

17.3.8 c – Progress against SDG8 – Employees Policy Documents



B.S. Abdur Rahman

Crescent

Institute of Science & Technology

Deemed to be University u/s 3 of the UGC Act, 1956

EMPLOYEES

SERVICE RULES AND

DUTIES & RESPONSIBILITIES

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EMPLOYEES SERVICE RULES AND DUTIES & RESPONSIBILITIES

1.0 PREAMBLE

B.S. Abdur Rahman Crescent Institute of Science & Technology was established under Section 3 of the UGC Act, 1956, by conferring deemed to be Institute status by the UGC and Government of India to the erstwhile B.S. Abdur Rahman Crescent Engineering College, which was rendering outstanding service to the cause of technical education since 1984. Being an Institute, it strives to achieve the goal of becoming one of the leading Universities by focussing on teaching and learning, research, consultancy and extension activities. The Institute not only believes in transparent administration but also in establishing sound systems and procedures and implementation of the same to achieve the goal. Over the period of time the Institution has established such systems, procedures and rules for an effective administration. All the procedures and rules relating to the staff have been compiled into a book, titled “**Employees Service Rules and Duties & Responsibilities**” for the benefit of the employees.

2.0 DEFINITIONS

- i) “**Institute**” means the B.S. Abdur Rahman Crescent Institute of Science & Technology a deemed to be university established under Section 3 of the UGC Act, 1956.
- ii) “**Management**” means the Board of Management of the Institute constituted as per Memorandum of Association (MoA) and UGC regulations.
- iii) “**Vice Chancellor**” means the Vice Chancellor of B.S. Abdur Rahman Crescent Institute of Science & Technology
- iv) “**Registrar**” means the Registrar or any other person duly authorized by the Vice Chancellor to discharge the duties and responsibilities of the Registrar.
- v) “**Staff**” means all employees belonging to faculty, administrative and technical category of the Institute excluding those who are engaged on part-time, temporary and / or on daily basis.
- vi) “**Year**” means calendar year / academic year / financial year as the case may be.
- vii) “**Vacation**” means any recess in an academic year which is a minimum of 15 days.
- viii) “**Vacation staff**” means staff who are permitted to avail vacation as declared in the service rules. All others are non-vacation staff.

- ix) **“Teaching faculty”** refers to all teaching staff as per clause 3.2.1 of the service rules.
- x) **“Administrative staff”** refers to all staff members categorized as administrative staff vide clause 3.2.2 of the service rules
- xi) **“Technical staff”** refers to all staff members categorized as technical staff vide clause 3.2.3 of the service rules.
- xii) **“Other category of staff”** refers to the staff categorized as other category vide clause 3.2.4 of the service rules.
- xiii) **“Duty”** means a staff member performing the duties of the post for which he/she is appointed and other assignments and circumstances more specifically indicated in clause 7.1 of the service rules.
- xiv) **“Leave”** means leave of absence sanctioned by the competent authority of the Institute to a staff member to which he/she is eligible under the service rules.
- xv) **“Pay”** means basic pay and grade pay applicable to the post a staff holds.
- xvi) **“Competent authority”** means any staff member declared / nominated by the Vice Chancellor / Board of Management as the case may be for specific purposes.

3.0 CATEGORIZATION AND CADRE STRENGTH OF STAFF

3.1 Categorization of staff

All staff members of B.S. Abdur Rahman Crescent Institute of Science & Technology are grouped into three categories viz.

- (1) a) Teaching Staff (Faculty Members)
- b) Other Category
- (2) Administrative Staff
- (3) Technical Staff

3.2 Posts under each category

3.2.1 (i) Teaching faculty

Professor, Associate Professor, Assistant Professor (Selection Grade), Assistant Professor (Senior Grade), Assistant Professor, Professor of Eminence, Visiting Professor, Visiting Faculty.

(ii) Other category

Director, Deputy Director and Assistant Director attached to the Physical Education Department, Librarian, Deputy Librarian, Assistant Librarian, Placement and Training Officer and Student Counsellor.

3.2.2 Administrative Staff

Deputy Registrar, Finance Officer, Assistant Registrar, Superintendent, Accountant, Senior Assistant, Junior Assistant, Typist, Stenographer, Telephone Operator, Record Clerk and Attender.

3.2.3 Technical staff

Selection Grade Technician, Senior Technician, Technician, Assistant Technician, Selection Grade Instructor, Senior Instructor, Instructors Grade I and II, System Analyst cum Operator and Library Assistant.

3.3 Cadre Strength

3.3.1 (i) Teaching faculty

The strength of teaching faculty in each Department is fixed taking into account the UGC / AICTE guidelines, programmes offered and the strength of students in the Department.

(ii) Other category

The strength of other category of staff in the Institute is fixed taking into account the UGC/AICTE guidelines, programmes offered and the strength of students.

3.3.2 Administrative staff

The strength of administrative staff is as sanctioned by the competent authority, taking into account the administrative workload of the Institute.

3.3.3 Technical staff

The strength of Technical staff depends upon the need in each Department of the Institute on the basis of proposals of the HOD concerned and is as sanctioned accordingly by the competent authority.

4.0 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT OF STAFF

4.1 Vice Chancellor, Registrar, Controller of Examinations & Finance Officer

Required Qualifications

The qualifications and experience for the direct recruitment of Vice Chancellor, Registrar, Controller of Examinations (COE) and Finance Officer shall be as prescribed by the UGC Regulations 2010.

4.2. Teaching Staff and other category of Staff

Direct Recruitment

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.

Required Qualifications

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

Filling of senior positions

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

4.3 Administrative Staff

Direct Recruitment

Selection procedure

- i) For recruitment of administrative staff, advertisement shall be issued in leading dailies and also put up in the website of the Institute indicating the qualifications, experience and scale of pay prescribed.
- ii) Applications received by the Institute shall be short-listed by the office of the Registrar taking into consideration of qualification, previous experience and knowledge in administration.
- iii) All short-listed applicants shall be called for interview before a selection committee constituted by the Vice Chancellor for the purpose.

Selection Criteria

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

Appointment

After approval of the selection list by the Vice Chancellor, the selected candidates are appointed to the post for which he/she is selected by the Registrar.

Required Qualifications

The qualifications prescribed for the direct recruitment of various categories of administrative staff are as detailed below.

