

**A HAND BOOK
OF
SERVICE RULES AND CODE OF CONDUCT**



INSTITUTE OF PHARMACY & TECHNOLOGY, SALIPUR,

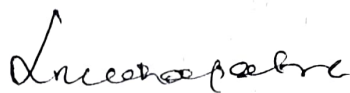
DIST - CUTTACK – 754202, ODISHA.

Phone: 0671-2352113, 2351918

E. Mail: mailipt@yahoo.co.in

Website: www.iptsalipur.org

**This rule and code of conduct is effective from 1st March 2023
vide G.B. meeting No: 70, dated. 9th February 2023 Resolution
No.5 (b).**



**PRESIDENT, G.B.
Institute of Pharmacy & Technology,
Salipur, Dist-Cuttack-754202, Odisha.**

Contents

Particulars		Page No.
1.0	Introduction	1
2.0	Definitions	1
3.0	Categorization of cadre strength of staff	2
	3.1 Categorization of staff	2-3
	3.2 Posts under each category	
	3.2.1 Teaching faculty	
	3.2.2 Administrative Staff	
	3.2.3 Technical Staff	
	3.3 Cadre Strength	
	3.3.1 (i) Teaching Faculty (ii) Other Category	
	3.3.2 Administrative Staff	
	3.3.3 Technical Staff	
4.0	Appointment of Director/ Principal	3-8
	4.1 Qualification of Director/ Principal	
	4.2 The procedure of Recruitment of the Principal	
	4.2.1. Recruitment board:	
	4.2.2. Selection criteria	
	4.3 Appointment	
	4.3.1. Age:	
	4.3.2. Retirement	
	4.3.3. Duration period of Principal	
	4.4 Duty and responsibility of Principal	
	4.4.1. Regulation/ Monitoring	
	4.4.2. Developmental Functions	
	4.4.3. Strategic Functions	
	4.4.4. Leadership Functions	
	4.4.5. Visionary Functions	
5.0	Teaching staff	8-9
6.0	Probation, placement and seniority	9-10
	6.1 Probation	
	6.2 Placement of staff	
	6.3 Rules for seniority	
7.0	Duty, pay, allowances and increment	10-14
	7.1 Duty of the Principal	

	7.2 Duty, pay, allowances and increments of staffs 7.2.1. Duty; 7.2.2 Salary of the staff; 7.2.3. Allowances 7.2.4. Stanchion of increment for Faculty Members 7.2.5. For non-teaching staff (Administrative and Technical Staff) 7.2.6. Grouping of Staff for sanction of increment 7.3 Promotion of Non-Teaching Staff (Administrative and Technical Staff) 7.3.1 Administrative Staff 7.3.2 Technical Staff 7.4 Retirement and Severance 7.4.1 Retirement / Superannuation	
8.0	Reporting for duties in time	14-16
9.0	In Classroom Teaching	16-17
10.0	In laboratory	17-18
11.0	Student - faculty report	18
12.0	Duty and responsibilities of class teachers	18-19
13.0	Performance, appraisal, career 13.1. Performance Appraisal 13.1.1. Annual Review 13.1.2. Framing of Review Committee 13.2. Promotion of Non-teaching (Administrative and Technical) Staff 13.3. Retirement and severance 13.3.1. Retirement/ Superannuation 13.3.2. Resignation 13.3.3. Termination of service	19-21
14.0	Miscellaneous condition for the staffs 14.1 Disciplinary Action 14.2. Minor penalties 14.3. Major Penalty	21-22
15.0	Duty and responsibilities and code of conduct of teaching faculty 15.1. Purpose and Scope 15.1.1. Applicability and Infringements 15.1.2. Curricular Related 15.2. Research of Development 15.2.1. Academic Research 15.2.2. Research Publications and Books 15.2.3. Sponsored and funded Research Project	22-27
16.0	Consultancy and extension activity 16.1. Consultancy Projects 16.2. Extension Activities	27-28
17.0	Investment in development activities	28-30

