

**PACE INSTITUTE OF TECHNOLOGY AND
SCIENCES, ONGOLE**

HR POLICY

(REVISED ON MAY 2023)

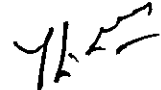
FORWARD

Dear Colleague:

We are pleased to present to you HR Policy Handbook related to the staff members detailing all the updated policies of PACE Institute of Technology and Sciences.

We urge you to read the policy and get familiar with the letter and spirit of this policy. If you need any clarification, you may please get in touch with your Business HR representative.

We take this opportunity to wish you a very fulfilling association with PACE ITS.



With Warm Regards,
Dr. M Sridhar,
Secretary and Correspondent.

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1 ORGANIZATION CHART

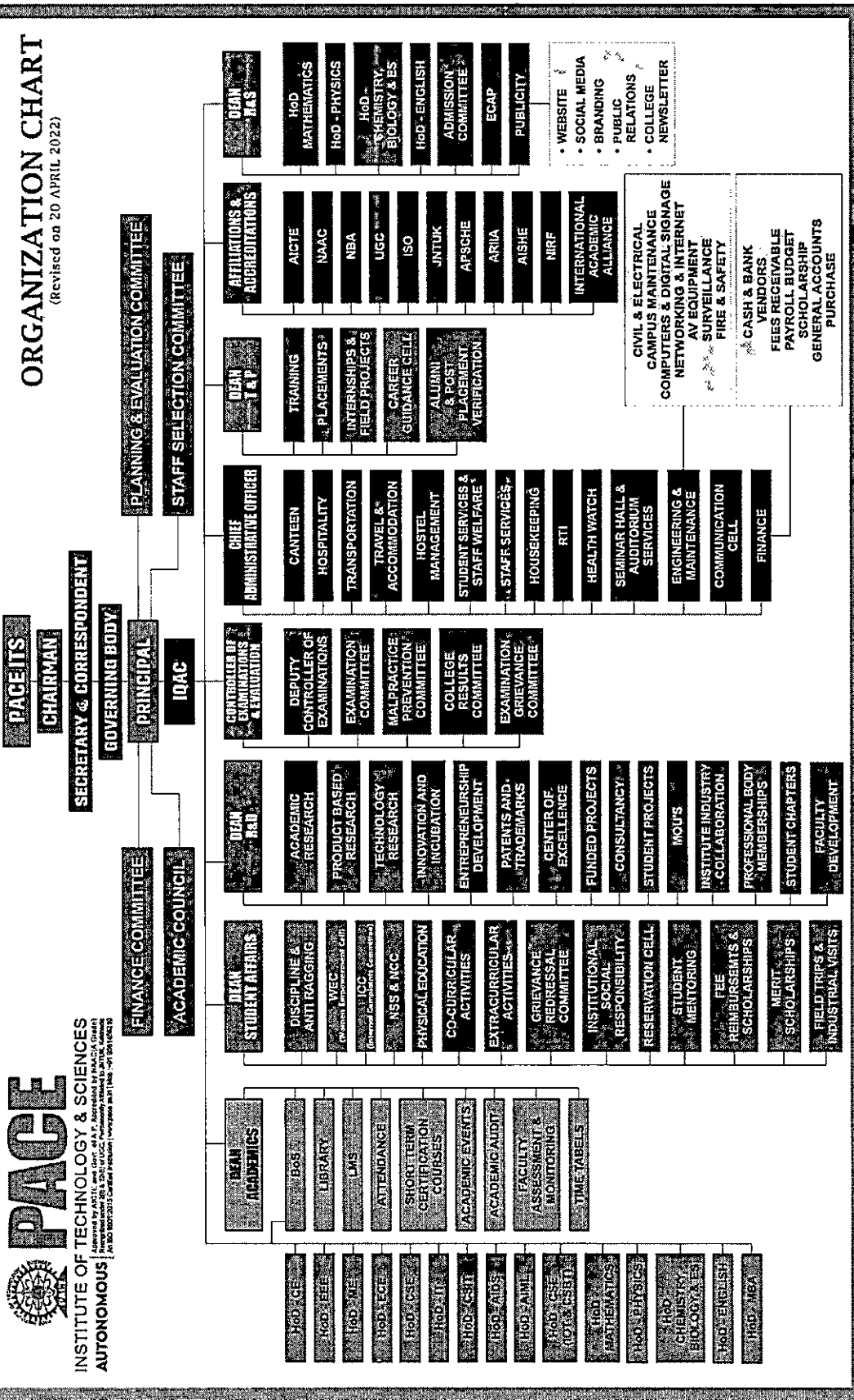


INSTITUTE OF TECHNOLOGY & SCIENCES
 AUTONOMOUS

Approved by AICTE and UGC, A.P. Accredited by NAAC (Grade A)
 Approved by JG's State UGC, Government of Andhra Pradesh
 [100, Narasimha Sarani, Ongole, (AP) India - 522 202]

ORGANIZATION CHART

(Revised on 20 APRIL 2022)



Handwritten initials/signature

2 RULES AND REGULATIONS

PACE Institute of Technology & Sciences, Ongole has been sponsored by Srinivasa Educational Society and established during the year 2008. The Institute is approved by AICTE, New Delhi and permanently affiliated to JNTUK, Kakinada.

2.1 PREAMBLE

These updated rules and regulations shall be called 'The PACE Institute of Technology & Sciences, Ongole Rules and Regulations'. They shall come into effect from May 2023 and are subjected to change if necessary by the Management with the approval of the Governing Body.

2.2 DEFINITIONS

- i) 'College/Institute' means 'PACE Institute of Technology & Sciences Ongole and any other institute established on the same campus by the same Management.
- ii) 'Management' means the Management Committee of the College constituted as per the A.P. State Government norms.
- iii) 'Governing Body' means the Governing Body of the College constituted as per the A.P. State Government norms.
- iv) Constitution of Governing Body: It shall comprise representatives from the Management (usually Chairman and or Correspondent), Principal of the College, one JNTU nominee, one academician (with good reputation) and one well known industrialist or an eminent person.
- v) 'Chairman' means the Chairman of the Governing Body of the College.
- vi) 'University' means Jawaharlal Nehru Technological University, Hyderabad. Consequent to the formation of JNTUK, Kakinada, it now means JNTUK, Kakinada.
- vii) 'Principal' means the Principal of the College or any other person (Director) authorized by the Management to discharge the duties and responsibilities of the Principal whatever may be his/her designation, otherwise.
- viii) 'Employee' means a person who is employed by the College including Principal/Director and Vice Principal excluding those who are engaged on part time basis or on daily wages.
- ix) 'Vacation' means any recess in an academic year which is a minimum of 10 days.
- x) 'Vacation Staff' means employees who are allowed to avail vacation. All other employees are deemed to be 'non-vacation staff'.

