of the students.

Promotes learning environment/ discipline/punctuality on a continuous basis.

Monitors attendance and regulates leave and late coming.

Facilitates the co-curricular activities of the students.

Maintains the Campus Culture and team spirit, and ensures adherence to dress code, uniform and ID card.

Promotes English as the campus Language.

Keeps the parents informed of the performance of the students and arranges Parent Teachers meeting.

Allots Mentors to students and evolves a system for effective implementation of the mentoring.

Plans common academic functions such as Inaugural function and Orientation programmes for the students together with the dean of academics.

Issues OD for student's consultation with Director and Dean - Academics

Follows up student scholarship programmes in coordination with the Dean-Academics.

Coordinates selection/election of class representatives / SAC members

Attends to the special needs of the girl students in consultation with the coordinator for girl students.

Coordinates the Internal Compliance or discipline committee, anti-ragging committee and anti-sexual harassment committee.

The Role of Chair - Cocurricular

Prepares a schedule of regular activities and programmes for the whole year.

Evolves a system so that majority of the students can involve and showcase their talents continually throughout the year.

Promotes and coordinates learning clubs with the help and support of the faculty.

Identifies office bearers and staff teams as per the norms for SAC and Co-curricular activities.

Helps the students to prepare various programmes in the institute and conduct them professionally.

Identify students' competencies and form teams to participate in off campus competitions.

Plans and implements all the non-academic events/celebrations/cultural activities/sports/fresher's day, farewell day, teacher's day, feast etc.,

The Role of Chair - Research Coordinator

Convenes Departmental Research Committee meetings and devises system to streamline the candidates who apply for Research leading to Ph. D.,

Ensures that the University guidelines are followed.

Kept informed about the Doctoral Committee meetings in advance by the research supervisors.

Keeps all the records related to the research of the scholars.

Monitors the attendance and the progress of the research scholars.

Conducts Course work examination for research scholars in consultation with the research supervisors and the director.

Arranges for the review meetings for research scholars once in four months.

Coordinates the synopsis presentation and final viva.

Arranges training for research scholars.

Gives information and encourages the faculty to apply for major and minor projects of UGC and other agencies.

Initiates and carries forward the publication of a Research Journal

The Role of Chair - Placement

Keeps in touch with prospective recruiters and internship providers continuously and designs communication materials to attract companies to the campus.

Evolves a strategy such as organizing internship providers/recruiters meet to engage in and bring a greater number of companies to the campus for placement/internship.

Prepares placement policy guidelines with the approval of the Director and follows them

Discusses the schedule for the campus interviews with the Director in advance.

Prepares placement Brochure on time.

Coordinates with placement training coordinator for effective training of the students for placement.

Prepares student profile and list of students for each interview.

Involves the mentors in preparing the students for placement.

Ensures that the students present themselves professionally during placement.

Makes available appropriate and relevant information regarding the companies that come for placement, well in advance.

Ensures adequate hospitality to the recruiters.

Makes necessary preparation for the conduct of interviews.

Gets adequate number of companies for internship.

Places students for internship according to their specialisation in consultation with the Director.

Updates the entire staff on the status of placement regularly.

Documents the entire process of placement and internship continuously and submits the same to the Director's Office.

Role Chair - Alumni/ae Relations

Maintains data base of the Alumni.

Engages them through regular communication and newsletters.

Floats a communication platform (social media) for regular interaction with the alumni

Represents the institute on important events of the Alumni.

Develops and implements strategy to involve alumni in the learning process of the students by inviting them to offer special lectures.

Organises annual alumni meet.

Offers good hospitality to the alumni when they visit the campus

The Role of Chair MDP

Plans MDP calendar for the students and outsiders.

Prepares materials and modules for training.

Arranges all necessary things including resource persons and budget for MDPs.

Contacts and gets participants for the training programmes.

Meets corporate, business institutions and educational institutions for conducting MDPs

The Role of Chair -Examinations

Prepare and announce in advance the calendar of examinations CIA and semester

Responsible for keeping ready the question papers for midterm and semester examinations.

Schedules and conducts midterm semester and semester examinations and ensures the safety of the answer scripts.

Arrange printing of question papers

Ensure to get performance of the candidates at the examinations properly assessed, and process the results

Postpone or cancel examinations, in part or in whole, in the event of malpractices take disciplinary action against any person or a group of persons or an institution alleged to have committed malpractices.