	17.1. Laboratory Development and maintenance 17.2. Purchase of items or Laboratory 17.3. Co-curricular Activities 17.4. Extracurricular activities (Co-administrative activities)	
18.0	Code of conduct 18.1. Faculty member and students 18.2. Faculty Members and Parents/ guardians 18.3. Relationships with colleagues 18.4 Faculty member with Management	30-32
19.0	Use of institute resources	32
20.0	Faculty of professional career	32-33
21.0	Representation and grievance redressed	33
22.0	Faculty member and society	33
23.0	Conflict of interest commitment	33
24.0	Miscellaneous rule of conduct	34
25.0	Duties, responsibilities and code of conduct of administrative and technical staff 25.1 Scope: 25.2 Duties and Responsibilities 25.2.1. Academic staff	34-35
26.0	Dealing with PCI/ AICTE and accreditation agencies	35-36
27.0	Budget, accounts of finance related – activities 27.1 Budget Preparation 27.2. Accounts Keeping and compilation 27.3. Fund management 27.4 Salary and wages	36-37
28.0	Personnel related activities 28.1.Recruitment of staff 28.2.Service-related matter 28.3.Retirement, Severance and disciplinary action 28.4.Academic related matters 28.5.Admission of Student 28.6.Maintenance of Students Records 28.7.Scholarships, bank loan and Research Fellowship 28.8.Disciplinary Action 28.9.Student Professional Bodies	37-39
29.0	Issue of transfer certificate, hall tickets, etc	39
30.0	Stores and purchase 30.1. Purchase of items 30.2. Stores, stocking of distribution 30.3. The Bills Processing	39-41
31.0	Duties of responsibilities of a technical staff 31.1. Practical classes	41-46

	31.1.1. Science Laboratories 31.1.2. Workshops: 31.1.3. Testing & Machine oriented Laboratory: 31.1.4. Pharmacology, Pharmaceutics, Pharmaceutical chemistry, Pharmacognosy and Pharmaceutical Analysis laboratories 31.1.5. Computer related Laboratories 31.2 Cleanliness of maintenance 31.3 Record keeping 31.4. Involvement in developmental activities 31.4.1. Laboratory development 31.4.2. Research related: 31.4.3. Testing for outside agencies: 31.5. Examination related activities: 31.6. Workload	
32.0	Part conduct rule 32.1. General 32.2. Integrity 32.3. Misconduct 32.3.1. Misconduct, penalty for misconduct, disciplinary proceedings	46-51
33.0	Separation of service, of an employee (suspension)	51-53
34.0	Discipline rules	53-56
35.0	Disciplinary action	56-57
36.0	Grievance procedure	57
37.0	Leave rule	57-65
38.0	Classification of employees	65
39.0	Recruitment	66-69
40.0	Salaries and allowances	69
41.0	Campus code of conduct	69-72
42.0	Fine policy of IPT	72
43.0	Formation of management of IPT	72-75
44.0	Recruitment	75-79
45.0	T.A. Rule	79
46.0	Performance of appraisal	80
47.0	Evaluation of Employee	80
48.0	Performance appraisal review process	80
49.0	Clauses	81-115
50.0	Appendixes (1 and 2)	116-117

1. INTRODUCTION:

The Governing Body, Salipur College, Salipur established the Institute of Pharmacy and Technology (IPT) in 1982 as a Pharmacy wing. It was renamed Institute of Pharmacy and Technology, Salipur, by the Governing Body in 1987 and the Governing Body registered under the society Act. 1960, vide Regd Npo.5226 /371 Date.30.07.1987.

The Institute of Pharmacy & Technology, Salipur is recognized as one of the foremost and dedicated providers of Higher Education in Pharmacy in East India and Odisha.

Institute of Pharmacy and Technology, Salipur, approved by All India Council of Technical Education (AICTE), New Delhi; Pharmacy Council of India (PCI), New Delhi; Government of Odisha and affiliated to Biju Patnaik University of Technology (BPUT), Rourkela Odisha, and Odisha State Board of Pharmacy, Bhubaneswar, Odisha. Being an Institute, it strives to become one of the leading Institutes in the Taluk Headquarters by focusing on Teaching, Learning, Research consultancy, and extension activities. This Institute not only believes in transparent administration but also in establishing sound systems and procedures and implementing the same to achieve the goal. Over the period, Institution has shown such a system and strategies for effective administration. All policies and rules relating to the formation and duties of the Governing Body, employees' service rules and their duties, responsibilities, benefits, etc. These are to be framed for the smooth running of the Institution.

2. DEFINITION:

Institute:

Institute means Institute of Science and Technology, Salipur, At/p.o. Salipur, Cuttack - 754202, Odisha.

Management:

Management means the Board of Management of the Institute established as per AICTE guideline.

President/ Chairman:

President of the Board of Management (G.B.) of the Institute.