'Teaching Staff' comprises the following Categories:

Grade	Designation
F1	Principal
F2	Deans, Directors and Professors
F3	Associate Professors
F4	Assistant Professors
F5	Lecturers

'Technical (Supporting) Staff' comprises the following categories:

- a) Foreman
- b) Programmers, Asst. Programmers, Data entry operators, Technician and Lab Assistants.

'Non-Technical Staff' comprises the following categories

- a) Office Superintendent
- b) Senior Assistant
- c) Junior Assistant
- d) Steno cum P.A to Principal
- e) Typist
- f) Record Assistant
- g) Attender
- h) Driver
- i) Vehicles Maintenance Staff
- j) Receptionist

'Competent Authority': Chairman/Correspondent/Secretary in the case of Principal and Principal in the case of other employees.

'Duty' – An employee, discharging the duties of the post to which he/she is appointed or he/she is undergoing teaching prescribed for the post.

When the employee is absent from duty on authorized holidays on permitted vacation or when availing any leave sanctioned by the competent authority. When the employee is attending conferences, seminars, summer schools, winter schools, workshops, refresher courses, orientation courses, faculty improvement programmes etc., duly permitted by the competent

authority. When the employees is attending to the work assigned by the competent authority in the interest of college/management.

‘Leave’ means leave granted by competent authority to an employee to which he/she is eligible.

‘Pay’ means basic pay on the time scale or basic pay with special pay/allowance as the case may be.

‘Year’ means Calendar year/Financial Year/Academic year as the case may be.

2.3 APPOINTMENTS

The Management is the competent authority to appoint any employee. The appointment orders shall be issued by the Management or Principal on behalf of the Management, if authorized so.

2.4 QUALIFICATIONS

The qualification, age, experience etc., shall be as per the AICTE/JNTUK in respect of teaching staff and as per the A.P. State Government /JNTUK norms in respect of non-teaching staff.

2.5 RECRUITMENT POLICY

- i) The rules prescribed for the selection of employees, from time to time by AICTE/Affiliating University (JNTUK, Kakinada) /Government of A.P. shall be followed.
- ii) Staff Selection Committee shall be constituted as per the G.O.Ms.No. 525 Edn (n) Dept, dated. 29-11-1983 and subsequent Notification for filling up teaching and non-teaching posts.
- iii) A Post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by the Governing body.
- iv) The Management/Governing body may in special circumstances appoint eligible persons by invitation/deputation/contract basis year after year upto a period of five years or a maximum age of sixty five years.
- v) Provision in approved Annual Operating Plan will be a pre-requisite for all recruitment in the institute.
- vi) Any departure from above point, the concerned HoD is to get in touch with HR Department with the details of the manpower required. HR will then seek approval from Secretary and Correspondent, and only then proceed with the process of recruitment.

- vii) HR shall prepare a detailed job description for the position to be filled up, in consultation with the concerned department.
- viii) HR shall source the profiles for the required position, through various sources viz., advertisements (newspapers, portals...), consultants, internal reference etc.
- ix) HR shall screen and shortlist the profiles depending on their suitability for the position. The list of shortlisted profiles will be communicated to the concerned HoD and Principal.
- x) HR will coordinate the entire process of conducting the interviews.
- xi) Depending on the grade/level of the position being recruited, the interview panel / selection committee will consist of the concerned HoD, Principal, external members and HR representative.
- xii) The Institute shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker section of societies.

2.6 SENIORITY

In the case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them as per the merit order fixed by the Selection Committee.

2.7 INDUCTION POLICY

The main objective of Induction policy is to facilitate smooth assimilation of new employees into the institute and help them understand the institution as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their roles & responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the institute.

The HR Department shall ensure that every employee, irrespective of grade, goes through an Induction Program which will be mandatory for the employee to attend. The duration and scope of induction may vary with the grade of the employee and the width and depth of information that needs to be shared during induction.

2.8 PROBATION POLICY

The initial appointments to the posts shall usually be made on probation for a period of one year. Person appointed to a higher post by Promotion/Selection shall be on probation for a period of Six Months only. The Management/Governing Body upon the recommendations of the Principal for

valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary or terminate his/her services after due notice.

The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed. After confirmation, the appointee shall hold the office till the age of superannuation unless otherwise found unsuitable to discharge his/her regular duties.

If a person having been appointed temporarily to a post is subsequently appointed regularly, his/her probation shall commence from the date of joining in the regular post. No application of the employee seeking employment elsewhere shall be forwarded during the probation period. The rules governing probation shall not applicable to the appointments made on adhoc/contract/contingent basis. The services of any candidate appointed on temporary/adhoc basis, can be terminated without any notice and without assigning any reason thereof.

2.9 PAY, ALLOWANCE, INCREMENTS

2.9.1 PAY

AICTE/UGC scales of pay as applicable from time to time shall be adopted to the posts classified as teaching staff.

A.P. State Government/University scales of pay as applicable from time to time shall be adopted to the posts classified as non-teaching staff.

2.9.2 ALLOWANCES

Dearness allowance, house rent allowance and other allowances as per A.P. State Govt. rates and rules as extended by the Management shall be adopted from time to time to all regular employees of the college.

2.9.3 SANCTION OF INCREMENTS

a) The University Staff Selection Committee is the competent authority to recommend advanced increment to the candidates selected based on their qualification/specialization/and experience.

b) Regular Increments:

Increments shall be sanctioned by the Principal only on satisfactory performance of the employee as recommended by the Head of the Department as per the prescribed proforma. In the case of HOD, Principal is the sanctioning authority. In the case of Principal, Chairman/Correspondent is the sanctioning authority. In the case of employees in the office and other supporting staff, Principal is the sanctioning authority as recommended by the Manager as

per the prescribed proforma. The Management shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after giving a fair and reasonable opportunity to the employee to defend himself. However, such withholding of an increment shall not have cumulative effect.

- c) The Governing Body/Management shall be the competent authority to implement career advancement scheme as per relevant U.G.C/University/ A.P. Govt. norms.

2.10 OTHER REGULATIONS

2.10.1 DRESS CODE

All the employees will wear formal dress or any other dress as prescribed by the Management. Adherence to dress regulation is mandatory as it is envisaged to promote self-esteem, inner-discipline, fraternity, uniformity, and a sense of belonging to the institution. The Management will issue a separate Notification as regard to dress code is concerned. However, Pending Notification, the male faculty members will wear formal dress with a tie and the female members wear sarees while on duty. But they will wear suit on all important occasions and ceremonial programmes, including Independence Day and Republic Day.

2.10.2 MEDIUM OF INSTRUCTION

The medium of instruction in the college is English and Telugu in CSE(R). All the faculty members have to teach the subjects in English only except for CSE(R). It is mandatory. They have to speak and write in correct and good English and simplify the complex and amplify the important by using effective communication skills and innovative teaching methodology. They shall also develop all the four dimensions of communication skills in the students, namely, listening, speaking, reading and writing skills, so as to make them globally competitive and professionally successful.

