

SERVICE RULES:

1.1. RECORDS OF SERVICE

- 1.1.1. A service book for keeping the record of service of staff shall be maintained by Admin Department in respect of each employee of the College.
- 1.1.2. All activities of an employee in his/her official position shall be recorded in this service book, and each entry must be attested by the Admin officer or his/her superior.
- 1.1.3. The AO shall show the service book to each employee in the month of April /May every year and the employee shall sign in the service book after verification.

1.2. SERVICE CONDITIONS FOR THE STAFF:

- 1.2.1 Every member of the staff shall agree to abide by all the conditions and guidelines in Annexure-1 herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- 1.2.2. Every member of the staff shall employ himself / herself **to work** honestly, efficiently and diligently under the orders and instructions of the Director / Dean or other officers under whom he/she shall time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which are necessary to be done in his / her capacity as aforesaid.
- 1.2.3. Every member of the staff shall devote his/her whole time to the duties of the said employment.
- 1.2.4 Any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.
- 1.2.5. Any staff member, on appointment, except on contract, shall be on probation for a period of one year.
- 1.2.6. Staff **shall sign in the attendance register** every day, 15 minutes before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave. Late - coming will be dealt **with** separately by the competent authority as per the regulations in force.
- 1.2.7. Staff should be available in the college premises during the entire period of office hours on all working days.
- 1.2.8. If a staff member on any kind of leave, has to be out of station, he/ she should intimate the Director **mentioning** his/her exact out station address and phone numbers in his/her leave application.

- 1.2.9. No member of the staff apply, during the period of his/her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Director. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse the forwarding of such applications in case there is any bond for the employee for a particular period of service in the college.
- 1.2.10. The Director **or** Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
- 1.2.11. In case where in, a member of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Chairman has got discretion to award punishment such as warning, censure, with **by** holding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Chairman.
- 1.2.12. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain cordial relationship with other departments.
- 1.2.13. If any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- 1.2.14. Staff members should get prior permission from Management / Director or Designation Authority to contact any outside agency or government departments for any matter related to the college.
- 1.2.15. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he/she shall settle the account within 5 days from the date of drawn of advance or within 7 days after the completion of the event and drawn for which advance was drawn failing which the advance shall be adjusted from his salary.
- 1.2.16. Staff Members, **who if and** when relinquishing their job, shall hand over their jobs and responsibilities and get the **"No dues" confirmation signatures** from all departments concerned.
- 1.2.17. All members of the staff shall be governed by general rules/norms **and** also practiced by college from time to time.

1.3. TERMINATION OF SERVICE:

- 1.3.1. A member of the staff shall give one month **prior** notice or one month basic salary **for termination of their services**, in lieu thereof, in case of temporary appointment or during probationary period.

In case of permanent service, **he/she should give** three months **prior** notice or three months salary **to be paid for their service termination.**

1.3.2. The Chairman shall have the power to terminate the services of the staff of the college, for any of the following reasons:

- a. Serious misconduct and willful negligence of duty;
- b. Gross insubordination;
- c. Physical or mental unfitness;
- d. Participation in any criminal offence involving moral turpitude.

In such termination cases, staff member will not be eligible for any terminal benefit.

CHAPTER 2 : METHOD OF RECRUITMENT

2.1 SCREENING

2.1.1. Recruitment is normally done twice in a year during May and November.

2.1.2. Number of vacancies is notified by Director or Designated Authority based on student strength/resignations or terminations of staff members, to the management for approval / information.

2.1.3. Vacancies **in the college** are advertised in leading newspapers.

2.1.4. Screening of applications is done by the respective screening committee.

2.1.5. Short listed candidates are informed through emails and over telephones by Admin Department.

2.1.6. At times, Walk - in interviews are also conducted for immediate postings.

2.2. INTERVIEW

2.2.1. Interview Committee consists of Chairman, Director, University Nominee and respective Heads of the department and subject experts as prescribed by JNTUH and Government.