Vice President/Vice Chairman:

Means Vice-President/ Chairman of the Board of management (Governing Body) of the Institute.

Secretary:

Secretary means the consulatory of the board of management of the institute (G.B.).

Principal:

The principal means both the academic and administrative head of the I.P.T.

Staff:

Staff means all regular employees belonging to faculty, administrative and technical category of the Institute excluding those who are engaged on a part-time, temporary, ad-hoc and/ or daily basis.

Year:

Year means calendar year/academic year/financial year as the case may be.

Vacation:

This means any recess in an academic year which is a minimum period of 15 (fifteen) days.

Vacation Staff:

This means staff who is permitted to avail of vacation as declared in the service rules. All others are non-vocational staff.

Teaching faculty:

It refers to all teaching staff as per **Clause No. 2.1**

Administrative staff:

It refers to all staff members categorised and administrative staff vide **Clause No. 2.2** of the service rule.

Technical staff:

It refers to all staff members categorised on technical staff vide **Clause No. 2.3** of the service rules.

Other category staff:

It refers to staff categorised as other categories vide **Clause No. 2.4** of the service rules.

Duty:

This means the staff members performing the duties of the post for which he/she is appointed and other assignments.

Leave:

It means leave of absence sanctioned by the competent authority of the institute to a staff member to which, he/she is eligible under the service rule.

Means Basic pay and grade pay applicable to the post of a staff holder.

Competent Authority:

It means any staff member declared/ nominated by the Board of Management (GB) are the case may be for a specific purpose.

3. CATEGORIZATION OF CADRE STRENGTH OF STAFF:

3.1. All staff members of the Institute of Pharmacy and Technology are grouped into those categories that are as follows;

(a) Teaching staff (faculty members).

(b) Administrative Staff.

(c) Non-Technical staff.

3.2. Posts under each category:

3.2.1. Teaching Faculty:

Professor, Associate professor, Assistant Professor, Visiting Professor and Visiting faculty.

3.2.2. Administrative staff:

Head Clerk, Accountant, Junior Assistant, Typist, Stenographer, record clerk and attendant.

3.2.3. Technical staff:

Laboratory Technician (Laboratory Assistant), Computer Instructor, Assistant to Library and Librarian.

3.3. Cadre strength:

3.3.1. Teaching faculty:

The strength of teaching faculty in each department is fixed taking into account of U.G.C./AICTE/PCI/ BPUT guidelines, programs offered, and the strength of students.

3.3.1. Other categories:

The strength of the other category of staff in the Institute is fixed taking into account of U.G.C./AICTE/PCI/ BPUT guidelines, programs offered and the strength of students.

3.3.2. Administrative Staff:

The strength of the administrative staff as sanctioned by the competent authority taking into account the administrative workload of the Institute or as per the guidelines given by the regulatory body (AICTE/PCI/ BPUT).

3.3.3. Technical staff:

The strength of the technical staff depends upon the need in each department of the Institute or as per the proposal of the H.O.D concerned. It is sanctioned accordingly by the competent authority.

4. APPOINTMENT OF DIRECTOR/ PRINCIPAL:

4.1. Qualification of Director/ Principal:

In the Recruitment process as per AICTE/PCI guideline, the candidate must have Ph.D. qualification and must complete a minimum period of fifteen years of teaching experience out of which he/she should have served a minimum of ten years as Professor with research activity and the priority shall be given for the candidate having experience as Principal from Institution conducting post graduate program.

4.2. The procedure of Recruitment of the Principal:

The principal's qualification will be as per AICTE/PCI guidelines issued from time to time and should be approved by the Governing Body. The post will be filled up by open advertisements in the Odia and English Dailies. The eligible Professors may apply for the same. The existing Professor of the Institute shall not be appointed as Principal without facing an interview. When the post of Principal remains vacant, the Secretary will inform the President, and approval shall be accorded in written form through the proper filing system. The Secretary, on behalf of Governing Body will give the advertisement for the post of Principal.

The process of filling the post of Principal will start four months before the completion of the existing Principal's term or when the post of Principal remains vacant. The principal in charge will initiate the filling up of the post of Principal within four months. The authority will take care of the process. The president/ Vice President will monitor the filling up of the post. Any suggestion/ advice shall not be considered through verbal instruction for filling up the principal post.