2.10.3 COMMITTEES

Committees will be constituted consisting members of the faculty or any other members as deemed necessary for achieving excellence in academics and other curricular and co-curricular activities, Such as, academic committee, disciplinary committee, cultural committee, sports committee, women empowerment committee, etc. The functions of the committees will be defined by the college authorities and the members will endeavour to achieve the objectives of the committees to the best of their abilities and submit their reports to the competent authority for review and further action.

2.10.4 MENTORING SYSTEM

The concept of mentors will be implemented to counsel, guide and motivate the mentees (the students) to achieve the over-all development of their performance. The mentors will act as role models to the mentees. The Principal, in consultation with the Management and the faculty, will prepare and issue detailed schemes and devise an effective mechanism to monitor the implementation of the scheme in order to achieve peak performance of each student in academics and other competitive examinations and tests. It is envisioned to fix a bench-mark to each mentee, subject-wise and semester-wise and guide him to attain the benchmark or even to exceed it.

2.10.5 PERFORMANCE APPRAISAL SYSTEM

The Management will implement Performance Appraisal System/Annual Confidential Reports to evaluate the performance of each employee, both teaching and non-teaching, in order to improve the professionalism of the Member of Service and quality of education in the college. The college authorities will devise an appropriate format with the required parameters, in all the core areas, such as, targets/goals, achievements, shortcomings, constraints, areas of exceptional performance, etc and overall grade of the employee. This system will be implemented as a positive tool for the career growth of the employees, including promotions, appointment to higher positions, advance increments, awards, rewards etc.

2.10.6 CONDUCT RULES FOR ALL EMPLOYEES

- a) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- b) Every employee, at all times, maintains integrity, be devoted to his/her duty and also be honest and impartial in his/her official duties and dealings. An employee shall, at all times, be courteous and polite in his/her dealings with the Management, Principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty and always act in the interests of the college.
- c) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission of the competent authority. Whenever any employee wants to leave the station, he or she shall inform the Principal in writing through the respective H.o.D or the

Principal directly if he/she happens to be a H.O.D. the address at which he/she would be available during the period of his/her absence from the headquarters.

- d) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe to the aid or assist in any manner any political movement or activity.
- e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the college.
- f) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
- g) An employee against whom insolvency proceedings are commenced in the court of Law shall forth with report full facts thereof to the college.
- h) An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
- i) No employee shall, except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the College which has been the subject matter of criticism or attack of defaming character.
- j) Whenever an employee wishes to putforth any claim or seek redressal of any grievance, he/she must forward his/her claim in writing through proper channel to the competent authority and shall not forward any such advance copies of her application to any higher authorities unless the competent authority has rejected his/her claim or refused redressal of the grievance or has delayed the matter beyond reasonable time.
- k) An employee who commits any offence or dereliction of duty or an indisciplined act or misconduct or does an act detrimental to the interest of the College is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of orders of the decision to the Management and decision of the Management thereon, is final and binding on the employee.
- l) No employee shall participate in strike or incitements therefor or similar activities, such as, absence from work, protest, demonstration or neglect of duties or participate in hunger strike etc., Violation of this rule will tantamount to misconduct and attract deterrent punishment.

2.11 DISCIPLINARY ACTION

- a) All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself/herself.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the guilt of the employees about dereliction/negligence of duties or misconduct or any other indisciplinary or reprehensible conduct or behavior or any act detrimental to the interest of the institution.
 - i) Censure
 - ii) Withholding increments/promotion
 - iii) Recovery from his salary whole or part of any pecuniary loss caused to the College due to negligence of duty or breach of orders
 - iv) Suspension
 - v) Removal from Service
 - vi) Dismissal from Service
- c) If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of one chairman and three members – HODs from among Senior Faculty members to be nominated by the competent authority.
- d) An employee can appeal on any punishments imposed upon him/her to the Management /Governing Body as the case may be within 15 days from the date of receipt of the orders and the Management will consider the appeal and take such decision or action as deemed fit in the matter and communicate the decision taken to the employee within 15 days.
- e) The Management has the right to repeal or amend or modify any of the above rules or regulations at any time as deemed necessary in the interest of the college.

3 LEAVERULES

3.1 INTRODUCTION

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Chairman of the Governing Body from time to time. The following leave rules and norms give details about the different types of leave and how they can be availed of. Certain rules are common to both Teaching and Non-teaching of the Institute. Certain rules and norms have been designed specifically with reference to faculty of the Institute.

3.2 GENERAL PRINCIPLES REGARDING GRANT OF LEAVE

3.2.1 APPLICABILITY

The provisions contained in these rules shall apply to all permanent employees of the college. However, these leave rules don't include employees under contractual basis or services.

3.2.2 RIGHT TO LEAVE

- i. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- ii. To change the nature of leave, the maximum period permitted shall not exceed two weeks.
- iii. Mere application of the leave, without proper granting of leave shall be treated as absence without leave.

3.2.3 AUTHORITY EMPOWERED TO SANCTION LEAVE

- i. Applications for leave shall be addressed to the Secretary and Correspondent by the Principal and to the Principal by the other members of staff.
- ii. Sanctioning authority for the sanction of leave for the Principal shall be Secretary and Correspondent.
- iii. For all the Leaves of the staff sanctioning authority is the Principal or by a member of staff to whom the power has been delegated by the Principal.
- iv. All leaves i.e. Earned Leaves, Casual Leaves, Medical Leaves, Maternity Leaves, Paternity Leaves, Special Casual Leaves, Academic Leaves, Half Pay Leaves, On-Duty leaves, and Compensatory Leaves to the staff both teaching and non-teaching of the functional departments shall be recommended by the respective Head of the departments / In-charge

HOD's to the principal.

3.2.4 GRANT OF LEAVE BEYOND THE DATE OF RETIREMENT AND IN THE EVENT OF RESIGNATION

- i. No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.
- ii. An employee who has served notice for resignation shall be eligible for CLs on prorata basis and they are not eligible for any other leaves, Provided that the Principal may, in any case, grant leaves to an employee prior to his/her resignation if, in the opinion of the Principal, the circumstances of the case justify such grant of leave.

3.2.5 REJOINING OF DUTY ON RETURN FROM LEAVE ON MEDICAL GROUNDS

- i. An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.
- ii. Leave sanctioning authority may secure second medical opinion, if considered necessary.

3.2.6 REJOINING OF DUTY BEFORE THE EXPIRY OF LEAVE

Except with the permission of the authority, which granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

3.2.7 MAXIMUM PERIOD OF ABSENCE FROM DUTY

- i. No member of the Service shall be granted leave of any kind for a continuous period exceeding five years.
- ii. Unless the Chairman of the Governing Body, in view of the special circumstances of the case, determines otherwise, a member of the service who remains absent from duty for a continuous period exceeding five years other than on foreign service, whether with or without leave, shall be deemed to have resigned from the service.