Sl. No	Name of the Post	Qualification Prescribed (Entry Level)
1	Deputy Registrar	<ul style="list-style-type: none"> • PG qualification in any discipline • Well familiarized in Computer Applications • 15 years experience in a College / Institute setup
2	Finance Officer	<ul style="list-style-type: none"> • PG qualification in any discipline • Well familiarized in Computer Applications • 15 years experience in a College / Institute setup
3	Assistant Registrar	<ul style="list-style-type: none"> • PG qualification in any discipline • Well familiarized in Computer Applications • 10 years experience in a College / Institute setup
4	Superintendent	<ul style="list-style-type: none"> • Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Knowledge in Computer operations • 10 years of experience in a College / Institute
5	Accountant	<ul style="list-style-type: none"> • Bachelor's Degree in Commerce • A pass in Computer Tally 9 • Knowledge of account maintenance through centralised automation
6	Junior Assistant	<ul style="list-style-type: none"> • Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations
7	Assistant	<ul style="list-style-type: none"> • Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations & • 7 years of experience
8	Senior Assistant	<ul style="list-style-type: none"> • Bachelor's Degree in Arts or Science or Commerce

Sl. No	Name of the Post	Qualification Prescribed (Entry Level)
		<ul style="list-style-type: none"> • A pass in Type-Writing English Higher • Basic knowledge in Computer operations & • 15 years of experience
9	Selection Grade Assistant	<ul style="list-style-type: none"> • Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations & • 25 years of experience
10	Typist, Gr. II	<ul style="list-style-type: none"> • Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations
11	Typist, Gr. I	<ul style="list-style-type: none"> • Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English higher • Basic knowledge in Computer operations & • 7 years of experience
12	Senior Typist	<ul style="list-style-type: none"> • Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations & • 15 years of experience
13	Selection Grade Typist	<ul style="list-style-type: none"> • Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations & • 25 years of experience
14	Stenographer, Gr. II	<ul style="list-style-type: none"> • Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations • Shorthand English Higher
15	Stenographer, Gr. I	<ul style="list-style-type: none"> • Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations • Shorthand English Higher & • 7 years of experience
16	Senior Stenographer	<ul style="list-style-type: none"> • Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher along with • Basic knowledge in Computer operations • Shorthand English Higher & • 15 years of experience
17	Selection Grade Stenographer	<ul style="list-style-type: none"> • Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations • Shorthand English Higher & • 25 years of experience
18	Telephone Operator, Gr.II	<ul style="list-style-type: none"> • Any Bachelor's Degree

Sl. No	Name of the Post	Qualification Prescribed (Entry Level)
		<ul style="list-style-type: none"> • Telephone Operator Training Certificate • Certificate Course in Computer oriented subjects of not less than 6 months duration
19	Telephone Operator, Gr.I	<ul style="list-style-type: none"> • Any Bachelor's Degree • Telephone Operator Training Certificate • Certificate Course in Computer oriented subjects of not less than 6 months duration & • 7 years of experience
20	Senior Telephone Operator	<ul style="list-style-type: none"> • Any Bachelor's Degree • Telephone Operator Training Certificate • Certificate Course in Computer oriented subjects of not less than 6 months duration & • 15 years of experience
21	Selection Grade Telephone Operator	<ul style="list-style-type: none"> • Any Bachelor's Degree • Telephone Operator Training Certificate • Certificate Course in Computer oriented subjects of not less than 6 months duration & • 25 years of experience
22	Record Clerk, Grade III	<ul style="list-style-type: none"> • Pass in Higher Secondary Examination
23	Record Clerk, Grade II	<ul style="list-style-type: none"> • Pass in Higher Secondary Examination & • 7 years of experience
24	Record Clerk, Grade I	<ul style="list-style-type: none"> • Pass in Higher Secondary Examination & • 15 years of experience
25	Selection Grade Record Clerk	<ul style="list-style-type: none"> • Pass in Higher Secondary Examination & • 25 years of experience
26	Attender, Grade III	<ul style="list-style-type: none"> • S.S.L.C. Pass
27	Attender, Grade II	<ul style="list-style-type: none"> • S.S.L.C. Pass & • 7 years of experience
28	Attender, Grade I	<ul style="list-style-type: none"> • S.S.L.C. Pass & • 15 years of experience
29	Selection Grade Attender	<ul style="list-style-type: none"> • S.S.L.C. Pass & • 25 years of experience

4.4 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.

Selection committee

The selection committee is constituted by the Vice Chancellor comprising of Registrar, Dean (Academic) and Head of the Department. The committee shall select the candidate(s) taking into account, the test performance, subject knowledge, aptitude and experience of the candidate(s).

Appointment

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

Required Qualifications

The following are the qualifications prescribed for direct recruitment of technical staff. The qualification and experience prescribed for posts indicated are at the entry level (lowest level) in each category. In case of direct recruitment of a person either at middle or at senior level, the qualification prescribed will remain the same. However the total number of years of experience will be as stipulated in career advancement scheme as indicated below:

Sl. No	Name of the Post	Qualification Prescribed (Entry Level)
1	Assistant Technician	<ul style="list-style-type: none"> • ITI in the respective trade
2	Technician	<ul style="list-style-type: none"> • ITI in the respective trade & • 7 years of Experience.
3	Senior Technician	<ul style="list-style-type: none"> • ITI in the respective trade & • 15 years of experience
4	Selection Grade Technician	<ul style="list-style-type: none"> • ITI in the respective trade & • 25 years of experience
5	Instructor Grade - II	<ul style="list-style-type: none"> • A three year Engg. Diploma in concerned branch of study in a Polytechnic
6	Instructor Grade - I	<ul style="list-style-type: none"> • A three year Engg. Diploma in concerned branch of study in a Polytechnic & • 7years of experience
7	Senior Instructor	<ul style="list-style-type: none"> • A three year Engg. Diploma in concerned branch of study in a Polytechnic & • 15 years of experience
8	Selection Grade Instructor	<ul style="list-style-type: none"> • A three year Engg. Diploma in concerned branch of study in a Polytechnic • 25 years of experience
9	System Engineer / CAD Engineer, CIM Engineer	<ul style="list-style-type: none"> • Bachelors Degree in Engineering in the appropriate branch
10	System Analyst cum Operator, Grade II	<ul style="list-style-type: none"> • Bachelors Degree in Computer Science or • A three year Polytechnic Engg. Diploma like DCSE, DCT, etc.
11	System Analyst cum Operator, Grade I	<ul style="list-style-type: none"> • Bachelors Degree in Computer Science or • A three year Polytechnic Engg. Diploma like DCSE, DCT, etc. & • 7 years experience
12	Senior System Analyst cum Operator	<ul style="list-style-type: none"> • Bachelors Degree in Computer Science or • A three year Polytechnic Engg. Diploma like DCSE, DCT, etc. & • 15 years experience
13	Selection Grade System Analyst cum Operator	<ul style="list-style-type: none"> • Bachelors Degree in Computer Science or • A three year Polytechnic Engg. Diploma like DCSE, DCT, etc. & • 25 years experience

Sl. No	Name of the Post	Qualification Prescribed (Entry Level)
14	Library Assistant, Gr. III	<ul style="list-style-type: none"> • A pass in Higher Secondary Examination • A certificate course in Library & Information Science
15	Library Assistant, Gr. II	<ul style="list-style-type: none"> • A pass in Higher Secondary Examination • A certificate course in Library & Information Science & • 7 years of experience
16	Library Assistant, Gr. I	<ul style="list-style-type: none"> • A pass in Higher Secondary Examination • A certificate course in Library & Information Science & • 15 years of experience
17	Library Assistant (Selection Grade)	<ul style="list-style-type: none"> • A pass in Higher Secondary Examination • A certificate course in Library & Information Science & • 25 years of experience

5.0 PROBATION, PLACEMENT AND SENIORITY

5.1 Probation

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

5.2 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.

5.3 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.

6.0 DUTY, PAY, ALLOWANCES AND INCREMENT

6.1 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.