2.2.2. Candidates shall be called for personal interview and selection be made on merit.

2.3 PAY FIXATIION

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

- 2.3.2. Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee ,subject to the approval of the Chairman of the Trust.

CHAPTER 3: LEAVE RULES

3.1. LEAVE RULES:

- 3.1.1. Leave shall not be claimed as a matter of right.
- 3.1.2. A member of the staff shall normally or on any pretence absent himself/herself from his/her duties without prior permission of his / her superior officer authorized to give permission.
- 3.1.3. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- 3.1.4. In case of absence on Medical grounds, intimation should be sent to the Director/Dean within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.
- 3.1.5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

3.2. CASUAL LEAVE (CL):

- 3.2.1. All employees are eligible for 12 days of leave per year @ 1 day per month during the Academic Year from 1st July to 30 June. The Employees those who completes probation are eligible for 15 days of CL.
- 3.2.2. Probation period staff members are allowed to take leave after completion of the respective months only.
- 3.2.3. At a time not more than 2 days or 4 days including holidays shall be granted. Carryover of lapsed CL is not permissible.
- 3.2.4. Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the Director / Dean.
- 3.2.5. If the number of permissions for short absence exceeds 2 in a month, it shall be considered as CL for 3 permissions.
- 3.2.6. All faculty leaves, except in case of emergencies, must be approved by the Immediate supervisor (HOD, Dean) before availing, and finally approved by the Dean. Only in the cases of family emergencies, a telephonic intimation is accepted by the Supervisor. Please, be aware that the administrative staff is neither authorized nor obligated to convey your telephonic intimation to your supervisor (regarding your absence) and this practice is not encouraged.

3.2.7 Unauthorized leaves of one week (continuous or intermittent) may result in termination of employment with this Institution without the contractual notification of one month.

3.3. VACATION LEAVE (VL) FOR TEACHING STAFF

3.3.1. These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Director / Deans.

3.3.2. Vacation Leave (VL) is applicable to only the members of the faculty (teaching faculty) with minimum eligible service of 6 months.

3.3.3. The total numbers of VL days for members of faculty (teaching staff) is limited to 4 weeks, for a continuous service of 12 months in the institution.

3.3.4. These 4 weeks can be availed for a maximum of one week in the winter vacation, months of November to January. The balance 3 weeks can be availed in the summer vacation period in the months of May and June.

3.3.5. However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period indentified for winter or summer vacation, to ensure smooth functioning of the institution.

3.3.6. A staff member becomes eligible for VL only after rendering a continuous service of one full academic year as on 30th May . i.e.. from 1st July of a calendar year to 30 June of the following academic year.

3.3.7. However, in special / deserving cases, VL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total service of one year can be obtained.

3.3.8. If any staff member is prevented from availing VL in the interest of the college by the orders of the Director, compensation at the rate of 1:3, i.e., one day for every three days of eligible vacation leave shall be considered. Such consideration rests solely at the discretion of the Director.

3.3.9. Any unused part of VL cannot be carried over to the next academic year.

3.3.10. While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

3.4. LEAVE WITH LOSS OF PAY

3.4.1. Any leave availed in excess of the prescribed shall be deemed to be Leave on Loss of pay (LOP). If the quantum of LOP is more than 7 days in an year, it will be considered as a break - in service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Director shall be final in such cases.

- 3.4.2. If any staff member is absent from duty without prior such period of absence will be considered as a Break **in their** Service.
- 3.4.3. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break in Service.
- 3.4.4. Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing VL in the semester in which the second break in service occurs.