3.2.8 GENERAL

- i. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- ii. Absence from duty after expiry of leave entails disciplinary action.
- iii. Absence without leave will constitute an interruption in service.
- iv. A staff on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.
- v. At any time not more than 30% of staff in the department may be granted leave.

vi. Probationary employees may note that they cannot avail any other leaves except Casual Leave as per the norms.

3.3 KINDS OF LEAVE

The following kinds of leave shall be admissible to the members of the staff of this Institute.

- a. Earned Leave (EL)
- b. Casual Leave (CL)
- c. Academic Leave (AL)
- d. On-Duty (OD)
- e. Half Pay Causal Leaves (HPCL)
- f. Maternity Leave (MTL)
- g. Study Leave (Full-Time)
- h. Study Leave (Part-Time)
- i. Summer Vacation
- j. Medical Leave (ML)
- k. Special Casual Leaves (SCL)
- l. Paternity Leave

3.3.1 EARNED LEAVE (EL)

A staff, that has completed ten years of service in the institute will be provided with Five Earned Leaves for a Calendar Year and unused Earned Leaves will be accumulated to a maximum of 150 days.

EL can be taken for half a day also. Second Saturdays, Sundays, restricted holiday and holidays, whether intervening, prefixed or sufficed, shall not be counted as Casual Leave.

Staff who completed ten years of service during the middle of the year may avail EL on pro Rata basis.

3.3.2 CASUAL LEAVE (CL)

- i. Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as of right and is subjected to a maximum of 15 days in a calendar year.
- ii. Second Saturdays, Sundays, restricted holiday and holidays, whether intervening, prefixed or sufficed, shall not be counted as Casual Leave.

- iii. A staff member can avail only one leave in a month. However, they can avail the preceding month's CL in the subsequent months, if they are not availed in the past. The left over three days CL (out of 15 days CL in a year) may be availed in advance from the month of July in a calendar year.
- iv. CL can be taken for half a day also.
- v. Staff appointed and joined duty during the middle of the year may avail CL on pro rata basis.

3.3.3 ACADEMIC LEAVE (AL)

Academic leave may be granted when a staff member attends conferences/ seminars/ workshops/ refresher courses/ symposia/ practical training/ judge for paper presentations/ conference chairs/ guest lecturers etc. shall be entitled to Academic leave maximum amount of five days in a calendar year.

Priority need to be followed in forwarding a recommendation for participation is as follows:

- i. In the order of seniority duly taking into account whether the faculty in the given academic year has already attended any seminar/workshops/ Symposium.
- ii. Area of research/teaching
- iii. Retired faculty considered on requirement basis
- iv. Paper Presentations considered without any discretion
- v. Given faculty in a given academic year may get a second opportunity provided at least 50% of faculty covered in the discipline/department
- vi. The above is only a general priority. In specific cases discretion may be used keeping in view of institution interest.
- vii. Permission for participation may be refused to those who have attended a similar program within the last six months.
- viii. At any given time not more than 2 faculties from a given department are deputed/ permitted.
- ix. Refresher courses for Non- teaching technical staff in their line of duty can be considered for academic leave.

3.3.4 ON-DUTY (OD) LEAVE

On-Duty leave may be granted when a staff member is attending Examination related work such as lab external examiner/ project external examiner / observer, or any other institutional related work assigned by Principal/Director. (Faculty members are allowed only one

spell per semester in case of JNTUK valuation).

3.3.5 HALF PAY CAUSAL LEAVE (HPCL)

The HPCL admissible to a member of the staff shall be 10 full days in a calendar year for teaching staff and for Non-teaching staff. For availing of HPCL Minimum two year service in the college is necessary.

3.3.6 MATERNITY LEAVE (MTL)

- i. Maternity Leave may be granted to a female staff with less than two surviving children, for a period of up to 90 days from the date of its commencement.
- ii. Maternity Leave shall not be debited to the leave account.
- iii. Maternity Leave may be combined with leave of any other kind except Casual Leave.
- iv. Minimum 2 years service in the college with a commitment of at least 1 year service bond after leave is required for availing of maternity leave for the staff member for the first delivery.
- v. Minimum 2 years service in the college with a commitment of at least 1 year service bond after leave is required for availing of maternity leave for the staff member for the second delivery.
- vi. Maternity Leave is available for the desiring woman staff for three months un-paid leave for those who have less than two years of service in the institution.
- vii. Based on medical reports the maternity leave can be extended up to one month with salary unpaid.
- viii. During maternity leave, leave salary equal to last pay drawn is admissible.

3.3.7 STUDY LEAVE (FULL TIME)

- i. Study leave is granted to staff with not less than five years of service in the college for a course leading to Ph.D/ PDF and not less than three years of service in the college for technical staff for course leading to diploma.
- ii. Course should be certified to be of definite advantage to the Institute interest.
- iii. The Principal should approve the particular study to grant leave.
- iv. The faculty on his/her return should submit a full report on the work done during study leave, meanwhile periodical review of the work should be submitted year-wise for Ph.D./ PDF.
- v. Study leave is not admissible

- a. For studies out of India if facilities for such studies exist in India.
- b. To an employee due to retire within three years on return from the study leave.
- vi. Maximum period of study leave is 36 months for Ph.D. and one year for PDF.
- vii. Study leave shall not be debited to the leave account.
- viii. Faculty who wish to avail this Study Leave (Full-Time) has to execute Three years service bond after completion of their Ph.D./ PDF.
- ix. Requisite Bonds in the prescribed forms are required to be executed by the faculty before proceeding on study leave. The bond amount will be decided by the Chairman of the Governing Body.
- x. If the course falls short of the study leave, the faculty should resume duty on conclusion of the course; or the excess period may be treated as ordinary leave with the leave sanctioning authority's prior approval.
- xi. Leave Salary for Ph.D./ PDF:
Basic salary during the period for NIT/ IIT and 50 % of Basic pay in case of Universities for Ph.D./ PDF with other commitments being the same.
- xii. Non-teaching technical staffs are eligible for study leave for up gradation of skills in their functional line like pursuing Diploma from ITI
- xiii. Leave Salary for Diploma:
 - a. Technical staff pursuing Diploma course in his/her functional line can be given tuition fee support if he/she gives a commitment to serve in the institution for at least two years.
 - b. Technical staff pursuing Diploma course in his/her functional line can be given basic salary support if he/she gives a commitment to serve in the institution for at least three years.

3.3.8 STUDY LEAVE (PART TIME)

- ii. Study Leave is granted to staff with not less than TWO years of service in the college for course leading to Ph. D., and not less than five years of service in the college for technical staff for course leading to Diploma.
- iii. Course should be certified to be of definite advantage to the Institute interest.
- iv. The Principal should approve the particular study to grant leave.
- v. The employee on his/her return should submit a full report on the work done during study leave.