4.2.1. Recruitment board:

- i. President/or his nominee of G.B. will be the Chairman of the Recruitment Board.
- ii. Subject expert not below the rank of Senior Professor in Pharmacy with more than 10 years of Professor experience.
- iii. An expert other than the Pharmacy Subject not below the rank of Senior Professor.
- iv. Administrative Expert not below the rank of O.A.S. (1) or I.A.S,
- v. Secretary of the Governing Body.

4.2.2. Selection criteria:

All short-listed applicants shall be called for interview will be placed before the President for the purpose. The criterion of selection will be made taking into consideration on basis of marks secured in the interview as follows;

- Career mark.
- Qualification.
- Research work and paper publication.
- Administrative Experience.
- Vocabulary and personality.
- Knowledge in the subject matter.

For details of evaluation, *Clause No 4.1* shall be followed.

4.2.3. The candidate will submit his/her application in a prescribed form (*Clause No 4.2*) through the College website, as indicated in the advertisement (*Clause No 4.3*) and a hard copy will be

submitted to the College by registered/ speed post. Canvassing about recruitment in any form by the candidate will be summarily rejected. The Board will select a panellist comprising three candidates in order of merit and shall be submitted to the President with all documents of the selection process. After approval of the President, the Secretary shall give an appointment letter (*Clause No 4.4*) through the mail and the same shall be sent by registered post. The candidate should give consent within 15 days from the date of issue of the appointment letter or mail. The candidate has to give his or her consent in written form either through the mail and the same shall be posted. He or she may give consent for one-month time to enable him or her to join. If no consent is received from the candidate, then the same procedure shall be followed for the next selected candidate in the panellist until the list is exhausted. If any selected candidate didn't turn up for the principal post, the fresh advertisement shall be published and the same procedure as mentioned above be followed.

4.3.Appointment:

After approval of the selection list by the President, the Secretary will issue the appointment order to the candidate who secured the first position in the merit list.

4.3.1. Age:

The age of the principal will be between 50 to 57 years on the date of advertisement.

4.3.2. Retirement:

The retirement age of the principal will be 60 years of age.

4.3.3. Duration period of Principal:

The first appointment shall be for 2/ 3 years and the period may be extended for one or two years and the extension will be maximum of two terms, depends on the performance and assessment test through a committee consisting of the President, Vice President and secretary of the G.B. For the extension of service, the principal shall have to apply as per the *Clause No 4.4* to the President through the Secretary of the G.B.

The entire process of appointment of the principal will be conducted confidentially.

The Proforma of the appointment order will be issued, and the principal has to give an undertaking at the time of joining in the principal post.

4.4. ^{res}Duty and ^{res}responsibility of Principal:

The principal's responsibility is to report to the top Management (Secretary and President) of the Institute and assist them in the following functions of the Institute.

- Framing of Regulation.
- Monitoring of framed Regulation.
- Development of the Institution.
- Leadership.

➤ Visionary.

4.4.1. Regulation/ Monitoring:

One of the essential responsibilities of a principal is regulation of academic and general administration and monitoring the systems, policies, procedures, and functioning of the Institution to fulfil the expectations of the Governmental monitoring and regulatory bodies such as AICTE, PCI, Odisha State Board of Pharmacy, Directorate of Medical Education and Training, BPUT, along with the expectations of the top management, staffs, students and their parents. The following are some of the important responsibilities coming under this category.

- i. Monitoring the academic and administrative staff's functioning and ensuring they fulfil all their responsibilities as prescribed.
- ii. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline, and behavior.
- iii. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
- iv. Monitoring effective teaching as per the prescribed curriculum and as per the teaching/ institutional methodology suggested by the University/ AICTE/ PCI/ Management.
- v. Monitoring all the procedures to be followed by the office, which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit, and any other matter related to the college's administration.
- vi. Monitoring all the liaison activities with Governmental, Corporate, and other academic bodies/ institutions.
- vii. Monitoring the liaison of activities with departments within the College and most importantly with the top management (Secretary and President) of IPT.
- viii. Monitoring the conduct of meetings on behalf of the Institution, which include the meetings of staff, HODs, Coordinators, College Academic Council and the Governing Council.
- ix. Monitoring the procurement and purchase of the necessary infrastructure like furniture and fittings, lab equipment, books and any other requirement for the Institution as per the prescribed procedures.
- x. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, PCI, Government, and university apart from the ones conducted by the top (Secretary and President) management.
- xi. Maintaining the infrastructure of the Institution with the help of concerned staff and protecting the life and property of all those connected with the institution.