3.5. MATERNITY LEAVE RULES

- 3.5.1. A women employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum of 60 (Sixty) days, subject to prior approval of the Director and Secretary.
- 3.5.2. In addition to the above, a maximum of 30 days can be availed as Maternity Leave in lieu of Vacation Leave (VL) available as credit to the employee. Any short fall in VL credit will be considered as Leave on Loss of Pay (LOP).
- 3.5.3. Any additional leave beyond the above will be reckoned as leave on LOP.
- 3.5.4. An employee can avail ML only on one (1) occasion in her entire service period.
- 3.5.5. The ML sanctioned shall be availed on a continuous basis and cannot be availed in installments.
- 3.5.6. The decision of the Secretary will be final in sanctioning of ML.
- 3.5.7. Employees are advised to contact Admin department to know the leave record and then apply for leave.

3.6. OUT-STATION DUTY (OD)

- 3.6.1. OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc. s approved by the Director/Designated Authority. When Staff members go for examination work for universities other than JNTU Hyderabad, OD will not be granted.
- 3.6.2. Number of days on OD for Exam duty is limited to 6 for a year at the rate of 3 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.
- 3.6.3. In addition to the above a faculty member who completed probation is eligible for 6 days Special CL to participate in Conferences, Seminars, Workshops, etc., including paper presentation.

3.6.4. The Director Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

CHAPTER 4: CONDUCT & DISCIPLINE

4.1. CONDUCT

- 4.1.1. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
- 4.1.2. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
- 4.1.3. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- 4.1.4. Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.
- 4.1.5. No employee shall be a member, or be otherwise associated with, any political party or any organization which takes parts in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.
- 4.1.6. No employee shall join or continue to be a member of an association the objectives of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interest of the sovereignty and integrity of India or public order or morality, the College shall follow the decision taken by the State Government.
- 4.1.7. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature of work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
- 4.1.8. An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- 4.1.9. Obligation to maintain secrecy: Every employee shall maintain the secrecy regarding the College's directly or indirectly, any information of College staff, unless compelled to do so by a superior officer in the discharge of his duties.

- 4.1.10. An employee of the College shall not, without the prior permission of the Chairman, engage in any trade or business or adventure by him.
- 4.1.11. No employee of the college shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Chairman.
- 4.1.12. Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.

4.2. DISCIPLINE

- 4.2.1. The Secretary or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- 4.2.2. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by order of the Chairman and shall remain under suspension until it is modified or revoked by the authority competent to do so.

CHAPTER 5: ANNUAL CONFIDENTIAL REPORT

- 5.1. All the staff members are required to submit their Self Evaluation Report at the end of every semester in the prescribed format.
- 5.2. The format of SER for the teaching staff is given in Annexure I.
- 5.3. The Heads and Deans of the institution shall write confidential report for all staff (Annexure-II) and submit to the Director for approval.

CHAPTER 6: Norms for Professional Development

In order to provide an opportunity to improve academic excellence, the management intends to encourage professional development activities of the Faculty members. They are encouraged to undertake programs to enhance their knowledge base either by pursuing PhDs or M. Phil / M. Tech/ M. Pharmacy, or being involved in scholarly activities.

- 6.1.1. The faculty members pursuing part-time M. Phil/M. Tech/Ph. D. degrees are Advised to plan their program schedules following the guideline as stated below:
1. The activity contributes to professional development
 2. The activity does not interfere with employee's full-time responsibility

at the Campus

3. The activity does not result in an actual or potential conflict of interest.
4. Alternate arrangement for teaching must be made during their absence.

6.1.2. Prior permission must be obtained from the Head of the Department (HOD) and the Dean of the College to attend their academic program by availing appropriate leave of absence.

6.2.1. The faculty members seeking Ph.D. admission in any university or laboratories should obtain prior permission from the Director to be eligible for the benefits.

The faculty members who plan to improve their academic qualifications by availing the support from the Institute should fulfill the following obligation.

6.2.2. The faculty members should execute a written statement to the management to the effect that they would serve the institution minimum ONE YEAR after acquiring the M.Phil./M.Tech Degree.

6.2.3. Faculty members, who are pursuing Ph.D. degree, are required to execute a bond to serve the institution for at least TWO YEARS after successful completion of the Ph.D. Program.