- vi. Study leave is not admissible to an employee due to retire within three years on return from the study leave;
- vii. Faculty members who have registered for Ph. D. (part time), they can avail 7 days leave for 1st year, 7 days leave for 2nd year, 7 days leave for 3rd year and 7 days leave for 4th year from their date of registration. Staff members who have more than 2 years of experience in this institution are eligible to avail this study leave.
- viii. Study leave shall not be debited to the leave account.
- ix. Employees who wish to avail this Study Leave (Part- Time) have to execute two year service bond after completion of their Ph.D.
- ix. Requisite Bonds in the prescribed forms are required to be executed by the faculty before proceeding on study leave. The bond amount will be decided by the Chairman of the Governing Body.

3.3.9 SUMMER VACATION

- i. Teaching staff will get minimum 3 weeks and non-teaching staff will get 2 weeks of summer vacation every year.
- ii. However, probationary employees can not avail summer vacation.
- iii. Staff members are not given CCL (Compensatory Casual Leaves) under any circumstances for any work assigned by Principal/Management.

3.3.10 MEDICAL LEAVE (ML)

- i. Every application for leave on medical ground made by any staff shall be accompanied by a medical certificate issued by the Authorized Medical Attendant/Medical Officer of Central Government Health Scheme (CGHS) or a Medical Officer of a Government Hospital or Government Approved Hospital or Registered Medical Practitioner, as the case may be defining, as clearly as possible, the nature and probable duration of the sickness.
- ii. The Medical Officer concerned shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the employee concerned will ever be fit to resume duties and in such cases, the opinion that the employee is permanently unfit shall be recorded in the medical certificate.
- iii. The Authority competent to sanction leave may secure a second medical opinion by having the applicant medically examined by a Civil Surgeon/Medical Board.
- iv. Grant of medical certificate under this rule does not in itself confer upon the employee any right to leave.

- v. The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
- vi. Medical leave should be given maximum 20 half days in a calendar year.
- vii. The employee granted medical leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the medical leave shall be treated as half pay leave and the difference between the leave salary in respect of medical leave and half pay leave shall be recovered. Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death.
- viii. Medical Leave facility can be availed by staff members after completion of one year of regular service at this institution.

3.3.11 SPECIAL CASUAL LEAVES (SCL)

In addition to the casual leave, special casual leave may be granted to an employee forenabling him/her to undertake specific assignment of official nature, e.g., such leave may be granted to a sportsman for participating in a tournament, cultural activities, mountaineering expedition or to an employee to enable him to attend the meeting or employees' associations and promoting family planning, etc.

Combination of Casual/regular leave (e.g. EL, HPL etc) with Special Casual Leave is permissible, but combination of both Casual Leave and regular leave with Special Casual Leave is not permissible.

Maximum limit of Special casual leaves in a calendar year is 3.

3.3.12 PATERNITY LEAVE

Paternity leave can be given to male staff those whose wife is at hospital during delivery time for assistance. A period of absence from work granted to a father after or shortly before the birth of his child. The paternity leave can be sanctioned 3 days in a calendar year. Paternity Leave facility can be availed by staff members after completion of one year of regular service at this institution.

3.3.13 PERMISSIONS

Staff members may be permitted maximum 2 permissions in a calendar month with a total duration of 3 hours. If there are more than two permissions in a month, it will be converted into a half-day CL.

4 BENEFITS FOR STAFF

4.1 GROUP ACCIDENT INSURANCE

The insurance provides relief to all staff and students for the following due to any accident anywhere in India:

- Temporary Total Disablement
- Permanent Partial Disablement
- Permanent Total Disablement
- Death Benefits
- Carriage of Dead body

All claims are administered / settled as per the terms & conditions between the Insurer and the institute under the Group Accident Insurance Policy.

4.2 PF &ESI BENEFIT

All eligible employees who are covered under PF and ESI are entitled for the benefits.

4.3 GRATUITY

- Gratuity shall be payable to an employee on retirement after continuous service for not less than ten years in this institute.
- The retirement age of a regular employee is sixty years.
- For every completed year of service, the employer shall pay gratuity to an employee at the rate of fifteen days salary (Basic+DA) based on the rate of salary (Basic+DA) last drawn by the employee.
- The amount of gratuity payable to an employee shall not exceed ten lakhs or sixteen and half month's salary (Basic+DA) whichever is less.

4.4 TUITION FEE CONCESSION TO STAFF DEPENDENT CHILDREN

25% concession in the tuition fees for all the years is provided for the employees' dependent children (a maximum of two children) who opt for admission into the Institute. In the event of separation of an employee, the fee concession will be stopped with immediate effect. However, the Financial Assistance already extended shall be waived, provided unless the separation is not on disciplinary grounds.

4.5 PROVISION OF GROUP MOBILE CONNECTIONS

The objective is to facilitate communication for employees, where such facilitation is considered necessary for greater effectiveness in one's official role. Regular employees of PACEITS working in Administration, Accounts, Training & Placement, other shared services, etc., depending upon work exigency will be provided institute SIM and the bill is paid by the institute.

4.6 INCENTIVE POLICY FOR RESEARCH & PUBLICATIONS

Incentives will be given to the faculty who continuously contribute to the research activities of the institute through external funding, journal/conference/book/book chapter publications, and patents.

- a. Patent filling charges will be paid by the institute.
- b. **Patent Incentives:**

After commercial (Final) Registration and granting of patents

a)	Potential for commercial application	:	Rs.30,000/- per patent
b)	Noncommercial Application	:	Rs.20,000/- per patent
c)	After the commercialization of patent	:	Will be decided on a case-to-case basis by the R&D committee.

- c. **Research Publication:**

Table:1. Incentives for Journal/Conference Publications

Category	Publication Categories	Incentive amount (Rs.)
A	Q1-Category	Rs. 10,000/-
	Q2-Category	Rs. 8,000/-
	Q3-Category	Rs. 6,000/-
	Q4-Category	Rs. 5,000/-
B	Scopus Conference	Rs. 3,000/-
C	Scopus Book chapters	Rs. 3,000/-

- If the first author is affiliated with PACE and all other authors are from other organizations, then the faculty from PACE is entitled to a 100% incentive amount as per Table 1.

- If the Second author is affiliated with PACE and all other authors are from other organizations, then the faculty from PACE is entitled to an 80% incentive amount as per Table 1.
- If the third author & above is affiliated with PACE and all other authors are from other organizations, then the faculty from PACE is entitled to a 60% incentive amount as per Table 1.
- If two or more authors are on PACE, preference will be given to the first author only.
- Conference registration fee & TA/DA will be reimbursed for attending one national/international conference conducted by institutes of national importance in a year.
- If faculty wants to attend a second time in a calendar year, then, 50% of the registration fee & TA/DA will be reimbursed.
- Faculty should use "PACE Institute of Technology and Sciences" as an affiliation while submitting a paper.

d. Research Projects: Research grant by Govt. or Private Funding agencies

The principal investigator will be eligible to get the incentive as per the following categories of the projects.