Coordinates with the Controller's Office regarding examinations.

Coordinates controller of examinations of the college

Holds office for an academic year for examinations

The Role of Chair - Training

Prepares training plan for each year including the budget.

Coordinates with the placement officer to understand the need and accordingly arranges the trainings.

Identifies suitable trainers.

Works out effective strategy for training the students.

Organises pre-placement training.

Evaluates the training programmes periodically

The Role of Chair -Industry Relations and Scholarships

Initiates joint initiatives and MoUs with Industries.

Arranges guest lecturers of general importance by prominent industrialists periodically.

Arranges industrial visits and industrial tour, well in advance.

Works out the evaluation mode of student learning in Industry interface activities and assesses the students

Identifies the deserving students belonging to low income category in consultation with the faculty mentor and recommends for educational scholarship provided by the management.

The institute provides scholarship to the students upto a total amount of Rs.15,00,000 every year.

The Role of Chair- Campus Ministry

Prepares schedule of spiritual renewal and annual retreat.

Arranges external persons to conduct student counselling sessions animate/conduct prayers/masses, feasts.

Ensures the participation of students in leading morning prayer.

The Role of Chair- Discipline Girl Students

Meets the special needs of the girl students

Guides the girl students

Works in close collaboration with the Dean-Student Affairs regarding girl students

Organises the international women's day

The Role of Chair - Shepherd

Identifies villages/agencies for rural exposure Programme.

Prepares the schedule of events/training for the students in consultation with the Director.

Organises pre-exposure trainings.

Prepares the detailed plan for the camp and other activities and arranges the logistics.

Identifies student teams to take care of various responsibilities in the camp.

Accompanies the students for the camp and other follow up activities along with a faculty team.

Evaluates the performance of the students and sends the marks statement to the Controller Office on time.

The Role of Chair - Documentation

Develops a comprehensive filing system for all the operational areas of the institute, classifies information and stores safely for easy reference

Records and stores information related to all the events in the institute both in soft and hard copy

Regularly collects details of events and activities from the respective persons

Prepares Annual report

Prepare Summary report

Role of Chair conference and seminar

Constitutes a team to identify relevant themes for different events such as discussion on Union budget, conference, management events, conclaves, etc...and conducts the same.

Develops schedule for the events.

Allocates responsibilities for the events.

Initiates programmes for the academic development of the student community in general by conducting TANCET training, summer course etc.

Arranges collaborative ventures.

Role of Chair – Accreditations

Collect related information from all sources for the preparation of the report, identifying necessary evidence to support statements for accreditations

Keep track of all UGC and AICTE communications

Ensures the submission of documentation for extension of AICTE approval

Prepare Annual Quality Assurance Report for NAAC to IQAC

Upkeeps IQAC requirements and documentation

Preparing and submitting data to the ranking agencies

NBA Accreditation procedures and documentation

The Role of Chair – Learning Academy

1. Prepare the students of first year MBA to take part in the 'Learning Academy' thrice a week.
2. Build confidence, fluency in speech and remove stage fear through various activities

3. Develop the students to organize themselves into small teams and prepare in advance for their set of activities.
4. Prepare the Students work on a structured script, send it for correction, rework on it and finally present themselves on stage in front of their peers.
5. Executing a wide range of activities through coordination and are performed by the students such as debates, presentations, quizzes, story building, product launches etc.
6. Ensuring that performance and learning themes are centered around business and industry reflecting the curriculum of a B school.
7. Members of Faculty are invited as chief guests to motivate the students during the event and give comments and feedback to the students for their further improvement.
8. Reports the student's performance to the Director

The Role of Chair – Admissions

Prepare admission prospectus

Ensure the Online applications portal functionality

Scrutiny the applications

Preparing schedule for admission process

Coordinating the entire Selection process

Questions setting for conduction test

Organizing the admission committee meeting and Publishing Result consultation with Director

Finalizing the admission list

Coordinate TANCET Counselling related work

The Role of Faculty

Understands and follows the campus culture and ensures discipline among the students

Develops course materials and worksheets for the students

Prepares course strategy with suitable methodologies including student activities

Be updated with the latest developments in the domain

Prepare course and session Plan of their respective courses

Organises seminars and workshops related to their domain

Arranges domain experts for guest lectures from the industry

Finalises the CIA components at the beginning of the course and communicates the same to the students

Conducts CIA components as per schedule and displays the marks on the notice board after each component

Shows special concern to the weaker students and take remedial steps

Updates oneself through short term courses and FDPs

Publish articles in renowned journals

Submits periodic reports to the Dean-Academics regarding academic work and other activities such as attending conferences, taking up consultancies etc.