6.2 Pay Scales

- i) All regularly appointed teaching faculty are governed by the pay scales (pay band) approved by the management from time to time on the basis of UGC scale of pay. The scale of pay of faculty members is given below:

(a) Details of scale of pay of Teaching Staff

Sl. No.	Designation	Scale of Pay (Rs)
1	Assistant Professor	15600 - 39100 + 6000
2	Assistant Professor (Senior Gr.)	15600 - 39100 + 7000
3	Assistant Professor (Sel. Gr.)	15600 - 39100 + 8000
4	Associate Professor	37400 - 67000 + 9000
5	Professor	37400 - 67000 + 10000
6	Senior Professor	67000 (fixed)

(b) Details of scale of pay of other category staff

Sl. No.	Designation	Scale of Pay (Rs)
1	Director (Physical Education)	37400 - 67000 + 10000
2	Deputy Director (Physical Education)	37400 - 67000 + 9000
3	Assistant Director (Physical Education)	15600 - 39100 + 6000
4	Librarian	37400 - 67000 + 10000
5	Deputy Librarian	37400 - 67000 + 9000
6	Assistant Librarian	15600 - 39100 + 6000
7	Placement and Training Officer	15600 - 39100 + 8000

- ii) For all other staff members classified as non-teaching category (Administrative and Technical Staff), they shall be governed by the scales of pay approved by the management on the basis of Tamilnadu Government / UGC's scale of pay. The scale of pay applicable to non-teaching Administrative Staff and Technical Staff is given below:

Details of scale of pay for Administrative Staff

Sl. No.	Designation	Scale of Pay (Rs)
1.	Deputy Registrar	15600 - 39100 + 7600
2.	Finance Officer	15600 - 39100 + 7600
3.	Assistant Registrar	15600 - 39100 + 5400
4.	Senior Superintendent	9300 - 34800 + 5200
5.	Superintendent	9300 - 34800 + 4600
6.	Selection Grade Assistant*	9300 - 34800 + 4600
7.	Senior Assistant	9300 - 34800 + 4200
8.	Assistant	5200 - 20200 + 2400
9.	Junior Assistant	5200 - 20200 + 2000
10.	Selection Grade Stenographer*	9300 - 34800 + 5200
11.	Senior Stenographer	9300 - 34800 + 4500
12.	Stenographer, Grade I	9300 - 34800 + 4200
13.	Stenographer, Grade II	5200 - 20200 + 2400
14.	Selection Grade Typist*	9300 - 34800 + 5000
15.	Senior Typist	9300 - 34800 + 4200
16.	Typist, Grade I	5200 - 20200 + 2400
17.	Typist, Grade II	5200 - 20200 + 2000
18.	Selection Grade Telephone Operator*	9300 - 34800 + 5000
19.	Senior Telephone Operator (Spl. Gr.)	9300 - 34800 + 4200
20.	Telephone Operator, Grade I	5200 - 20200 + 2400
21.	Telephone Operator, Grade II	5200 - 20200 + 2000
22.	Selection Grade Record Clerk*	5200 - 20200 + 2600
23.	Record Clerk, Grade I	5200 - 20200 + 2000
24.	Record Clerk, Grade II	5200 - 20200 + 1800
25.	Record Clerk, Grade III	4440 - 7440 + 1500
26.	Selection Grade Attender*	5200 - 20200 + 2400
27.	Attender, Grade I	5200 - 20200 + 1900
28.	Attender, Grade II	4440 - 7440 + 1600
29.	Attender, Grade III	4440 - 7440 + 1300

* Grades newly approved

(Ref : Resolution No. 6 of the Ninth Finance Committee Meeting held on 10.02.2016)

Details of scale of pay for Technical Staff

Sl. No.	Designation	Scale of Pay (Rs)
SYSTEM STAFF		
1	System Engineer	15600 - 39100 + 5400
2	Selection Grade System Analyst cum Operator *	9300 - 34800 + 5000
3	Senior System Analyst cum Operator	9300 - 34800 + 4200
4	System Analyst cum Operator, Grade I	5200 - 20200 + 2400
5	System Analyst cum Operator, Grade II	5200 - 20200 + 2000
TECHNICAL STAFF		
6	Foreman	15600 - 39100 + 5400
7	Selection Grade Instructor *	9300 - 34800 + 5000
8	Senior Instructor	9300 - 34800 + 4200
9	Instructor, Grade I	5200 - 20200 + 2400
10	Instructor, Grade II	5200 - 20200 + 2000
11	Selection Grade Technician *	5200 - 20200 + 3000
12	Senior Technician	5200 - 20200 + 2400
13	Technician	5200 - 20200 + 1900
14	Assistant Technician	4440 - 7440 + 1600
LIBRARY STAFF		
15	Library Assistant (Selection Grade) *	5200 - 20200 + 3000
16	Library Assistant, Grade I	5200 - 20200 + 2400
17	Library Assistant, Grade II	5200 - 20200 + 1900
18	Library Assistant, Grade III	4440 - 7440 + 1600
PHYSICAL EDUCATION STAFF		
19	Physical Training Instructor	5200 - 20200 + 2400

***Grades newly approved**

(Ref : Resolution No. 6 of the Ninth Finance Committee Meeting held on 10.02.2016)

6.3 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.

6.4 Sanction of Increment

6.4.1 For faculty members

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.

6.4.2 For Non-Teaching Staff (Administrative and Technical staff)

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

6.4.3 Grouping of staff for sanction of increment

- i) The annual increment will be sanctioned twice in a year i.e. 1st January and 1st July of the calendar year instead of quarterly or any day throughout the year.
- ii) Those who join duty in the middle of a semester will get their first increment after one year service from the date of their joining. Subsequent increment will be sanctioned from 1st January or 1st July preceding their date of joining duty.
- iii) In the event of either postponement / withdrawal of increment for a staff member on disciplinary grounds or otherwise, his/her case will be decided depending on the time duration of such postponement.

7.0 PERFORMANCE APPRAISAL, CAREER ADVANCEMENT, PROMOTION & SEVERANCE

7.1 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.

7.2. 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 2010" (published in the Gazette of India, September 18, 2010) with minimum duration of service and API score.

7.3. 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 as given below at each level and have satisfactory performance as evaluated by an appropriate review committee/authority.

7.3.1 Administrative Staff

Sl. No.	Promotion Post	Service requirement
1	Attender, Gr.II	Must have put in 7 years of service as Attender, Gr.III including 2 years probation
2	Attender, Gr.I	Must have put in 8 years of service as Attender, Gr.II
3	Attender (Sel. Gr.)	Must have put in 10 years of service as Attender, Gr.I
4	Record Clerk, Gr.II	Should have put in 7 years of service as Record Clerk, Gr.III including 2 years probation
5	Record Clerk, Gr.I	Must have put in 8 years of service as Record Clerk, Gr.II
6	Selection Grade Record Clerk	Must have put in 10 years of service as Record Clerk, Gr.I
7	Assistant	Minimum of service of 7 years in the cadre of Junior Assistant including 2 years probation
8	Senior Assistant /	Minimum of service of 8 years in the cadre of Assistant
9	Assistant (Sel.Gr.)/ Superintendent	Minimum 10 years service in the cadre of Senior Assistant / Superintendent
10	Typist, Gr.I	Minimum of service of 7 years in the cadre of Typist, Grade II including 2 years probation
11	Senior Typist	Minimum of service of 8 years in the cadre of Typist, Grade I
12	Selection Grade Typist	Minimum of service of 10 years in the cadre of Senior Typist
13	Stenographer, Gr.I	Minimum of service of 7 years in the cadre of Stenographer, Gr.II including 2 years probation
14	Senior Stenographer	Minimum of service of 8 years in the cadre of Stenographer, Gr.I
15	Selection Grade Stenographer	Minimum of service of 10 years in the cadre of Senior Stenographer
16	Senior Superintendent	Minimum of 7 years as Selection grade Stenographer / 7 years as selection grade Assistant / 7 years of superintendent
17	Telephone Operator, Gr.I	Minimum of service of 7 years in the cadre of Telephone Operator, Gr.II including 2 years probation
18	Senior Telephone Operator	Minimum of service of 8 years in the cadre of Telephone Operator, Gr.I
19	Selection Grade Telephone Operator	Minimum of service of 10 years in the cadre of Senior Telephone Operator