The above mentioned privileges are considered case by case basis and are not considered to be blanket provisions. Some of the criteria to be considered for evaluation by concerned HOD, Dean and the Director. As an example, candidate's track record with the Institute, potential to complete the intended program, etc.

Chapter 7: ACADEMIC GUIDELINES

7.1. Each and every Faculty member is expected to teach every class assigned. Classes must not be cancelled, without prior approval of the Department Head and/or the Dean of the College and cancellation of classes must be avoided except in unavoidable and family emergencies only. If a teacher is not able to attend any class, every possible effort must be made to assign 'Replacement Teacher.' Every effort must be made that the 'Replacement Teacher' teaches the scheduled class/subject, not his/her own subject.

7.2. A Faculty member must conduct the class room in a learning and friendlier atmosphere, not in unfriendly/threatening atmosphere.

7.3. Collegiality and normal code of academic conduct and ethics apply in all circumstances, inside and outside the classrooms as well.

7.4. Every teacher is expected to prepare well ahead of the classroom lecture. All faculty members must present a teaching plan for all the classes they teach and

present it to the HOD for approval. Everyone must prepare classroom lecture notes in advance.

- 7.5. Every teacher, as part of instruction, must assign homework, collect, grade and return it regularly. All Exams conducted, whether they are individual class exams or mid-term exams, must be statistically analyzed and soft and hard copies presented to the HOD/Dean and, if required, to the Examination Branch.
- 7.6. Each and every faculty member **must** submit to the respective Dean/ HOD and the Exam Branch, hard and soft copies of class attendance record of every class she/he teaches on the specified due date for the purpose of submitting to JNTUH, etc.
- 7.7. Appropriate formal dress code and appearance (clean and dignified) is applicable to all **the** faculty members.
- 7.8. Faculty mentoring of the students is important and Faculty is expected to fulfill this obligation with care and diligence.
- 7.9. Extra care must be taken in your interaction with the students. Inappropriate, unprofessional and unfriendly approaches must be avoided in all circumstances. Please be aware of social, legal and professional implications of such incidences.

Chapter 8: MEETINGS

- 8.1. Faculty must attend all officially scheduled meeting and functions. Any absence from these meetings may be approved by the supervisor with prior notice. Late arrivals to any meeting are strongly discouraged and all are advised to be present for a meeting about five minutes ahead of schedule.

Chapter 9: FACULTY EVALUATION PROCEDURE

Teaching methods and procedures could be rendered more effective and may be improved progressively to incorporate modern content and methods. This can only be accomplished by active involved faculty members. In order to reward those who are effective and are contributing to all round growth of this Institute, the following is the criteria to evaluate the faculty performance for salary increases and for continuation of employment with the Institution. This review shall take place at the end of an academic year.

1. Effective Teaching.
2. Service.
3. Professional Development and Research.

All faculty members may be asked to file an 'Activity Report' at the end of the academic year detailing the following guidelines:

9.1. Effective Teaching.

- Class room instructional notes for the semester/year.
- Student evaluations.
- Supervisor's evaluation.
- Results of the Semester examinations.

9.2. SERVICE

- Service to the Institution in academic and administrative procedures, such as participation in the admissions, laboratory development, sports, cultural activities, literary activities, etc.
- Service to their respective professional organizations, such as memberships; participation in the meetings, etc. to enhance visibility and reputation of the Institution.

9.3. Professional Development and Research activities.

- These are the activities related to profession. The teaching profession requires sound and current knowledge base. Research and publication activity is definitely a norm to establish this fact. However, lack of certain facilities may not enable everyone to establish strong credentials in this respect. But, faculty members can make conference presentations; participate in professional development courses, seminars, and short courses; enroll in advanced degree programs; improve pedagogical aspects, such as the use internet for advanced content and delivery; improvement of laboratory to include advanced instrumentation and data collection; etc.