Category	Research Grant received	Incentive amount (Rs.)
A	Research Grant up to Rs. 10.00 Lakhs	7,000/-
B	Research Grant more than Rs. 10.00 Lakhs and up to Rs. 25.00 Lakhs	10,000/-
C	Research Grant more than Rs. 25.00 Lakhs	15,000/-

- When more than one person is working on the project the incentive amount will be equally divided amongst the team member or can be decided case to case basis.
- Out of the total incentive amount first payments (50% of the incentive amount) will be made after the receipt of the approval letter and the amount of the grant in full or partial as per the agreement between PACE and the concerned funding agency. A balanced 50% amount will be paid only after the successful completion of the said research project.

e. Professional membership reimbursement for faculty

Faculty members are encouraged to be a part of recognized professional bodies and academic societies. Institute provides financial support of 50% for their membership fees.

4.7 TRAVELLING ALLOWANCE, DAILY ALLOWANCE, LOCAL TRANSPORT

Employees of the College, when deputed to any outstations shall be entitled to ‘Travelling Allowance’, ‘Daily Allowance’ and other expenditure they incur which shall be regulated as under:

NOTE: It is a fundamental principle that allowance is not to be a source of profit and no allowance is granted to cover the expenses of family members accompanying them when travelling on duty.

GRADES:

All the staff, both teaching and non-teaching, are classified into two grades as follows:

Grade-I

All the regular teaching staff of Assistant Professor Cadre and above.

Grade-II

All the non-teaching staff and other employees.

*Employee of Grade-I are eligible to travel by 1st Class. All the other employees are eligible to travel by II class.

Daily Allowance

Daily Allowance admissible to different grades of employees shall be as noted below:

Category of Employee	Town/City		
	A	B	C
Grade-I	600/-	450/-	300/-
Grade-II	500/-	300/-	225/-

For the purpose of claiming D.A., the absence of the employees from the headquarters is reckoned i.e., the time between the officer left the headquarters and the time he returned to the headquarters shall be taken. For periods less than 24 hours absence, the following rates are admissible.

Absence less than 6 hours No D.A
 Absence more than 6 hours, but 70% of D.A
 less than 12 hours

Absence more than 12 hours Full D.A

4.8 LOCAL CONVEYANCE REIMBURSEMENT

- Employees using their own vehicles for official work in lieu of taxis are entitled to claim reimbursement at the following rates:
- For four wheeler: @ Rs. 11.00 per kilometer
- For two wheeler: @ Rs. 4.00 per kilometer
- Parking charges & toll charges at actual subject to production of bills.
- Employees using public transport or Autos will be allowed reimbursement at actual.
- Reimbursement should be claimed on a weekly basis.

4.9 PERSONAL ADVANCE POLICY

- This facility will be applicable to employees upon completion of 2 years of service.
- There should be a gap of 6 months between the last installment of the advance availed and request for new advance.
- Required copies of documents such as wedding invite, proof of house purchase, Ph.D. admission/fee, higher education admission/fee proofs, purchase invoice, etc., as necessary, will be submitted along with application for Personal Advance.
- Advance will be sanctioned based on the approval of Principal and Secretary & Correspondent.
- The upper limit for the personal Advance shall be as mentioned below:
 - a. Teaching Faculty – 2 months Gross salary
 - b. Non-teaching staff – 2 months Gross salary

Other terms and conditions for the personal Advance shall be as follows:

Interest: There is no interest charged on the staff advance availed.

Recovery Period: The Advance shall be recovered over Maximum 12 months

4.10 FACULTY RATIFICATION POLICY

- All faculty recruited by the Selection Committee and whose names are recommended for ratification shall have to attend the ratification interviews conducted by the affiliating university (JNTUK) from time to time .
- The Institute shall notify all eligible faculty to attend the ratification interviews as per the JNTUK's notified schedule.

- The onus of meeting the standards of the ratification committee shall be on the faculty. In case a faculty member fails to be ratified, his or her annual appraisal period will be extended by six months or until the next ratification interview, whichever is later. The annual increment in such cases shall be released only after ratification in the subsequent batch.
- While those who fail the ratification process the first time shall be accorded a second chance, a second failure will cause a faculty's services to be terminated. In effect, a faculty shall be deemed to be on probation for one year or until ratification, whichever is later.
- A faculty who does not attend the ratification interview as required may also invite termination. Only on serious medical grounds, with due medical certificate, may a faculty seek exemption from attending a ratification interview. In all such cases, the Principal shall be the deciding authority.

4.11 INTERNAL PROMOTION POLICY FOR FACULTY

Faculty promotion from Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines will be governed as per the AICTE/UGC Norms.

5 PROFESSIONAL ETHICS AND ACADEMIC RESPONSIBILITY

5.1 INTRODUCTION

The basic functions of the College are the advancement and dissemination of knowledge, the development of critical intelligence, and the education of citizens and professional workers for the society of which the College is a part.

The indispensable condition for the successful discharge of these functions is an atmosphere of intellectual freedom. Unless he/she is free to pursue the quest for knowledge and understanding, wherever it may lead, and to report and discuss the findings, whatever they may be, the College faculty member cannot properly perform his/ her work. As a participant in an enterprise that depends upon freedom for its health and integrity, the faculty member has a special interest in promoting conditions of free inquiry and furthering public understanding of academic freedom.

Freedom entails responsibilities. It is incumbent upon the faculty member to accept the responsibilities which are concomitant with the freedom he or she needs.

Those responsibilities are: 1) to students, 2) to society, 3) to colleagues, 4) to the College and 5) to the larger community which the College serves. To make these responsibilities operational, it is necessary that ethical and professional standards be adopted to guide faculty members in their conduct and that effective mechanisms be established to monitor and enforce compliance with these standards.

5.2 RESPONSIBILITIES TOWARDS STUDENTS

As a teacher, the faculty member has the responsibility for creating in his/her classroom or laboratory a climate that encourages the student's endeavors to learn. The faculty member should exemplify high scholarly standards and respect and foster the student's right to choose and pursue his or her own educational goals.

- i. The faculty member must prepare clear objectives and outcomes of the course or program, establish requirements, set standards of achievement and evaluate the student's performance.
- ii. The faculty member has the responsibility to take classes as scheduled and when circumstances prevent this, has to arrange equivalent alternate instructor.
- iii. The faculty member has the responsibility to teach courses in a manner that is consistent

with the course description and credits mentioned in the syllabus book approved by the B.O.S and with the announced objectives and outcomes of the course. He or she must not intentionally interject into classes material or personal views that have no pedagogical relationship to the subject matter of the course.