Note : *All the employees who were in service as on 1.8.2004 were fitted in the respective cadre taking into account the number of years of service they had put in as on 1.8.2004 irrespective of their qualification possessed by them.*

7.3.2 Technical staff

Sl. No.	Promotion Post	Service requirement
1	Technician	Minimum of 7 years of service as Assistant Technician including 2 years probation
2	Senior Technician	Minimum of 8 years of service as Technician
3	Selection Grade Technician	Minimum of service of 10 years as Senior Technician
4	Instructor, Gr.I	Minimum of 7 years of service as Instructor, Gr.II including 2 years probation
5	Senior Instructor	Minimum of 8 years of service as Instructor, Gr.I
6	Selection Grade Instructor	Minimum of 10 years of service as Senior Instructor
7	System Analyst cum Operator, Gr.I	Minimum of 7 years of service as System Analyst cum Operator, Gr.II including 2 years probation
8	Senior System Analyst	Minimum of 8 years of service as System Analyst cum Operator, Gr.I
9	Selection Grade System Analyst	Minimum 10 years of service as Senior System Analyst
10	Library Assistant, Gr.II	Minimum of 7 years of service as Library Assistant Gr.III – including 2 years probation
11	Library Assistant, Gr.I	Minimum of 8 years of service as Library Assistant, Gr.II
12	Library Assistant (Sel. Gr.)	Minimum 10 years of service as Library Assistant, Gr.I

Note : *All the employees who were in service as on 1.8.2004 were fitted in the respective cadre taking into account the number of years of service they had put in as on 1.8.2004 irrespective of their qualification possessed by them.*

[Authority: Resolution No.3 of the Governing Council of the B. S. Abdur Rahman Crescent Engineering College, Chennai – 48 held on 12.04.2004. Effective from 01.08.2004]

and

[Authority : Resolution No. 11 (c) of the Managing Committee Meeting held on 12.4.2001]

7.4. RETIREMENT AND SEVERANCE

7.4.1. 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.

7.4.2. Resignation:

- i) If a staff member (Teaching or Non-Teaching) 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.

7.4.3. 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.

[**Authority** : Resolution No. 9 dated 06.07.2009 of the Board of Management]

8.0. LEAVE RULES

8.1. Casual Leave (CL)

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

8.2 Earned Leave (EL)

- i) All members of staff (Teaching & Non Teaching) are permitted to earn leave at the rate of 1/22 of duty, subject to a maximum of 30 days for the first 2 years of service.
 - ii) After completion of 2 years service all staff members are permitted to earn leave at 1/11 of duty and the maximum of the accumulation of earned leave is 90 days only over the whole service period.
 - iii) In case of employees leaving the Institute on superannuation, they will be permitted to encash the earned leave at their credit subject to a maximum of 90 days
 - iv) Employees on consolidated salary will not be permitted to surrender Earned Leave of 15 days every year. However, they are permitted to encash the accumulated Earned Leave at the time of leaving the Institute provided they have put in a minimum 5 years continuous service. Other members of staff (Teaching & Non Teaching) are permitted to surrender 15 days of Earned Leave every year.
-

8.3 Unearned leave on private affairs

There is no provision for staff members to avail unearned leave on private affairs.

8.4. Medical Leave

All staff members (teaching and non-teaching) who complete two years of service are eligible for sanction of 10 days of Medical leave for each completed years of service. They are permitted to accumulate this leave upto a maximum of 60 days. Medical leave can be availed only in the case of illness requiring hospitalization.

8.5. Maternity Leave

Maternity leave shall be granted for a maximum period of 45 days. Such sanction is restricted to two confinements only. All the members of staff (Teaching and Non Teaching) who have completed two years of service only are eligible to avail this leave. During probationary period no Maternity leave is available and it shall be only on loss of pay.

8.6. Extra Ordinary Leave on Loss of Pay

A staff member may be granted Extra-ordinary leave on loss of pay (EOL) to the extent required depending upon the circumstances. However, if the Institute requires the services, the staff member should rejoin duty within 3 months of the letter dispatched from the Institute.

8.7. Study Leave

A faculty member may be granted a maximum of 24 months of study leave without salary for pursuing higher studies, with a duly executed bond to serve the Institute on return for 3 years. Otherwise he/she shall resign from current position to proceed for higher studies without a bond.

8.8. 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).

Non Vacation Staff

The following members of staff are not eligible for vacation. They are declared as non-vacation staff:

- a. Registrar and his Office
- b. Controller of Examinations and his Office
- c. Director (Admissions) and his Office
- d. HODs, Deans and Directors and the administrative staff attached to them.

The above four categories of staff are permitted to avail a maximum of 15 days recess in a year with prior permission subject to condition that not more than 8 days shall be allowed at a time.

[Authority:

1. Resolution No.7 dated 06.07.2009 of the Board of Management.
2. Vice Chancellor order No. 2331/B1/2010 dated 11.11.2010
3. Vice Chancellor's approval dated 23.04.2014]

9.0 TRAVELLING ALLOWANCE (TA)

9.1 TA / DA for travel within India

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

- i) For conferences conducted by recognized professional bodies and National / International conferences conducted by higher learning institutes like IITs / IIMs / NITs / reputed Universities as certified by HOD.
- ii) It is applicable for oral presentation only and not for poster presentation.
- iii) Funding support could be given only once in two years for attending National Conferences.
- iv) Faculty should also apply to funding agencies for financial support.
- v) Economy class airfare for travel to cities like Mumbai, Delhi, Kolkatta, where the train travel is more than 18 hours. This is only for Professors. Others are eligible for train fare only.
- vi) Train fare in First Class or AC-3 Tier including reservation subject to production of evidence.
- vii) No DA / Local conveyance will be given at either end for travel.
- viii) Accommodation has to be arranged in the hostels of the institution, wherever possible. Otherwise allowances may be provided as per Government rates. As and when the Government revises these rates, then the revised rates will be allowed to claim.

9.2 TA / DA for travel abroad

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

- i) The conference in which the paper is presented should be a reputed conference, certified by the HOD concerned.
- ii) Papers should be for oral presentation and not for poster presentation.
- iii) The faculty member should apply for funding agencies to get financial assistance. (Registrar may facilitate this by providing a letter stating that the Institution will provide half the airfare and per diem allowances, subject to getting the funds from funding agencies).
- iv) The foreign travel is permitted only once in three years to attend Conferences in Overseas.
- v) Fifty percent (50%) of the Airfare in Economy class will be provided.
- vi) Actual registration fee will be paid subject to production of evidence.

- vii) Visa charges
- viii) The per diem charges as per the rates of the Government at present. The per diem charges are restricted to the days of conferences only.