Applies for research projects to the Government agencies and undertakes research

Discharges other specific responsibilities assigned from time to time

Maintains professional and cordial relationship with the students and staff

Takes interest in the development of students and in particular, the mentees.

The Role of Class in Charge

Meets the class students together at least once in two weeks and discusses common concerns to strengthen the team spirit and collective learning.

Arranges class wise events if necessary.

Recommends students for both financial and other help to the appropriate persons.

The Role of Mentor in Mentoring

Counsel the mentees based on the DISC report

Conducts mentoring meeting once in a week for each mentee

Discuss their concerns and provide counselling and motivation

Help them to identify their potentials

Regular interaction with parents for performance updates

Meet the parents in person once in a semester

Guide the mentees for their placement preparation

The Role of Staff Representative in Managing Committee

Represents the concerns of the staff, if any to the Director and the managing committee

The Role of Grievance Cell/Anti Ragging/Anti Sexual Harassment Committee

Looks into the specific grievances of the students and recommending actions to the management

Ensures that there is no ragging/sexual harassment of any kind in the campus

Displays warning boards against ragging in prominent places in the campus

Attend meetings organized by the Jesuit Province in connection with these issues

Section -3 Rules and Regulations

Appointing Authority

Appointments including promotions shall be made by the Director in consultation with the Administrator and Dean- Academics. The Director's decision is final.

Faculty Cadre and Qualifications

AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the maintenance of Standards in Technical Education - (Degree) Regulation, 2019 and subsequent amendments/ new Regulations issued by AICTE from time to time.

AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the maintenance of Standards in Technical Education - (Diploma) Regulation, 2019 and subsequent amendments/ new Regulations issued by AICTE from time to time

Minimum Qualification for Recruitments

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as AICTE Guidelines 2019.

Assistant Professor

Management Bachelor's Degree in any discipline and Master's Degree in Business Administration / C. A. / ICWA/ two years of professional experience after acquiring the degree of Master's degree.

Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

Passed NET or SET in relevant discipline

Minimum of two research publications in SCI journals /UGC care list /Scopus / Web of Science / ABDC list of journals.

Associate Professor

Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

Minimum of 8 years Teaching / Industry/ Research experience, of which at least five years should be working in the institute at the level of Assistant Professor. The relevant industry experience will be counted on a 2:1 ratio.

Minimum of 6 research publications in SCI journals /UGC care list /Scopus / Web of Science / ABDC list

Professor

Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

Minimum of 10 years of experience in teaching / research / industry out of which at least 8 years shall be at a post equivalent to that of an Associate Professor.

Minimum of 10 research publications in SCI journals /UGC care list /Scopus / Web of Science / ABDC list

OR

At least 6 research publications at the level of Associate Professor in SCI journals /UGC care list/ Scopus / Web of Science / ABDC list with at least 2 successful Ph.D. guided as Supervisor / Co supervisor till the date of eligibility of promotion

The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.

Method of Recruitment

The institute believes in recruiting faculty who have long-term plans of serving the students and the community and are able to easily fit into the values of the organisation. The vacancy will be advertising in the News Paper and institute web site. All candidates having minimum qualifications as per AICTE regulations shall be eligible and shall be called for the interview.

The appointment of faculty is done through the concerted effort of the Province. Coordinator for Higher Education (PCHE). The institute notifies the PCHE regarding the vacancy positions to be filled in during an academic year. The PCHE then issues advertisements calling for applications from eligible candidates. The vacancy will be advertising in the News Paper and institute web site as well. After the last date for submission, the applications are scrutinised and shortlisted based on the qualification criteria prescribed by the AICTE.

The Director with the inputs from the Dean Academics shall assess the requirement of the Institute about new faculty positions and other academic vacancies in different categories of posts. Faculty members are usually appointed in the Area considered to be their primary area.

However, they may opt for another Area considered secondary, should a need arise. After the vacancies are assessed by the Director, he/ she will proceed to fill up the same.