- xii. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution, both directly and indirectly.

4.4.2. Developmental Functions:

The principal also needs to take up developmental functions, which are very important for the institution's development. The following are some of the developmental processes to be taken up by the principal.

- i. The principal needs to locate, contact, attract and recruit the right faculty members suitable for the institution keeping in view the future needs of the institution.
- ii. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
- iii. Identifying the core competencies of the institution, either existing or probabilistic, and projecting these core competencies,
- iv. Focusing on building an image for the institution at an overall level or in terms of a particular strength in terms of a department or activities.
- v. Developing the working and learning culture in the Institution.
- vi. Developing the necessary infrastructure most importantly the library, laboratory with international ambience.

4.4.3. Strategic Functions:

The principal needs to shoulder various strategic functions, which are aimed at developing networks and developing alliances, which pay rich dividends in long term. The following are some of the strategic functions.

- i. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the College.
- ii. Developing strong industry support and getting the industrialists and business people on the Governing Council and other advisory bodies of the College.
- iii. Contributing to various Governmental and non-governmental agencies resources from the side of the Institution to gain long-term association and commitment from these bodies.

4.4.4. Leadership Functions:

These are in fact the most critical functions of a principal of an academic institution. With the fulfilment of these functions, the principal will exhibit the true qualities of a leader by being a role model to all his/ her Colleagues. The following are some of the leadership functions.

- i. The principal shall prove himself as an excellent teacher and prove as one of the best among all his Colleagues.

- ii. Take up Research, Publication, Consultancy and Training and establish credentials as Academician of International Standard to gain acceptability among all the faculty members being true academic leaders.
- iii. To set high standards of discipline, commitment and involvement in work patterns.
- iv. To inspire all his/ her Colleagues towards the achievement of the goals of the organization and leading them from the forefront.
- v. Exhibiting sacrificial attitude and set a model for all the staff.
- vi. Work with the staff at the ground level and understand the problems and concerns of all the Colleagues and take care of their requirements.

4.4.5. Visionary Functions:

These functions are the ultimate functions of a principal. The following are some of the visionary functions.

- i. Developing a long-term model for the institution and working for realizing this vision in close association with the top management.
- ii. Taking steps at regular intervals, which facilitate realizing the vision.
- iii. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
- iv. Under each of the heads mentioned above, the principal could take up many more functions suiting to the requirement and needs of the institution from time to time.

Planning:

The principal requires preparing long term as well as short-term plans (concrete documents) and presenting to the top (Secretary and President) management.

Execution and Reporting:

The principal requires to present regular reports (quarterly, half yearly and annual) about each function that they have taken up or intend to take up to the top management (Secretary and President).

5. TEACHING STAFF:

The G.B. before filling up the post of Professor, Associate Professor, Assistant Professor, will create the required numbers of posts of Professor as per AICTE/ PCI/ University guideline. The number of posts may be reduced/ increased based on the number of admissions/ or seats with AICTE/ PCI guidelines. If the post is reduced, the post will be abolished along with the termination of the concerned teacher and for this, the G.B. will take necessary steps accordingly. The principal is authorised to put up before the G.B. for necessary action. A candidate without a PhD degree shall not be promoted or designated as Professor or Associate Professor. A candidate must have the qualification of M. Pharm to designate as Associate Professor. Before designating a candidate as a

professor, he/ she must have a minimum of 5 years of experience as Associate Professor. The pay Band for Professor shall be Rs. 37, 400.00 - Rs. 67,000.00 with A.G.P. of Rs. 10,000.00. The pay Band for Associate Professor shall be Rs. 37, 400.00 - Rs. 67,000.00 with A.G.P. of Rs. 9,000.00. The pay Band for Assistant Professor shall be Rs. 15, 600.00 with A.G.P. of Rs. 6,000.00.

6. PROBATION, PLACEMENT AND SENIORITY:

6.1. Probation:

- i. The appointment to any post in the institute is temporary and on an *ad hoc* basis for a period of one year. After assessing the performance during the year and if the performance was found to be satisfactory, then the service will be continued for another year. In special cases, an opportunity will be given to prove him fit for regularisation, failing which he/she would be terminated from service. Regularization of service will be assessed by a committee comprising of President of the G.B., Vice President, Secretary and Principal who will be the convenor for all staff members except Principal. The report of the committee will be placed before the G.B. for approval to take action by the Secretary forthwith. If the situation demands, the Secretary may take action on the report of the committee taking written approval of the President that will be ratified on the next G. B. meeting.
- ii. In case, if the performance of a staff member is not satisfactory during the probations period, then the probation period may be extended or services may be terminated. The decision shall be taken "case by case" basis on merit.
- iii. Rules of Probation shall not be applied to appointments made on a temporary, contract, consolidated pay or daily wage basis.