[**Authority:** Resolution No.8 dated 06.07.2009 of the Board of Management]

10.0 SOCIAL SECURITY BENEFITS

10.1 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.

[**Authority:** Parliament Act. Provident fund Act.]

10.2 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

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

[**Authority:** Parliament Act – Indian Gratuity Rules]

10.3 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.

[**Authority:** Resolution No.10 dated 22.10.2010 of the Finance Committee]

10.4 Interest Free Festival Advance

Members of Non-Teaching staff who have completed two years of service and those who apply for festival advances are sanctioned interest free advance of Rs.10000/- each for the festivals viz Ramzan, Bakrid, Deepavali, Pongal & Christmas every year and it is recoverable in ten equal instalments from the salary of the staff member.

10.5 Employees' State Insurance (ESI)

The Government of Tamilnadu in the Gazette Notification dated 29.12.2010 compulsorily brought the educational institutions also under ESI Scheme. Hence the employees of BSAU are also governed by this scheme.

Employee pays 1.75% and employer pays 4.75% of Gross Salary. This is applicable only to those drawing salary up to Rs.15,000/- per month.

11.0 DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF STAFF

11.1 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 vide item No. 5(a) in the meeting held on 6.7.2009. The details of duties and responsibilities in respect of faculty members are given in **Annexure 2**.

11.2 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. This was approved by the Board of Management in the meeting held on 6.7.2009 vide item No. 5(a) and (b) respectively. The duties and responsibilities of administrative and technical staff are given in **Annexure 3**.

12.0. 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.

13.0 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.

ANNEXURE – 1

PERFORMANCE EVALUATION FORM (for Non-Teaching Staff)

Note : The reporting authority should indicate the performance in a five point scale viz
(a) Poor (b) Satisfactory (c) Good (d) Very good (e) Excellent
with a brief justification in phrases for awarding the scale.

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

Reporting Authority

Countersigning Authority

ANNEXURE 2

DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING FACULTY

1.0 PURPOSE AND SCOPE

As faculty members of B.S. Abdur Rahman Crescent Institute of Science & Technology, they are responsible for contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms and standards set to guide their work. While every individual member is accountable for his/her action, as member of the 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 B.S. Abdur Rahman Crescent Institute of Science & Technology.

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.

4.0 RESEARCH AND DEVELOPMENT

a) Academic research

- i) As research is an inherent component of the functions of a Institute, every faculty member shall take active efforts to make research contributions in his/her field of specialization.
- ii) A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working, so that he/she either do it by himself/herself or motivate 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.

5.0. 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.

6.0 INVOLVEMENT IN DEVELOPMENT ACTIVITIES

a) Laboratory Development & Maintenance

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

b) Purchase of items for the laboratory

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

- iv) Once the budget proposals are approved by the management, the faculty in charge of the laboratory/workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/she has to prepare revised budget proposal through the HOD.
- v) The faculty member shall follow the detailed guidelines/procedure issued by the Institute with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.

c) Co-Curricular activities

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

d) Extra-curricular activities (Co-administrative Activities)

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

7.0 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.

8.0 CODE OF CONDUCT

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.

10.0 USE OF INSTITUTE RESOURCES

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

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

11.0 FACULTY AND PROFESSIONAL CAREER

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

- i) Continuous updating of knowledge and having greater involvement in research, industrial interaction, attending of conferences, seminars, etc.
- ii) Having active participation in professional bodies meant for promoting and disseminating of advances in the knowledge frontiers in the field.
- iii) Attracting bright youngsters to the academic profession through adoption of teaching norms.
- iv) Making teaching more purposeful through active participation in educational planning such as program design, curriculum and syllabi development, etc.
- v) Adherence to professional ethics, standards and values, whether supervised or unsupervised.

12.0 REPRESENTATION AND GRIEVANCE REDRESSAL

- i) A faculty member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (eg. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her 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.

13.0 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.

14.0 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.

15.0 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.

ANNEXURE – 3

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

1.0 SCOPE

As employees of the B.S. Abdur Rahman Crescent Institute of Science & Technology, 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 (B.S. Abdur Rahman Crescent Institute of Science and Technology) 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 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.

4.0 CODE OF CONDUCT

As members of administrative and technical category staff, their responsibility in providing necessary support services in imparting education, research and extension activities of the Institute and in the administration of the Institute is enormous. They are responsible for sustaining the highest ethical standards of the Institute and the broader community in which they function. This code serves as a guide to all the members of both the category.

5.0 APPLICABILITY AND VIOLATIONS

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

6.0 RELATIONSHIP WITH STUDENTS

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

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

7.0 RELATIONSHIP WITH FACULTY MEMBERS

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

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

8.0 RELATIONSHIP WITH COLLEAGUES

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

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

9.0 RELATIONSHIP WITH MANAGEMENT

A 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 channels.
- ii) Do not discuss with unauthorized individuals about professional and other information pertaining to the Institute.
- iii) Look for promotion/elevation only on grounds of competence/performance.
- iv) Do not expect appointment or promotion out of turn, based on favouritism or against professional interest/ethics.

- v) Honour the provision of the bilateral agreement viz. bond/Institute, which the 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 mission and goals of Institute by performing his/her role in a professional manner.
- viii) Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the interest of Institute.
- ix) Every member is required to conduct the Institute's transaction with utmost honesty, integrity and fairness.
- x) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- xi) Should follow all norms and job details assigned by the Institute to the member from time to time with dedication.

10.0 USE OF INSTITUTE RESOURCES

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

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

11.0 REPRESENTATION AND GRIEVANCE REDRESSAL

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

12.0 RELATIONSHIP WITH SOCIETY

The activities of a member of technical and administration 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 the Institute by the society.
- ii) Participation in diverse activities of the community as a good citizen.
- iii) Soliciting public co-operation in the educational programmes of the Institute.
- iv) Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

13.0 CONFLICT OF INTEREST/COMMITMENT

A staff member owes his/her primary professional allegiance to the Institute and its mission to engage in the highest level of education, research and extension activities. 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.

14.0 MISCELLANEOUS RULES OF CONDUCT

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

- i) If any member wishes to stand for election to any local body, State 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/she remains a member of the elected body of which he/she is a member.
- ii) A staff 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 staff member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty.
- iv) Use of cell phones by students in the Institute campus during working hours is discouraged and hence a technical staff member should not use them during practical class hours, meetings, etc.
- v) Notwithstanding rules and regulations and code of conduct specified in this document, all technical and administrative staff should follow the various rules and regulations framed, instructions issued by the Institute from time to time in true letter and spirit.