The interview board consists of PCHE, the higher education coordinator, the Director, the Administrator, The Dean Academics Department concerned and an external expert. As MBA is a Professional course, competent faculty members with high academic credentials, industry experience, positive attitude and motivation need to be recruited. The board assesses the suitability of the candidate on the basis of subject expertise, teaching skill and communication. Based on the cumulative performance, merit list is prepared and the candidates are ranked. The list is submitted to the Provincial along with PCHE's recommendations for approval and subsequent issue of appointment orders by the Director. The recruitment is done in an open and transparent manner according to the norms and standards of AICTE. The list of selected candidates will be finalized by the interviewing board itself. The selected candidates will be issued appointment letters by the Director. They will be paid AICTE pay scales as per the norms of the Jesuit Province. The records will be made available to Fr. Rector after notification of the selection, to cope with any redressal of grievances. The Deans are appointed by rotation for a period of three years on the basis of merit of contribution.

The details of procedure to be followed in the matter of filling up of vacancies (Such as advertisement of the vacancies, inviting applications, consulting the Area faculty, manner of conducting interview of the prospects recommended by the Area faculty, through seminars or otherwise, and consultation with the Faculty Review Committee etc. as the case may be), a) shall be decided by the Director. The Dean (Academics) shall compile a list of eligible candidates to be placed before the Selection Panel. b) The Selection Interview Panel shall consist of the Director, the Dean (Academics), the Province Higher Education Coordinator, one faculty from the Area, and an external expert to be nominated by the Director as and when required. c) The Selection Panel may recommend to the Director, advance increments in the relevant scale in favour of a candidate selected by them for appointment, who possesses higher qualifications and/or is of exceptional merit. d) The minimum requirement of qualifications and/ or experience may be relaxed in respect of exceptionally outstanding candidates.

The Appointing Authority, at its discretion, shall verify the references, background and suitability of a person selected as a faculty in such manner as he may deem fit.

No person shall be appointed to any post in the Institute unless certified to be of sound constitution and medically fit by the Institute Medical Officer and the expenses towards the examination shall be borne by the Institute.

Every faculty shall declare his age on his first appointment by producing the birth certificate or the school leaving certificate, or any other document given by any legal authority.

No faculty shall thereafter be allowed to alter or question the age declared by him at the time of his employment or the age determined and accepted by the Institute.

Probation & Confirmation

Persons appointed to any level of the faculty shall, on the first appointment in the Institute's service, be required to be on probation for a period of at least one year from the date of joining the service. However new Joiners who have no relevant teaching or industry experience shall be on probation for a period of two years.

The appointing authority may, at its discretion, reduce or extend the probation period. However, in the absence of any written order of confirmation, there would not be any automatic confirmation, but the faculty would be deemed to be continuing probation.

During the period of probation or extended period of probation, a faculty shall be liable to be discharged from service without any notice and without showing any reason. On satisfactory completion of the probation period, the Director will be final authority person and give or extend the probation period.

Scale of Pay

The Board shall specify the emoluments to be paid to the faculty from time to time. This would be in accordance with AICTE norms.

Performance

Review of faculty performance in the institute is designed to provide a planning mechanism to recognize excellence in performance, to improve teaching, to enhance professional competencies, and to delineate areas for development. Performance of all faculty is subjected to the annual review. Performance Review shall fall due on the first day of the month following that in which the faculty completes twelve months service from the date of his joining the service on first appointment or from the date on which his/her last annual increment accrued or from the date of joining a post on promotion. The period spent on extraordinary leave shall not count for increments.

Increments shall ordinarily be drawn as a matter of course unless the faculty has reached the maximum of the scale or it has been withheld as a disciplinary measure.

Save as otherwise provided in these rules, any period spent on deputation, but excluding any period spent on extraordinary leave, shall count for increments in the pay scale in which the faculty has been confirmed

Annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. Annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level. There shall be one increment i.e. 1st July of every year, provided that an employee shall be entitled to only one annual increment on date depending on the date of appointment, promotion or grant of financial upgradation.