Chapter 10: APPEALS AND REVIEWS

10.1. The staff members of the College are welcomed to submit their appeals or grievances if any to the Director / Secretary for review and redress.

Annexures-1

The Duties and Responsibilities of a Teaching Faculty:

A.1.1. General

1. The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
2. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
3. The work load of all the staff shall be fixed by the Dean. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at

least as follows:

Asst Professor: 18, Assoc Professor: 16, Professor : 10 Dean/Director : 4

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

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

1. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Dean/Director.
2. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
3. The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large **extent**. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
4. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

A.1.2. School/Department

1. The Faculty Member should always first talk to the HOD and Dean and keep the HOD in confidence about the member's professional and personal activities.
2. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.
3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Dean in academic, co-curricular or extracurricular activities.
4. Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
5. Every Faculty Member should maintain student's attendance records and the absentees roll numbers should be noted everyday in the Master attendance Register maintained in the Department as soon as the classes/laboratory hours are over.
6. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or Dean with appropriate alternate arrangements suggested.
7. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
8. The Faculty Advisor (counselor) must update the student's personal file regularly and put up for inspection by HOD/DEAN as the case may be.

A.1.3. Class Room Teaching

1. Once the subject is allotted the Faculty Member should prepare the lecture **in a** hour

wise lesson plan.

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

The course file consists of preface, previous year university question papers, notes, hand outs, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), feedback analysis report etc.,

1. The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Dean as the case may be.
2. The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.
3. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
4. The Faculty Member should engage the full 50 minutes and should not leave the class early.
5. The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 40 minutes and in the last 3 minutes conclude and say what we will see in the next class.
6. The Faculty should cultivate to include humor in the lecture, to break the monotony.
7. **The Faculty Member** Should practice/rehearse the lecture well before going to the class.
8. The Faculty Member should make use of OHP, Models etc., as teaching aids.
9. The Faculty Member should encourage students asking doubts / questions.
10. The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
11. The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
12. For problem oriented subjects regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
13. The Faculty Member shall give possible Objective questions with answers for each unit.
14. The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
15. The Faculty Member should always aim for 100% pass result in his / her subjects and work accordingly.
16. The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
17. The Faculty Member should make himself/ herself available for doubt clearance.
18. The Faculty Member should motivate the students and bring out the creativity / originality in the students.

A.1.4. Laboratory

1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

2. Whenever possible, additional experiments must be given.
3. The lab observations/records must be corrected then and there or at least by next class.

A.1.5. Test / Exam

1. While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD/Dean for approval.
2. During invigilation, the Faculty Member should be continuously moving around. He/She should not sit in a place for a prolonged time. He/She should watch closely so that nobody does any malpractice in the exam/test.
3. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the In-charge Examinations / Chief Superintendent. (Class coordinator and HOD concerned in the case of Mid Examination).
4. The test papers must be corrected within three days from the date of examination and marks **shall be** submitted to the HOD and it shall be forwarded to DEAN with remarks.
5. The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

A.1.6. Student - Faculty Rapport

- The Faculty Member should have a good control **over** students.
- As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class Teacher (coordinator), HOD **and** DEAN.
- The Faculty Member should act with tact and deal with insubordination by students maturely.
- The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.

Annexure-2 Code of Conduct for faculty

- A.2.1. Faculty members shall be regular and punctual in attendance. In case of absence due to unforeseen circumstances, they shall inform the head at the earliest with a request to make alternate arrangements for the handling of their class hours.
- A.2.2. Absence shall, as a rule is with the prior approval of leave by the Director. The faculty member seeking leave or absence shall state in the leave application in his/her class hours during the leave period shall be handled.
- A.2.3. If a faculty member has to go out of the institute premises during working hours for any reason, he or she shall leave a message with at the reception as to when he/she is expected to be back in the Institute.
- A.2.4. Faculty members shall always carry their ID cards with them.