[Authority: Resolution No.5 (a) & 5(b) dated 06.07.2009 of the Board of Management]

CODE OF CONDUCT FOR EMPLOYEES

- 1.1 Introduction
- 1.2 Procedure and Documentation
- 1.3 Special Cases
- 1.4 Classification of Offences
 - 1.4.1 Absenteeism
 - 1.4.2 Offences related to Control at Work
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 - 1.5.1 Verbal Warning
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 - 1.5.7 Transfer
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- 1.6 Disciplinary appeal procedure

2. GRIEVANCE POLICY

- 2.1 Introduction
- 2.2 Objectives
- 2.3 Procedure and Guideline

1.1 Introduction

- This document is an expression of BS Abdur Rahman Crescent Institute of Science and Technology's policy on discipline and a guide to all BS Abdur Rahman Crescent Institute of Science and Technology employees.
- Discipline is a system designed to promote orderly conduct.
- Formal disciplinary action should be the final course of action in rectifying employee behavior.
- Disciplinary action should be supported through investigation, reasonable evidence of guilt and careful consideration of the circumstances of each case before formal action is taken.
- Disciplinary action should always be prompt, fair and firm.
- While every attempt has been made to ensure that this disciplinary code is applicable to general disciplinary instances in BS Abdur Rahman Crescent Institute of Science and Technology, the requirement for use of discretion within the framework of and in accordance with the spirit of the code may be required.
- A successful disciplinary system and climate is dependant on the good judgment, understanding and consistent treatment of the parties involved in disciplinary action.

1.2 Procedure and Documentation

The action of senior when an alleged offense has been committed or is reported to have been committed

When an offense is alleged to have been committed, the senior concerned will investigate or have the matter investigated, and take any form of the following actions:

- Dismiss the case;
- Counsel the employee;
- Give a verbal warning;
- Give a recorded warning;
- Initiate a formal disciplinary inquiry;

Informal disciplinary action

It is desirable for sound interpersonal relations within BS Abdur Rahman Crescent Institute of Science and Technology that senior where possible resolve disciplinary matters by

means of informal disciplinary action. Informal disciplinary action can take the form of either a verbal warning or counseling.

An employee found to have committed an offense of a minor nature should be counseled by the Dean, without an entry being made on the employee's personal record. The Dean may, however, make a record of the counseling session to allow for an assessment of the employee's performance record, should this be necessary at the time, and with the employee's knowledge and understanding thereof, formulate a plan of corrective action.

During the counseling, the senior should ensure that the employee is made aware of the nature of the offense and the standard of the conduct or performance that will be expected in the future.

Procedure for formal complaints

- A Dean/HOD/Other officer handling a formal complaint must investigate the case with the assistance of the Human Resources, where possible, and ensure that the relevant sections of the complaint form are correctly completed within 48 hours of the offense having been committed or the Dean having been made aware of the fact that an offense has been committed
- A copy of the complaint form should be passed without delay to the Human Resources who will advise whether:
- The accused should be suspended pending full investigation (if this has not already been done)
- Advise the Dean on whether to continue with a formal complaint

Disciplinary Inquiries

The Human Resources will be responsible for the overall application of the code of conduct and should where possible;

- Advise and guide all employees on the Disciplinary Code
- Ensure that the code is applied fairly and consistently in all cases

1.3 Special Cases

Suspension

- An employee may be suspended from work immediately if he/she has allegedly committed or is allegedly involved in any one of the following offenses:
 - Assault/attempted assault
 - Desertion
 - Sleeping on duty

- Negligent driving, damage or misuse of BS Abdur Rahman Crescent Institute of Science and Technology property
- Abuse of electronic/data facilities
- Sexual Harassment
- Fighting
- Riotous Behavior
- Alcohol and drug offenses
- Willful loss, damage or misuse of BS Abdur Rahman Crescent Institute of Science and Technology property
- Theft/Unauthorized possession of BS Abdur Rahman Crescent Institute of Science and Technology property
- Breach of Trust
- Offenses related to dishonesty
- Any act or omission which intentionally endangers the health or safety of others, or is likely to cause damage to BS Abdur Rahman Crescent Institute of Science and Technology property
- Interference with disciplinary and/or grievance investigations
- Abusive or provocative language (when it is likely to cause a disturbance)
- Insubordination (if the situation shows signs of getting out of control)
- Persistent refusal to obey instructions.

Poor Work Performance

Cases involving substandard or deteriorating work performance are to be treated differently from those regarded as transgressions of misconduct.

The following guidelines should be considered when dealing with such cases. An attempt should be made to resolve alleged poor work performance by means of counseling the individual involved. Where senior identifies work performance, the following procedural action should be considered:

- Investigate and identify the problem area(s)
- Communicate this to the individual concerned, and jointly agree on the appropriate plan of action in order to resolve the matter. If deemed necessary and relevant, norms should be established by arranging appropriate task lists and the time duration allowed for the completion of each task;
- Consideration should be given to the appointment of a coach or mentor to assist the employee to improve performance;
- Accurately minute the agreed contents of any agreement put in place and provide the Human Resources with a copy for record keeping purposes;

- Regular evaluation and follow up on the agreed plan of action should be made;
- Should counseling fail to produce the desired improvement, alternative action should be considered in liaison with the Human Resources. The alternative action could include but is not limited to (Ref. 1.5) , termination of the employment contract on the grounds of incapacity, demotion or a transfer to an alternative position. The employee, throughout this process, will be entitled to representation.

Offenses outside normal working hours

BS Abdur Rahman Crescent Institute of Science and Technology reserves the right to take any action it may deem appropriate against employees who are, in the opinion of BS Abdur Rahman Crescent Institute of Science and Technology, guilty of gross misconduct not merely in their working situations. This is particularly so where the nature of the misconduct may affect the employment relationship with any other party. Actions that directly relate to the nature of the business are also liable for disciplinary action.

Court Actions

Where an employee has been criminally charged or legal action has been instituted for an employment-related breach, BS Abdur Rahman Crescent Institute of Science and Technology reserves the right to take disciplinary action against the employee for the alleged offense, in terms of this Code.

1.4 Classification of Offences:

Offenses are classified into five major categories.

- 1.4.1 Absenteeism
- 1.4.2 Offences related to Control at Work
- 1.4.3 Offences relating to indiscipline or disorderly behavior
- 1.4.4 Offences related to dishonesty

1.4.1 Absenteeism

Absenteeism in the disciplinary context means being absent from work for an entire working shift, or part thereof, without the expressed permission from a senior

A sanction of dismissal can apply for the first offense of being absent without permission provided that the employee was absent for three continuous working days without a valid reason.

- Absent without leave;
- Desertion: Leave the workplace without intending ever to return; leave without help or support; abandon; leave without authority or permission.

1.4.2 Offences related to Control at Work

- Poor Time Keeping and related offenses
 - late for work
 - Leaving work early
 - Extended or unauthorized breaks during working hours
 - Persistently committing all or any of the above.

- Sleeping on duty

Any employee who is found asleep on duty, whether or not such an action constitutes a hazard to the safety and health of the offender or others or leads to damage to BS Abdur Rahman Crescent Institute of Science and Technology property, shall be deemed guilty of an offense.
- Negligent Loss, Damage or Misuse of BS Abdur Rahman Crescent Institute of Science and Technology property
- Negligent loss of BS Abdur Rahman Crescent Institute of Science and Technology property: any act whereby an employee, through carelessness or negligence, loses BS Abdur Rahman Crescent Institute of Science and Technology property or is unable to account for it satisfactorily.
 - Negligent driving; driving a BS Abdur Rahman Crescent Institute of Science and Technology owned or rented a vehicle without due care, whether such an act results in an accident or not.
 - Negligent damage to BS Abdur Rahman Crescent Institute of Science and Technology property: any act whereby an employee through carelessness or negligence causes or allows BS Abdur Rahman Crescent Institute of Science and Technology property to become damaged.
 - Misuse of BS Abdur Rahman Crescent Institute of Science and Technology property: using BS Abdur Rahman Crescent Institute of Science and Technology property for a purpose other than that for which it was intended.
- Unsatisfactory Work Performance
 - Carelessness: Performance of a task or duty without the exercise of due care and attention.
 - Negligence: Failure to exercise proper care and regard to the manner of discharging the duty to the extent that tasks have to be repeated or equipment or persons are at risk of damage or injury.
 - Inefficiency: Failure to carry out work at the required standard or failure to complete tasks within the given reasonable time limits, without reasonable cause. This includes poor supervision.
 - Loafing: Passing time idly or failing without reasonable cause to complete tasks set.