Resignation

A permanent faculty member may resign voluntarily from the service of the institute by giving two months' notice and on the expiry of the said notice period. However, the faculty will complete the teaching assignment which included the evaluation and submission of Grades as on date of leaving. The period of notice may be waived, in part or in full by the Director at his discretion. Unless due notice is served, or notice is waived, the faculty shall be liable to pay to the Institute as compensation a sum equal to his gross salary for the period of notice required of him/her, which sum may be deducted from money due to him/her. A non-confirmed faculty member may resign voluntarily only after completing the courses s/he may be teaching, and the research projects s/he may be involved in. In any case, a minimum of two months' notice must be given. If a faculty member fails to give the required notice, s/he will forego two months of his/her salary in lieu of notice.

Retirements

The age of superannuation of all faculty members and Principals / Directors of institutions shall be 65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written technical books, published papers and has average 360° feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service.

General

Every faculty of the Institute shall at all times maintain absolute integrity and devotion to duty, shall conform to and abide by these rules and shall observe,

comply with and obey all orders and directions which may, from time to time, be given to him in the course of his official duties by any person or persons under whose jurisdiction, superintendence or control s/he may, for the time being, be placed.

No faculty shall, by any express or implied act of omission or commission, do anything which may have the effect of compromising the interest, aims and objects of the Institute or embarrassing the relationship of the Institute with any government or agency.

Every faculty shall endeavour to attain and maintain a collegial atmosphere and a learning environment that foster academic and research initiative and excellence.

No faculty shall give directly or indirectly any official document or information to any person to whom s/he is not authorized to do so. No faculty shall disclose any information internal to the Institute to persons not connected to the Institute.

No faculty shall, except with the prior sanction of the Director, give evidence in connection with any inquiry conducted by any person, committee or authority. However, this restriction shall not apply to the evidence given to the following with prior information given to the Director:

- a) An enquiry before an authority appointed by any Government, Parliament, State Legislature or the Institute; or
- b) Any judicial inquiry; or

c) Any departmental inquiry ordered by the Institute or by the Government.

No faculty shall participate, directly or indirectly, in politics or stand for political elections without a written prior permission of the Director.

No faculty shall, without prior written permission of Director, engage or participate in any demonstration which involves incitement to an offence nor shall he resort to or abet any form of strike.

No faculty shall, except with the previous sanction of the Director, own wholly or in part, or conduct or participate in the editing or managing of, any newspaper or other periodical publication.

No faculty shall, except with the previous sanction of the Director, participate in a radio or television broadcast or contribute any article or write any letter either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical.

No faculty shall, except with the previous approval of the Director, engage directly or indirectly in any trade or business.

No faculty shall, accept, solicit or seek any outside employment or office, whether honorary or compensatory, without the previous sanction of the Director.

No faculty shall undertake part-time work for any person, organization or institution or accept fee therefore without the prior sanction of the Director who shall grant sanction only in exceptional cases when he is satisfied that the work can be undertaken without detriment to his/her official duties and responsibilities. The Director may, while granting such sanction, stipulate that any fee received by the faculty for undertaking the work shall be paid, in whole or in part, to the Institute.

A faculty shall not absent himself from his duties without having obtained the permission of the leave sanctioning authority, nor shall he absent himself in case of sickness or accident without submitting a medical certificate satisfactory to such authority.

Provided that in case of unforeseen emergency a faculty may be allowed to avail of two day's casual leave without prior sanction, subject to the condition that the leave sanctioning authority is promptly advised of the circumstances in which prior sanction could not be obtained.

Provided further that in the case of temporary indisposition the production of a medical certificate may, at the absolute discretion of the leave sanctioning authority, be dispensed with.

A faculty shall so manage his private affairs as to avoid habitual indebtedness or insolvency.

Misconduct

The following acts of omission and commission, which are illustrative but not exhaustive, shall be deemed to constitute misconduct and will entail disciplinary action, namely:

- a) Negligence or failure to perform duties such as lectures, invigilation, evaluation, submission of grades and other matters connected with teaching and examinations in the Institute.
- b) Furnishing false information regarding age, qualifications, including percentage of marks and previous employment at the time of joining the Institute or during employment.
- c) Violation of the canons of intellectual honesty, such as misappropriation of writings, research and finding of others.
- d) Taking or giving illegal gratification.
- e) Receiving or giving undue favor or benefit.
- f) Writing offensive language/tone in official communications.
- g) Commission of any act, which amounts to an offence involving moral turpitude or bigamy or disorderly conduct.
- h) Bringing disrepute to the Institute by talking in public forum.
- i) Fraud, misappropriation and acts amounting to offences of financial nature.
- j) Tampering or fabricating official records.
- k) Unauthorized absence, unauthorized overstay after leave and habitual late attendance.
- l) Undue discrimination.
- m) Unauthorized collection or expenditure of funds on behalf of the Institute.
- n) Employment or engagement, for or without money, in day or night, anywhere without prior sanction of the Director.
- o) Disobedience of any lawful order or instruction of the competent authorities and insubordination to them.
- p) Making any form of official communication including electronic mail, which vitiates the collegial atmosphere of the Institute.
- q) Misuse of the Institute's infrastructure facilities such as IT, library, photocopying, telephone, fax, vehicles, computers etc. or allowing outsiders to use them in one's office given by the Institute.
- r) Bringing or attempting to bring any political or outside influence to bear upon any superior authority to further the faculty's interest in respect of matters pertaining to his service in the Institute.

- s) Resorting to or abetting any form of strike.
- t) Not honouring commitment made to the external parties as a part of the consulting assignment taken up with the permission of the Director.
- u) Sexual harassment of any employee, student or staff both inside and outside the Institute

Leave

Leave of any kind cannot be claimed as a matter of right but will be granted according to the exigencies of circumstances. When the exigencies of the Institute's services so require, the discretion to refuse, postpone, curtail or revoke leave of any description or to recall to duty any faculty on leave shall rest with the sanctioning authority.

Annual Leave: Every confirmed faculty member is entitled to 30 days of paid leave per year (usually taken during summer vacation).

Casual Leave (CL):

The word 'Casual' is used to qualify an act or event, which is done or occurs by chance without any pre-planning or anticipation in the normal course. Casual leave can be taken in emergencies without any prior sanction. However, applications for CL must be made at the first opportunity.

Casual leave up to a maximum of 12 days in a year will be admissible to all faculty. A maximum of two days may be availed at a time and should not be combined with other types of leave.

Medical Leave (ML):

Leave that faculty can use during periods of illness to address their health needs without losing pay.

Medical leave with full pay will be admissible to a confirmed/ contractual faculty at the rate of 20 days per year which can be accumulated up to 60 days.

2 Such leave, 5 days or beyond [component-wise or in continuity] will be granted only on production of medical certificate of fitness from a medical practitioner recognized by the Institute before s/he can re-join duty.

Maternity Leave:

A period of paid absence from work which a woman faculty is entitled during the months immediately before and after childbirth.

Maternity leave with full pay will be admissible to a confirmed/ contractual female faculty according to the Maternity Benefit Act, 2017 which allows 26 weeks of

paid leave. Maternity leave may be combined with leave of any other kind except casual leave.

Special Leave:

A faculty may be granted Special Leave and nominal financial support to pursue doctoral work.

Special Leave to a maximum of 60 days during the entire period of doctoral work may be granted at the discretion of the Director. However, the director will concern the request of special leave if need to increase.

Availing of such leave should not affect regular teaching, academic administration and other institutional work.

A faculty availing such leave shall furnish a bond, on a form prescribed by the Institute, to serve the Institute for a minimum period of two years after the award of the doctoral degree. However, if a faculty desires to leave during this period he must pay back the Institute an amount equivalent to the leave granted apart from the financial support given for this purpose. The period of bond can be reduced in exceptional cases, at the discretion of the sanctioning authority.

Sabbatical Leave

Sabbatical Leave is intended to provide an opportunity for intensive research and professional development for faculty members. In pursuance of this objective a faculty member may utilize sabbatical leave for the following purposes:

- a) Pursuing creative and innovative research in a recognized institution of higher learning or organization of repute;
- b) To complete publications, viz., research monographs articles in professional journals, book writing, etc.
- c) For high level interaction with counterparts in Institutions of higher learning/research organizations, industry or government for gaining research experience;

Sabbatical Leave may be granted for a maximum period of one or two years only.

Such leave will be given to faculty members who have completed a minimum of six years continuous service as Faculty in the Institute.

The grant of Sabbatical Leave shall be subject to the Institute's work requirements.

Sabbatical Leave is neither an entitlement nor automatic. Institute will consider various other aspects (such as faculty strength in the area,

teaching requirements etc.) before approval of the Sabbatical Leave.