- A.2.5. No faculty member shall cancel his/her scheduled classes without prior approval of the Director / Dean.
- A.2.6. Results of class tests shall be announced within four working days and the valued answer papers shall be shown to the students. Similarly, assignments submitted by the students shall be valued and returned to them within a week.
- A.2.7. Faculty members are duty-bound to
- Attend all meetings called by the Director / Dean any other authority and lectures or functions to which they have been invited;
 - Undertake any extra tasks that may be assigned to them by the Director;
 - Function as Mentors to the Students assigned to them and be helpful to any other students who may seek their help
 - To cooperate with other faculty members whenever such cooperation is solicited.
- A.2.8. In all their dealings with the superiors, peers, staff members, students or outsiders, faculty members shall be fair, dignified and ethical.

Annexure-3

SELF APPRAISAL OF FACULTY

Name:

Designation:

Dept:

Date of Joining:

A.3.1. Subjects handled

S No	Subject Title	Class(year -sem- Branch)

A.3.2. Feedback from Students

S No	Class	Subject	Rating

A.3.3. No of Leaves availed:-(From _____ to _____)

CL	LOP	O.D	VACATION

A.3.4. Results:

Class	Pass %,	above 80%	60%- 80%	<60%	No. Failed

A.3.5. Internal Marks:

Class	Name of the subject	<15	15-20	21-25

A.3.6. Lab Marks:

Class	Name of the Lab	<50%	50% - 60%	>60%, <80%	>80%

A.3.7. Administrative Assignments:

- a. Class teacher:
- b. Time Table I/C:
- c. Attendance I/C::
- d. Councilor:
- e. Lab I/C::
- f. Dept Association
- g. Professional societies
- h. Industrial Tours
- i. I/C:HOD:

A.3.8. Programs in which you are involved:

- j. Independence day
- k. Cultural day
- l. Annual day
- m. Orientation Program
- n. Parents Meeting
- o. Republic day

A.3.9. Workshops / conferences organized**A.3.10. Papers published in journals & presented in conferences**

S No	Name of the conference/Journal	Date	place

A.3.11. Programmes Attended

S.no	Name of the work shop/ program	organization	Date	No Days

A.3.12. Relation with co faculty & HOD.

A.3.13. Present Pay _____, Last increment _____.

A.3.14. Remarks of HOD/ Dean.

Date

signature

Annexure -4

ASSESSMENT BY DEAN/HOD

Name:

Designation:

Dept:

Date of Joining:

Academic Year & Semester:

Avails leave with prior approval:

- A) **Regularly** B) **Often** C) **Rare**
1. Students feed back in class room , laboratory
A) **Good** B) **Average** C) **Poor**
 2. Use cell phone :
A) **Rare** B) **Often** C) **Regularly**
 3. Behavior with co faculty
A) **Good** B) **Average** C) **Poor**
 4. Behavior with HOD
A) **Good** B) **Average** C) **Poor**
 5. Punctuality (Class, Lab, College, Meeting etc.)
A) **Regularly** B) **Often** C) **Rare**
 6. Dress Code:
A) **Very good** B) **Good** C) **Average**
 7. Behavior in Dept Meetings
A) **Decent** B) **Polite** C) **Indecent**
 8. Submission of Answer Scripts & Marks in the Exam Branch
A) **Good** B) **Average** C) **Poor**
 9. Alternate Arrangements for class work
A) **Regularly** B) **Often** C) **Rare**
 10. Availability in the work Place
A) **Always** B) **Often** C) **Rare**
 11. Leaser Time:
A) **Labs** B) **Library** C) **Canteen**
 12. Gossips
A) **Poor** B) **Often** C) **Regularly**
 13. Complaining about others
A) **Poor** B) **Often** C) **Regularly**
 14. Commitment towards Work
A) **Good** B) **Average** C) **Poor**

Signature of Dean/Head

NOTE: A = 10; B = 6; C=2