6.2. Placement of staff:

- i. Staff members selected for appointment to the department to which he/she was selected.
- ii. However, Management/Principal has the right to redeploy the staff-members in different departments in the interest of the institute and depending upon the need and exigency.

6.3.SENIORITY

- i. While fixing the seniority of staff members in each category of post, the following rules shall be adopted.
- ii. If two or more persons are selected for appointment at the same to a particular category of post, the Selection Committee shall fix the order of seniority among them according to the merit of the candidate selected and in the absence of such, merit list, the seniority shall be fixed as per the date and time of joining of the staff members for duty in the Institute.
- iii. For individuals resulting for contract appointment on a daily wage basis or on a consolidated basis or a period of 89 days or short duration, no seniority shall be fixed.

- iv. In the case of staff members recruited on consolidated wages and subsequently observed in the regular scale of pay, the seniority shall be fixed only from the date of his/ her permanent appointment to the post.
- v. Notwithstanding the above-mentioned policy of seniority Management shall promote a junior to the senior post in case of class-III and class-IV employees based on his/ her performance and merit.

7. DUTY, PAY, ALLOWANCES AND INCREMENT IN GENERAL:

7.1.Duty of the Principal (Working norms of Principal):

- i. The principal is the administrative, academic and financial head of the Institution.
- ii. To assist the principal the posts of Administrative Bursar, Academic Bursar and Financial Bursar will be created from among the teachers to whom the principal will select for a period of one academic year or more until further orders.
- iii. The principal will check the attendance through the biometric process and also the attendance register. He will take action over the employees over late arrival, early departure and unauthorised absence in-office hours.
- iv. On three consecutive late absences in duty, one day C.L. or any leave will be deducted from the employee concerned.
- v. He will look after the discipline of the overall administration of the Institute.
- vi. Each office administration will be taken through the bursar and head clerk.
- vii. Everything will be moved through files, not with verbal orders. ✓
- viii. The principal will close Cash Book every day before leaving the College. He is wholly and solely responsible for any irregularities of monetary transactions.
- ix. The principal will look after all records of the College will be kept secured by Head clerk, Accountant and others staff by periodical checking from time to time.
- x. All the deposits of money and withdrawal will be transacted through cheque, not with hard cash. No cash will be received without a cash receipt. The minimum amount of cash in hand will be kept in Treasury in a double-key system, the first key will be with the Accountant and the Second key with Principal and a cash analysis be maintained through an exercise Khata where both Principal and Accountant will sign with word and figure.
- xi. All cash of the College should be kept either in Treasury or with the Bank but in no way the hand, cash will have kept in personal custody.
- xii. The principal will see at the time of closure of the cash Book every day. The cash analysis is reflected in the cashbook i.e., cash in hand, cash in different banks, advance cash, cash in the form of draft and cash are given in advance.