1.4.3 Offences Related to Indiscipline or disorderly behavior.

- Disobedience and related offenses
- Refusing to obey an instruction: deliberate refusal to carry out a lawful and/or reasonable instruction given by the person in authority and within the area of his jurisdiction.
- Failing to obey an instruction: failure to obey a lawful instruction given by a person in authority and within the framework of his/her jurisdiction.
- Non-compliance with established procedure/standing instructions: failure to follow established procedures.
- Abuse of electronic / Data facilities: excessive use/abuse of e-mail and communication facilities; storage and/or transmission of the material of discriminatory nature; storage and/or transmission of pornographic material; unauthorized monitoring and interception of electronic documentation.

Abuse and related offenses

- Abusive Language:
The uttering of any words or the publication of any writing expressing or showing hatred, ridicule or Contempt for any person or group of persons.
The offense is more serious when it is wholly or mainly because of his/her/their nationality, race, color, ethnic origin, sex, marital status, religion, creed, political opinion, social or economic status, the degree of physical or mental ability, sexual orientation or culture.
- Insubordination:
Insolence towards a superior shown by action or words.

Disorderly behavior and related offenses

Disorderly behavior:

Indulging in rough or unruly behavior or practical jokes whether or not such behavior endangers the safety or health of others or the smooth running of the workplace.

Threatening violence:

Threatening to do physical injury to any other person.

Fighting:

Physical contact between two or more persons, engaging in or inciting a group of persons to indulge in disorderly behavior or willfully to damage BS Abdur Rahman Crescent Institute of Science and Technology property.

Riotous behavior:

Unruly behavior between two or more persons, engaging in or inciting a group of persons to indulge in disorderly behavior or willfully to damage BS Abdur Rahman Crescent Institute of Science and Technology property.

Sexual Harassment:

Any unwanted or unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, causes unreasonable interference with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Discrimination:

Any act whereby an employee discriminates against any other employee or group of employees on the grounds of nationality, race, color, ethnic origin, sex, marital status, religion, creed, political opinion, social or economic status, the degree of physical or mental ability, sexual orientation or culture.

Willful loss, damage or misuse of BS Abdur Rahman Crescent Institute of Science and Technology property

Willful loss: any act whereby an employee willfully or deliberately loses or causes BS Abdur Rahman Crescent Institute of Science and Technology property to be lost.

Willful damage: any act whereby an employee willfully or deliberately damages, or allows or causes damage to B. S. Abdur Rahman Crescent University property.

Willful misuse: any act whereby an employee willfully or deliberately misuses BS Abdur Rahman Crescent Institute of Science and Technology property.

1.4.4 Offences Related to Dishonesty

Disciplinary cases involving the following offenses must be reported to the Human Resources.

Bribery or Corruption

Giving or receiving or attempting to give or receive any bribe or inducing or attempting to induce any person to perform any corrupt act.

False Evidence

Deliberately giving untrue, erroneous or misleading information or testimony whether verbally or in writing.

Forgery and uttering

Falsifying or changing any documentation with fraudulent intent or attempting to do so. Uttering or attempting to utter Fraudulent or false statements or documents.

Misappropriation

Applying or attempting to apply to a wrong use or for any unauthorized purpose, any funds, assets or property belonging to BS Abdur Rahman Crescent Institute of Science and Technology.

Theft of or unauthorized act

Possession of BS Abdur Rahman Crescent Institute of Science and Technology property Stealing or attempting to deprive BS Abdur Rahman Crescent Institute of Science and Technology permanently of its rightful owner. Being in possession or disposing of BS Abdur Rahman Crescent Institute of Science and Technology property without due authorization.

Fraud

The unlawful taking of a misrepresentation with intent to defraud, which causes actual or potential prejudice to another party.

Breach of Trust

Actions or conduct of an employee that cause a reasonable suspicion of dishonesty or mistrust and for which there exist extraneous evidence to prove a breakdown in the relationship of trust between the concerned employee and BS Abdur Rahman Crescent Institute of Science and Technology. This will include a situation where the conduct of the employee has created mistrust, which is counterproductive to BS Abdur Rahman Crescent Institute of Science and Technology 's commercial activities or to the public interest, thereby making the continued employment relationship an intolerable one.

1.5 PENALTIES

Classification of Penalties:

- 1.5.1 Verbal Warning
- 1.5.2 Recorded Warning
- 1.5.3 Severe Warning
- 1.5.4 Final Warning
- 1.5.5 Demotion
- 1.5.6 Transfer
- 1.5.7 Dismissal
- 1.5.8 Alternative Penalty to Dismissal

1.5.1 Verbal Warning

Any senior may, at any time and at his discretion, reprimand an employee without completing a complaint form, in which case there will be no entry made on the employee's disciplinary record. When a verbal warning is given, the senior must ensure that the employee being reprimanded is made aware of the existence and function of the Disciplinary Code. A verbal warning is usually issued where the offense is of a minor nature.

1.5.2 Recorded Warning

Application: This may be given for a repetition of an offense for which an unrecorded warning has been given, or it may be given for a first offense.

Validity Period: The employee must be informed that the warning will remain in force for a period of six months.

1.5.3 Severe Warning

Application: Given for a repetition of the same offense or similar offense during a period when a recorded warning is still in effect, or for the first offense of a more serious nature.

Validity Period: The employee must be informed that the warning will remain in force for a period of nine months.

1.5.4 Final Warning

Application: Given for a repetition of the same offense or a similar offense during a period when a severe warning is still in effect or depending on nature thereof, for the first offense of a serious nature. In the case of an employee being found guilty of an offense of a dissimilar nature within the prescribed period, the hearing official may, at his discretion, issue a comprehensive final warning on the understanding that if any offense is committed within the next 12 months, it will render him liable for dismissal.

Validity Period: A final warning is effective for a period of twelve months. The employee is advised in writing by the official hearing the case of the period applicable and reminded that a repetition of the offense or the committing of any similar serious offense within the prescribed period will render him liable for dismissal. A copy of the notice shall be forwarded to the Human Resources Department.

1.5.5 Dismissal

Application: Dismissal is the final sanction and should be used:

- when other forms of disciplinary action have failed;

- when an employee on a final warning commits a serious offense;
- when the offense committed is of such a serious nature that it amounts to a serious breach or repudiation of the employee's contractual obligations;
- in cases relating to dishonesty e.g. theft, fraud or corruption;
- in the case of any employee who is absent from work without permission for a period of six continuous working days or more. In this case, the employee will be dismissed in absentia after the sixth day if no reason for such absence is to receive. Should the employee return to work after he has already been dismissed, he may request that the case is reopened?