- iv. In order to facilitate student learning, faculty members should present the appropriate context for course content. While challenge is essential to good teaching, challenge is ordinarily most effective when students are adequately prepared to deal with course materials. On controversial issues within the scope of the course a reasonable range of opinion should be presented. When the faculty member presents his/ her own views on such issues, they should always be identified as such. Wherever values, judgments, or speculative opinions constitute part of the subject matter, they should be identified as such and should not be offered as fact.
- v. The faculty member owes to the student and the Institute a fair and impartial evaluation of the student's work. Such evaluation should be consistent with recognized standards and must not be influenced by irrelevancies such as religion, race, sex, or political views, or be based on the student's agreement with the teacher's opinion pertaining to matters of controversy within the discipline.
- vi. Every student is entitled to the same intellectual freedom which the faculty member enjoys. The faculty member must respect that freedom. Restraints must not be imposed upon the student's search for consideration of diverse or contrary opinion. More positively, the faculty member has an obligation to protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action. The classroom must remain a place where free and open discussion of all content and issues relevant to a course can take place.
- vii. The faculty member has an obligation to be an intellectual guide and counselor to students. He / she has the responsibility to be available to students for regular counseling. In advising students, every reasonable effort should be made to see that information given to them is accurate. The progress of students in achieving their academic goals should not be thwarted or retarded unreasonably because a faculty member has neglected his/ her obligation as advisor and counselor.
- viii. Faculty members are expected to hold regularly to the scheduled office hours and reasonably available for appointments with students.

- ix. The faculty member has the responsibility for creating in his or her classroom or laboratory a climate that encourages the student to learn. The faculty member should exemplify high scholarly standards and respect and foster the student's right to choose and pursue his or her own educational goals.
- x. The faculty member must avoid exploitation of students for personal advantage. For example, in writings and oral presentations, due acknowledgment of their contributions to the work should be made.
- xi. In order to help the students to make a knowledgeable choices in opting a particular course, it is the faculty member's responsibility to provide the course syllabus, in either electronic or paper format, containing the following information:

The instructor's name, designation, department Contact hours for doubt clarification

- a. Objectives and outcomes of the course
- b. Course content and schedule of topics
- c. List of readings and/or other anticipated course materials
- d. Expectations for attendance, assignments, and examinations
- e. Dates and times of any examinations scheduled outside of class time

5.3 RESPONSIBILITIES TOWARDS SOCIETY

Society has a vital stake in maintaining the College as an institution where knowledge can be sought and communicated. The faculty member has an ethical responsibility both to make full appropriate use of the freedom in his or her teaching and research and to guard it from abuse. More specifically:

- i. A faculty member is committed to a lifetime of study. Although no one can know everything, even about a limited subject, he/she must constantly strive to keep abreast of progress in his or her field, to develop and improve his or her scholarly and teaching skills, and to devote part of his or her energies to the extension of knowledge in his or her area of competence.
- ii. The faculty member has the responsibility of being unfailingly honest in research and teaching. He or she must refrain from deliberate distortion or misrepresentation, and must take regular precautions against the common causes of error.
- iii. In order to maintain or increase effectiveness as a scholar, a faculty member may find it advantageous to assume certain obligations outside the College, such as consulting for government or industry, or holding office in scholarly or professional societies. Such activities are appropriate in so far as they contribute to his or her development as a scholar in

his or her field, or at the very least, do not interfere with that development. On the other hand, acceptance of such obligations primarily for financial gain, especially when such activities may be incompatible with the faculty member's primary dedication as a scholar, cannot be condoned.

5.4 RESPONSIBILITIES TOWARDS THE INSTITUTION

The faculty member's primary responsibility to his or her Institution is to seek to realize his or her maximum potential as an effective scholar and teacher. In addition, the faculty member has a responsibility to participate in the day-to-day operations of the Institute. Among the faculty member's general responsibilities to the Institute, the following may be particularly noted.

- i. When a faculty member acts or speaks as a private person, he or she should make clear that his or her actions and utterances are entirely his/ her own and not those of the Institute.
- ii. The faculty member must never attempt to exploit his or her standing within the Institute for private or personal gain. The faculty member may, on appropriate occasions, cite his/ her connection with the Institute, but only for purposes of personal identification. The faculty member must not permit the impression to prevail that the Institute in any way sponsors any of his/her activities.
- iii. Institute facilities, equipment, supplies, and other properties must never be used for personal or private business.
- iv. A faculty member has the duty to ensure that the regulations of the Institute are designed to achieve the Institute's goals as well as being in accord with the principles of academic freedom. Recognizing the importance of order within the institution, the faculty member observes the regulations of the Institute, but in no way abdicates his/her right to attempt to reform those regulations by any appropriate orderly means.
- v. Effective faculty participation in the governance of the Institute promotes academic freedom and the goals of the institution. Each faculty member should take part in his/ her institution's decision-making processes to the best of his/her ability and should accept a fair share of the faculty's responsibility for its day-to-day operation.
- vi. During periods of disturbance or high tension on campus, a faculty member should take reasonable steps to prevent acts of violence and to reduce tension.
- vii. Subject to the requirements of this statement and other institutional regulations, a faculty member determines the amount and character of the work and other outside activities he/she pursues with due regard to his/her paramount responsibilities within the Institute and

primary loyalties to it.

5.5 RESPONSIBILITIES TOWARDS COLLEAGUES

As a colleague, the faculty member has obligations that derive from common membership in the community of scholars. He/she respects and defends the free inquiry of associates and avoids interference with their work. In the exchange of criticism and ideas, he or she shows due respect for the rights of others to their opinions. He or she refrains from personal vilification, and acknowledges contributions of others to his/ her work. When asked to evaluate the professional performance of a colleague, the faculty member strives to be objective.

5.6 RESPONSIBILITIES TOWARDS THE COMMUNITY

As a member of the community, the faculty member has the rights and obligations of any citizen. However, in exercising these rights, the faculty member must make it clear that he or she does not speak for the Institute, but simply as an individual. The faculty member does not use the classroom to solicit support for personal views and opinions. Because academic freedom has traditionally included the faculty member's full freedom as a citizen, most faculty members face no insoluble conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of their students, colleagues, and institutions on the other. If such conflicts become acute, and the faculty member's attention to his/ her obligations as a citizen and moral agent precludes the fulfillment of substantial academic obligations, the responsibility of that choice cannot be escaped, but the faculty member should either request a leave of absence or resign his or her academic-position.

6 FACULTY RESPONSIBILITIES AND DUTIES

6.1 RESPONSIBILITIES OF HEAD OF THE DEPARTMENTS

- i. Dispatch the attendance data of the students to the parents, who secure less than 75% attendance at the end of every month by regd. Post. By taking signature of the students.
- ii. Daily report of absenteeism of the students of the preceding week must be uploaded in E-cap to enable web master to send SMS to all parents on Monday.
- iii. Quiz and mid examination marks of every semester must be uploaded in E-cap to enable web master to send SMS to all parents.
- iv. Progress reports of every student must be posted to the parents after every internal examination under certificate of posting.
- v. Syllabus coverage should be sent to the Principal at the end of every month.
- vi. Feedback reports from the students must be taken twice in a semester.
- vii. At the end of the semester, attendance, condonation and detention report has to be sent to the Principal, exam cell and accounts.