The period of Sabbatical Leave shall count as on duty. The Grantee Faculty shall be entitled to full pay and allowance as admissible under the rules. The faculty needs to apply to the Director for sabbatical.

Extraordinary Leave (Leave without Pay)

A faculty member who does not have sufficient leaves to his/ her credit may be granted extraordinary leave. All extraordinary leave will be leave without pay. The following norms will be followed for granting of extraordinary leave:

- a) A minimum of 8 years of continuous service as a regular faculty member at the Institute is essential.
- b) Maximum period of extraordinary leave will be one year at a time.
- c) Extraordinary leave cannot be granted on more than two occasions during the entire service of a faculty member.
- d) Two spells of extraordinary leave, if intervened by any other kind of leave, will be treated as one continuous spell of EOL for applying the maximum limit.
- e) Ordinarily, at any given time not more than one faculty member from an Area will be permitted to avail EOL.
- f) The above norms may be relaxed in special cases find circumstances at the discretion of the Director.
- g) The purpose stated in the application for EOL cannot be changed without the written permission of the Institute during the period of EOL.
- i) Extraordinary leave for any purpose will not count for increment / service.
- j) Application for EOL must be made six months in advance except emergency situation.
- k) A Faculty availing EOL shall furnish a bond, on a form prescribed by the Institute, to serve the Institute for a minimum period of 2 years after the expiry of the EOL. The period of bond can, however, be reduced in exceptional cases, at the discretion of the Board of Management.

In general, Key purposes of EOL

- a) Significant health problem of self or of a family member.
- b) To gain industrial experience.
- c) To take up academic administration.
- d) Academic Pursuit.
- e) Any other purpose at the discretion of the Director

Official Programmed (OP):

A type of paid leave where a faculty member goes to conduct different types of Programmes, such as Consulting, In Company, Teaching in Other Institutes or for attending Conferences, Board Meetings etc., There are categories of OP Leave. They are as follows: Consulting,

attending: Conferences, seminar and FDP, Teaching in Other Institutes, Official Institute Work. For Official prior sanction must be taken from the Director.

Application for Leave

An application for leave (other than sabbatical and EOL) should be submitted/ get sign to/ from to the Dean Academics (recommending authority), who, after putting his/her recommendation, will forward the same to the Director (sanctioning authority) for final decision. After getting sign of the leave application form it will be submitted to the administrative office in person.

Unless the authority competent to grant leave extends the leave, an employee who remains absent after the expiry of leave will be treated absent from duty without permission. Such unauthorized absence renders him / her liable to disciplinary action.

Prior sanction from the Director must be obtained for all types of leave except Casual leave & Medical Leave.

The official working hours are as follows:

Monday to Saturday: 8:45 - 1:00 and 1:00 - 5:30

Faculty may follow flexible working hours and prior to inform to director

Section -4 Committee by AICTE

4.1 Structure of Anti Ragging Committee

Every Institution/ University including Institution Deemed to be University imparting Technical Education shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the head of the Institution, and consisting of representatives of Civil and Police Administration, Local Media, Non-Government Organizations involved in youth activities, representatives of Faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff and shall have a diverse mix of membership in term of Level as well as gender.

4.2 Grievance Redressal Mechanism

In order to provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as for those seeking admission to such institutions, AICTE has notified All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019 vide F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019 for establishment of grievance redressal mechanism for all AICTE approved Technical Institutions.

Non-compliance of the above Regulations shall call for punitive action.

Student Grievance Redressal Committee (SGRC)

A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Student Grievance Redressal Committee (SGRC).

Every AICTE approved institution shall constitute Student Grievance Redressal Committee (SGRC) with the following composition, namely:

- a. Director/ Principal of the College- Chairperson;
- b. Three senior members of the teaching faculty to be nominated by the Director / Principal as Members and out of three one member shall be female and other from SC/ST/OBC category;
- c. A representative from among students of the College to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities Special Invitee.

The term of the members and the special invitee shall be of two years.

The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three

In considering the grievances before it, the SGRC shall follow principles of natural justice.

The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

4.3 Prevention and Prohibition of Ragging

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10(b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education has notified Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions vide Order No 37-3/Legal/AICTE/2009 dated 01.07.2009 available on AICTE web-portal <https://www.aicte-india.org/grievance/anti>.