- xiii. The principal is responsible for advance taken by the employee minimum of a period of fifteen days, the vouchers utilized along with unspent money failing with the salary of the concerned employee will be held up for that month.
- xiv. The annual year-end is 1st April to 31st March. Two months before year-ending, the principal will give notice to the employees, who have taken advance to submit voucher along with unspent money if any to close year ending cash in order to facilitate to prepare a budget for the advance year. Those employees taking advance cannot submit vouchers against advance taken, their salary for the month of March will be held up by the principal until the realization of the voucher and unspent money. The minimum amount of cash in hand will be kept in Treasury in a double-locking system, as mentioned earlier.
- xv. Advance taken by the incumbents be reflected in red ink with a serial number along with maintenance of Advance Register to whom advance is given.
- xvi. Neither advance nor cash shall be given to any member of the G.B., or to any parties from whom purchases are made. All purchases will be made through a quotation by double-bid system i.e., technical and general bid, the quoting lowest quotation after passing the authorised committee by the way of resolution. Inviting quotations will be made thorough Registered post/ carrier/ advertisement in daily Newspapers and not by hand.
- xvii. Vouchers given by the parties will be put up serially for payment after entry in the Stock Register with page mark of stock register on the side of vouchers of each item or each article by the store keeper and counter signed by store officer. A certificate will be given on the vouchers received with a mark & that "the articles or goods are received" as per orders good condition" along with counter signed by the store officer. In future if any complaint arises against the quality material, the person received will be held responsible and action will be taken against as deemed fit as per law.
- xviii. The principal can hold up the salary, caught the salary, impose a fine and draw an explanation with a copy to Secretary and President. He can draw proceedings and recommend to Secretary for Suspension and withholding increments duly approved by the G.B. to the indisciplined employees.
- xix. The principal can sanction C.L. and one-month E.L. to the employee. More than one month will be passed by the G.B., Principal will submit annual self-appraisal report along with C.C.R. to the president through Secretary in the month of May every year which is mandatory and will keep the C.C.R with him or person or to a record-keeper, who will keep it confidentially and the same before authority as and when required.
- xx. The principal will ensure the preparation of yearly Stock Verification report i.e., General Store, Chemical Store, Construction Store, Library and all Laboratories before the commencement of

summer vacation and put the same before the G.B., on the first meeting after Summer Vacation in a prescribed Performa.

- xxi. The principal should arrange Seminars Inter and Intrastate and Symposium if required, international seminars a minimum of four times along with Summer Course in an academic year. He will supervise the research work of teaching staff and arrange to receive grants from AICTE, PCI, UGC, Ministry of Technical Education etc., as a research grant to the College.
- xxii. The principal will verify the maintenance of the Cash Book, demand Register, etc. from time to time.
- xxiii. The number of Receipt Books and Number of Cheque Books with serial No will be written in a separate register for each item, which will be countersigned, by the principal, the books will be kept in safe custody i.e., in treasury.
- xiv. The principal will move around the College in short intervals.
- xxv. The principal will review teaching progress each week and will sign on the lesson plans provided to teachers.
- xvi. All bills passed for payment will be put up before the principal for payment through cheque. After payment, the Vouchers will be entered in the cashbook. Again, those vouchers will be numbered serially to the principal putting stamp paid and cancelled where the principal would put his initials on the vouchers and finally on the cashbook income and expenditure will be reflected in the cash Book every day for countersigning of the principal. The closing cash book will be in words and figures.

7.2 DUTY, PAY, ALLOWANCES AND INCREMENTS OF STAFFS:

7.2.1. Duty:

- i. A staff member is considered to be on duty for the propose of service benefits.
- ii. When the member is discharging the duties of the post to which he/ she is appointed.
- iii. When the member may be enjoying holidays declared by the institute or vacation permitted or availing any leave sanctioned by the authority concerned.
- iv. When a member is attending Conferences, seminars, summer and winter, schools, workshops, refresher courses, orientation courses, etc. duly permitted by the competent authority (Principal/ Governing Body).
- v. Any other work assigned to the staff members by the Principal/ G.B. in the interest of the institute.

7.2.2 Salary of the staff:

- i. The salary of the teaching staff will be given as per AICTE/ PCI/ UGC (As applicable) as approved by the G.B.

- ii. For other staff members classified as non-teaching category (Administrative and Technical Staff), they shall be governed by the scale of pay approved by the Management on the basis of scale of pay of Odisha Govt.

7.2.3. Allowances:

For regular employees, the management shall fix the allowances such as other allowance , House rent allowances (H.R.A), and gratuity, and E.P.F, contribution from time to time.

7.2.4.Stanchion of increment for Faculty Members:

- i. Increment to all teaching staff (faculty members) and non-teaching staff shall be sanctioned by the G.B. based on the Self Appraisal Scoring System (SASS) and Key Performance Index (KPI) subject to the satisfaction of the following.
- ii. A minimum Key faculty Performance Index. (KPI) of 60.0 as per (KPI), a report system is necessary for staff in the cadre of Assistant professor.
- iii. Should secure a minimum KPI of 70 in the (KPI) report system for the staff in the cadre of Assistance Professor (Senior and Selection grade), Associate Professor and Professor.
- iv. Should secure grants from funding Agencies/ Industries for carrying out research in thrust areas.
- v. Should acquire consultancy projects and testing to enhance the visibility of the Institute.
- vi. Should involve in all legitimate activities for the growth of the Institute.
- vii. Should organise/ participate in International and National conferences symposia/ workshop/ seminar, conferences, etc.
- viii. Principal is to take necessary steps to prepare all records relating to sanction of increment i.e., service book, Personal file and other necessary documents(SASS,KPI) before, the Governing Body within one month before the date of increment or the GB meets, next.
- ix. After sanctioning the increment in the G.B., the Principal is to see that the detail increment statement is entered in their respective service books under communication to the person concerned and to their respective personal files through the Dealing Assistant. Failing which the incumbent lodge a complaint to the Principal with intimation to the secretary GB, and staff representative to GB, for necessary action.
- x. Detailed increments of the employee are reflected in the Governing Body Resolution Book.