6.2 TEACHING RELATED RESPONSIBILITIES OF FACULTY

The faculty is responsible for contributing to the teaching programmes of the College through:

- i. Preparation and submission of lesson plans and schedules as per curriculum and advice of the department.
- ii. Teaching of assigned courses.
- iii. Shall take up theory subjects, Laboratory, Drawing etc., as entrusted from time to time by the HoD as decided in departmental academic council meeting.
- iv. Preparation of course material for the courses and for the Technology-Enhanced Learning (TEL) environment envisaged for the College. This includes developing the web sites for the courses related.
- v. Faculty is responsible to engage each of the scheduled hour as per time-table of the department. If a faculty member cannot take a class due to a rare pressing engagement, arrangements must be made to make that hour up, through mutually convenient class work adjustment/ substitution by a colleague. Such arrangements should be infrequent.
- vi. Faculty should not carry the cell phones to class room.
- vii. It is their responsibility to get the attendance and update it when they finish their class

work on that day.

viii. Faculty should maintain decorum and decency with their proper dress code.

6.3 STUDENT RELATED RESPONSIBILITIES OF FACULTY

- i. Faculty shall promote parental interactions and provide the necessary performance reports and counselling feedbacks from time to time.
- ii. Counselling students, Academic advising of students as assigned within the department
- iii. Faculty is expected to be punctual in the class and all other scheduled meetings with the students. It should try and inculcate in students, by example, the respect for time, procedures and rules.
- iv. Shall take up the theory subjects and Laboratories.
- v. Faculty is expected to be helpful and sympathetic towards the students and their learning needs.
- vi. Availability on campus for interactions with students. Each faculty should maintain at least one open office hour on three different days of the week for the students. These hours should be set for students' convenience and should be announced in the class and posted. There will still be some students who will need to meet the faculty outside these hours and adequate arrangements should be made by faculty for these academic interactions.

6.4 INSTITUTION RELATED RESPONSIBILITIES OF FACULTY

- i. Faculty shall attend all such responsibilities like invigilation, timetable preparations, counselling reports, self-assessment, to obtain student feedbacks on the services provided from time to time and consolidate on various criteria/ opinions so as to improve on overall performance.
- ii. Shall maintain attendance registers, log sheets, evaluation and assessment of students for awarding of internal marks.
- iii. All records like attendance registers, log sheets, consolidated marks memos, evaluated scripts, and question papers should be submitted to the department after completion of semester / year.
- iv. Shall attend external duties as assigned by university authorities.
- v. Setting up of the required laboratories, identifying the equipment, preparing the lab manuals and periodical updation, management of the laboratories as assigned by the department.

- vi. Shall prepare and develop Course Contents, Notes Material, Laboratory Manuals, Power Point presentations.
- vii. Engaging in activities to promote the advancement of department and Institute programs of study through curricular development, promotion of student research and scholarship, assessment, outcome evaluation, etc.
- viii. Engaging in activities to promote the overall advancement of the Campus and Institute such as involvement in educational programs, community service (Institute engagement activities) and student activities.
- ix. Helping in the management of student affairs, including sports, cultural and club activities, management of hostels, and disciplinary functions.
- x. Helping the College in management of the various activities central to an academic campus including participation in Industrial Visits / Tours.
- xi. Participation in departmental and institutional meetings
- xii. Attendance at official Institute functions

6.5 PROFESSIONAL BODY

- i. Engaging in activities to promote individual professional development appropriate within the faculty member's primary discipline;
- ii. Participation in discipline specific refresher courses including workshops, seminars and conferences for enhancement of knowledge in their respective fields. In addition, the faculty is also expected to carry out research work, including consultancy assignments, of high quality in at least one of the identified research areas.
- iii. Within the mission, goals and needs of the department, at this Campus and of the Institute, the particular skills, talents and inclinations of each faculty member will be respected, subjected to the overall fulfillment of aggregate responsibilities.

6.6 WORKLOAD NORMS

Classroom teaching and the work associated with it is the major responsibility of the faculty. But the College recognizes that it stands to gain stature only through the individual stature of its faculty, which comes through making significant contributions to the advancement of knowledge, and through making contributions to the Industry by taking up advanced consultancy projects.

- i. It is envisaged that a faculty member of the College should work as per the norms of regulating bodies for teaching and other tasks directly related to teaching. This includes

time spent on preparing and updating the course-site, grading time and formal office hours, helping student with their difficulties in the courses being taught, and on the maintenance of course files in electronic format (containing detailed teaching plan used, text-books, copies of all assignments and teaching materials used, recommendations about desirable deviations, comments about the success of innovations, etc.).

- ii. Besides these direct teaching duties, a faculty member is expected to spend remaining hours per week on activities such as research, extension activities, preparation of teaching aids, development of computer-based instructional material and other educational software including books, teachers manual for lab courses, etc., Academic/student administration, assigned duties in admissions process, academic/administrative committee work, wardenship, formal student counselling, etc.

6.7 STUDENT EVALUATION

The Faculty of the course is responsible for forwarding the internal marks to the students for the course. It is expected that

- i. Faculty will be absolutely fair in evaluating the students. Any willful manipulation of student marks is seen as the most serious infraction of conduct rules.
- ii. The faculty is expected to return the scripts of quizzes, tests, and mid-semester examinations to the students within a reasonable time.
- iii. Evaluation / Assessment shall be prepared and maintained and submitted as per the guidelines of the institution.

6.8 CONSULTANCY AND SPONSORED RESEARCH

The College expects and encourages its faculty to undertake consultancy and sponsored research. 40-60% of consultancy fee will be given as incentive for those faculties dealing with the consultancy.

7 OTHER NORMS

7.1 ACCURATE AND COMPLETE ACCOUNTING:

Employees shall use Institute's funds and other property solely for the benefit of the Institute. All disbursements must be lawful and consistent with Institute's policies. No unrecorded fund, reserve, asset or special account shall be set up or maintained for any purpose. No false or fictitious entries shall be made in books, records, accounts, or in Institute communications for any reason. No payment or transfer of funds or assets (such as tangible and intangible) shall be made for any purpose other than what is specifically authorized or is clearly within the discretion granted by the Institute. Employees are responsible for accurate and timely record keeping for all Institute's assets, liabilities, revenues and expenses in compliance with accepted accounting rules and controls. All books, records and documents must accurately and completely describe the transactions.

7.2 CONFIDENTIALITY AND NON-DISCLOSURE:

Employees shall ensure that all information available to them in the course of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/dischARGE of her/his duty to the Institute.

7.3 MISUSE OF RESOURCES

Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-business related reasons or purposes including improper use of systems and timekeeping.

7.4 THEFT

Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Institute.

7.5 UNETHICAL TRANSACTIONS

No employee shall assist in the misuse of Institute's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or customers.

All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority.

7.6 GIFTS AND ENTERTAINMENT

Except in connection with and specifically pursuant to programs officially authorized by the institute, no employee shall accept, directly or indirectly any money, objects of value, or favors/ discounts from any person or other company/institute/organization that has or is doing or seeking business with the Institute. All employees must disclose authorized transactions of this nature to the officer.

All payments or transactions must be consistent with applicable laws and accepted practices and must be accurately recorded in the institute's books and records.