All AICTE approved Technical Institutions have to comply with the provisions made in the above Regulations. Any violation of above AICTE Regulations for the prevention and prohibition of ragging, shall call for punitive action against erring Institutions as per the provisions made the above said Regulations.

The Institutions shall have to step up Anti-Ragging mechanism by way of adequate Publicity through various Mediums:

- Constitution of Anti-Ragging Committee and Anti Ragging Squad;
- Setting up of Anti-Ragging Cell;
- Installing CCTV cameras at vital points;
- Anti-Ragging Workshops;
- Updating all Web sites with Nodal Officers complete details, alarm bells etc.;
- Regular interaction and counselling with the students;
- Identification of trouble-triggers;
- Mention of Anti-Ragging warning in the Institution's prospectus and information Booklets/ Brochures shall be ensured; and
- Surprise inspection of hostels, student accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measures which would augur well in preventing/ quelling ragging and any uncalled-for behaviour/incident shall be undertaken.

The Institution approved by AICTE may hold Workshops and Seminars on eradication of ragging in higher Educational Institutions. They are required to display Anti Ragging posters at all prominent places such as Admission Centre, Department, Library, Canteen, Hostel, Common facilities etc. The size of posters should be 8'x6'.

The Institution are required to submit an online compliance of Anti-Ragging Regulations on curbing the menace of ragging in the Technical Institutions, 2009 at www.antiragging.in.

Institutions are required to make it compulsory for each student and every parent to submit an online undertaking every academic year at www.antiragging.in and www.amanmovement.org.

Further, the attention of all the Institutions are invited to the Third amendment to UGC

Regulations dated 29th June, 2016 expanding the definition of ragging by including the following:

“(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background”.

4.4 Internal Complaint Committee (ICC)

Responsibilities of the Technical Institution as per Gender Sensitization, prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions (All India Council for Technical Education Regulations, 2016).

Every Technical Institution shall

- a. Publicly notify the provisions against sexual harassment and ensure their wide dissemination
- b. Include in its Web Site, prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on
- c. Organise Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations.
- d. Organise regular orientation or training Programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity
- e. Act decisively against all gender-based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation

f. Every Technical Institution shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:

- A Presiding Officer who shall be a woman Faculty member employed at a senior Level (not below a Professor in case of a University, and not below an Associate Professor in case of an Institution) at the Educational Institution, nominated by the Executive Authority
- Two Faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority
- Three students (comprising of at least one girl student) of Pre-Final/Final year at Undergraduate/Diploma Level Institution, as the case may be

One member from amongst Non-Government Organisation or Association committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority

At least one-half of the total members of the ICC shall be women

Persons in senior positions such as Chairman/Secretary of the Society, Principal/Director of the Institution, etc. shall not be the members of the ICCs in order to ensure autonomy of their functioning

The term of office of the members of the ICC shall be a period of three years. Institutions may also employ a system whereby one-third of the members of the ICC may change every year g. All Technical Institutions approved by AICTE shall upload the Annual Report containing the following details by 30th June of the Calendar Year:

Number of complaints of sexual harassment received in the year

Number of orientation or training Programmes carried out for the members of the ICC to deal with complaints

Number of complaints disposed of during the year

Number of cases pending for more than 90 days

Number of Workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment

4.4 Committee for SC/ST

Nature of action taken by the Technical Institution against the perpetrator Committee for SC/ST: Committee shall consist of five members, out of which at least 2 members shall be SC/ST and one member shall be a woman. Grievance Redressal Cell (GRC) for Faculty / Staff: It is

mandatory for all Technical Institutions to address the grievances of faculty/staff members including service matters at the Institution level itself.

A Grievance Redressal Committee (GRC) for faculty/staff members shall be constituted by each Institution to look into the grievances of the faculty/staff members. The composition of the GRC shall be as follows: • Principal of the Institution as Chairman,

One Senior Professor of the affiliating University/ State DTE (Directorate of Technical Education) as a Member

Two Senior Faculty (not below Associate Professor) as Member.

Note: In case of faculty/staff not satisfied with the decision of Grievance Redressal Committee, they may appeal to the concerned affiliating University/State D.T.E. (in case of diploma institute) for redressal of their grievance.

Committee for SC/ST Committee shall consist of five members, out of which at least 2 members shall be SC/ST and one member shall be a woman.