Once an employee has been dismissed in accordance with the procedure contained in this Code, under no circumstances will he be considered for re-employment should he re-apply at a later stage. If it is discovered that a dismissed employee has obtained re-employment with BS Abdur Rahman Crescent Institute of Science and Technology either inadvertently or through deception, his services will be terminated immediately.

1.5.6 Demotion

Demotion is not an acceptable corrective action and is, therefore, not used as a punishment for a specific offense. It is used only where the employee is unable to meet the requirements of his present job but is suitable for continued employment in a lower capacity.

1.5.7 Transfer

The transfer is not permitted as a tool for disciplining employees. A transfer shall only be effective in terms of B.S. Abdur Rahman Crescent Institute of science and technology's Conditions of Employment and Service. Transfer, as the result of the outcome of a disciplinary action, will be considered in special circumstances.

1.5.8 Alternative Penalty to Dismissal

A comprehensive final warning may be considered at the discretion of the Hearing Chairperson as an alternative penalty to dismissal in instances where an employee is found guilty of an offense of a dissimilar nature to a valid final warning on his personal record.

The sanctioning of a comprehensive final warning will only be considered in circumstances warranting corrective action and liaison between the Hearing Chairperson and the Human Resources Officer is encouraged before such a penalty is imposed.

A comprehensive final warning will be valid for twelve months from the date of the imposed penalty.

The Role of the HR Officer

The maintenance of workplace discipline is strictly a function of line management. Human Resources Officer should be available to assist line management where required. As far as possible, the Human Resources Officer should, in consultation with the official chairing the hearing, ensure that disciplinary action taken is procedurally and substantively fair.

The Human Resources Officer should be available to advise and assist all employees on all disciplinary matters.

The Human Resources Officer must not impose penalties, nor hear appeals in respect of own subordinates.

The Human Resources Officer is responsible for:

- Ensuring that the complaint form properly identifies the offense and is otherwise correctly completed
- Ensuring that the alleged offender is aware of the charges against him/her
- Interviewing and taking statements from the Complainant, accused and any witness
- Investigating the domestic circumstances of the alleged offender, when necessary
- Ensuring that all facts are collated marshaled and presented without bias.
- Advising the Complainant, accused, witness (as) and representative of their roles and rights
- Ensuring that documentation pertaining to the hearing is forwarded to the appropriate officials
- Advising the accused and his representatives of progress made for cases that are pending or in recess.

The Human Resources Officer may at his/her discretion recommend that a concluded disciplinary case be reopened in instances where gross non-compliance to the Disciplinary Code is evident.

The Role of the Representative

Any employee, against whom formal disciplinary proceedings are held may at his request, be accompanied at the initial and any subsequent hearing by a colleague from the same working section, or in the case of an employee who is represented by a properly constituted consultative committee, by a member of such a committee. The representative has no right to insist on the employee being accompanied if he does not wish it; that is, a representative will attend a disciplinary hearing only at the request of the employee. He will be invited to comment on the evidence.

The representative may ask question and cross-question during the disciplinary hearing, but may not give evidence during such hearings.

The representative may make submissions to the hearing official on the guilt or otherwise of the accused prior to the hearing official making his finding. He may also make submissions to the hearing officials on the mitigating factors to be considered and on the penalty to be imposed.

Should the representative's comments at the hearing be of such a nature as to warrant reconsideration of certain matters or further investigations, time should be allowed for this and, if necessary, the inquiry recessed.

1.5.9 Dismissal Procedure

- A direct Department Senior may recommend that an employee is dismissed.
- For the purpose of the dismissal procedure, a direct Department senior is defined as an employee graded D-lower or above who has a senior link to the employee concerned.
- Following a disciplinary hearing outcome being advised to the employee who results in the recommendation for a dismissal and the employee accepts the recommendation; the Hearing Official will refer the case documentation for review to the relevant Manager for the department concerned.
- The relevant Manager will endeavor to review the case within forty-eight hours/two working days and endorse or reject the recommendation.
- If the recommendation for dismissal is endorsed, the hearing official shall refer the recommendation to the Human Resources Officer who will review the case with the relevant Head of Department.
- If the recommendation for dismissal is rejected, the case shall be referred to the Human Resources Officer and the original hearing official.
- The relevant Manager may sanction the recommendation in writing, thereby affecting dismissal, or reject it.
- The employee shall be notified of the decision verbally by the Hearing Official. If the employee is dismissed, the employee will be notified in writing. This notification shall be signed by the relevant Executive Committee Member.
- Every employee has the right to appeal against a decision to dismiss him/her.

1.6 Disciplinary Appeal Procedure

Every employee has the right of appeal against any decision which involves any entry on his/her disciplinary record and which may thus affect his future employment prospects.

Any employee who wished to appeal against the outcome of any disciplinary hearing against him/he must notify the Human Resources Officer in writing within two days of being notified of the outcome of the disciplinary hearing. The right of appeal must be based on one or more of the following appeal grounds.

- Dispute of Guilt
- The severity of Penalty/Mitigating Factors
- Procedural Inconsistencies
- New Evidence

Classification of Offences – Guide to Disciplinary Action

2. GRIEVANCE POLICY

2.1 Introduction

Grievances may be real or imagined, but in either case, it is essential that the grievance is brought to light, discussed and the matter resolved to the satisfaction of all concerned. Failure to do so will only result in the grievance becoming a worsening source of conflict and eventually ending in a far more serious problem.

BS Abdur Rahman Crescent Institute of Science and Technology regards it important that all its employees will have sufficient knowledge of such procedure and easy access to it. To this effect, BS Abdur Rahman Crescent Institute of Science and Technology has formulated a grievance procedure, which has as its main objective the speedy resolution of grievances and thereby eliminating possible and unnecessary causes of conflict.

2.2 Objectives

- The Grievance Procedure is aimed at resolving work-related grievances within BS Abdur Rahman Crescent Institute of Science and Technology as fairly and as swiftly as possible. Grievances are feelings of injustice or dissatisfaction affecting an employee.
- This Procedure is not used for appeals against disciplinary action. Such is to be carried out in accordance with Disciplinary and Appeal Procedure and Code.
- Employees may lodge grievances without fear of victimization.
- Grievances should be resolved at the lowest possible level within BS Abdur Rahman Crescent Institute of Science and Technology.
- An employee can lodge grievances with Deans of respective departments. Employees lodging grievances have the right to be represented by a fellow employee of his/her choice.
- Records will be kept of all statements and decisions.

2.3 Procedure and Guideline

The Grievance Procedure will be implemented as follows:

Step 1 - HOD

- In step 1 the employee must discuss his grievance with his HOD in the event of a grievance
- The HOD must endeavor to solve the problem within two (2) working days and inform the employee.
- Should the employee not satisfied with the outcome, he may proceed to Step 2.

Step 2 - Dean

- The Department Manager shall endeavor to solve the problem within two (2) working days and inform the employee.
- Should the employee not be satisfied with the outcome, he may proceed to step 3.

Step 3 - HR

- The matter is referred to the Head HR by handing him the grievance detail together with any other further relevant written information.
- The Head HR shall convene a grievance hearing and attempt to resolve the matter within a period of ten (10) working days by discussing with management and that decision will be final.

Procedure to be followed by a Group of Employees

If a grievance to be raised affects not one employee, but a group then a spokesman for the Group, accompanied (if he so wishes) by a delegation of not more than ten (10) of the employees concerned, should proceed with Step 2 as for an individual grievance.