7.2.5. For non-teaching staff (Administrative and Technical Staff):

For all staff members other than faculty members, increments will be sanctioned based on a satisfactory report by the Reporting Officer under the person is serving in the format (KPI) for the purpose. In addition, a confidential report on the all-around performance of staff members from the officer may also be taken into account for sanction of increment. CCR of non-teaching staff will be

submitted to the President G.B. through the Secretary (Counter signing) who is the accepting authority within the last week of May every year and this C.C.R. report will be kept secured by the principal or by his authorised person for preservation.

7.2.6. Grouping of Staff for sanction of increment:

- i. The annual increment will be sanctioned once in a year i.e., 1st July of the Calendar year on the basis of date of joining in the post.
- ii. The self appraisal form and Key Performance Index form shall be issued to the incumbent / the incumbent shall collect from the office in the last week of April and submit to the principal on /before 31st May of the every calender year. The incumbents, who will not submit the SASS and KPI in the stipulated time period, principal will not release their salary for the month of May onwards till submission of SASS and KPI ,etc. The account section and the dealing assistant should ensure the submission of the SASS / KPI before releasing the salary for the month of May.
- iii. Principal will evaluate both of the form and forwarded for the scrutiny of the said form to the technical subject expert from governing body. The member should be not below the rank of Professor in Pharmacy. In absence of technical subject expert in GB, Principal will select one subject expert not below professor rank in consultation with secretary, GB / Vice-President, GB.
- iv. Principal will sent theevaluated SASS and KPI to the President, GB for approval after countersigned by Secretary, GB in the month of June every calenderyear.
- v. If, the increment of any employee is not approved, then the sanction of other benefits like enhancement of other allowance will be automatically held up till the decision of GB.
- vi. In the event of either postponement/ withdrawal of increment for a staff member on disciplinary grounds or otherwise him/ her case will be decided depending on the time duration of such postponement.
- vii. The standard KPI scoring is 60 for Assistant Professor and 70 for Associate Professor /Professor. However, the scoring criteria will depends on the governing body.

8. REPORTING FOR DUTIES IN TIME:

8.1. Working hours of the Institute will be normally from 10am to 5 pm. The period may be altered by the principal, when necessary, the six-day working schedule will be from Monday to Saturday excluding holidays. The employees may be directed by H.O.D./ Principal/ President/ Administrator any time to come to the Institutes. All the members of staff shall be at their working place (Offices, classrooms, Laboratories and staff room) at last fifteen minutes before reporting time. The H.O.D. or Principal may allow anyone coming late/ leaving early for more than sixty minutes on two occasions in a month.

- 8.2. Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from H.O.D. or Principal.
- 8.3. Staff members shall compulsorily wear the College I.D. in the College premises.
- 8.4. The staff members shall submit their investment details to the Accounts section before 7th January in each year in the prescribed form to enable them to deduct the task at source, failing which Income Tax shall be deducted as per rule.
- 8.5. Faculty shall ensure that discipline should be maintained in the classrooms and laboratories. In the College premises in case of serious matters of indiscipline, they shall be reported to the H.O.D. or Principal on standard disciplinary report.
- 8.6. The staff members shall not use mobile phones during their instructional hours.
- 8.7. The duties and responsibilities of the Teaching Faculty:
- 8.7.1. In general, the faculty members should come to the College before the fifteen-minute scheduled time and should leave the College after the end of the last hour.
- 8.7.2. All the faculty members are expected to follow the rules and regularization of the Institute as prevalent from time to time.
- 8.7.3. The faculty members are expected to update their knowledge by attending seminars/ workshops/ conferences after attaining necessary permission from the Principal/ Management.
- 8.7.4. The faculty members should attempt to publish textbooks, research papers in reputed International/ Indian Journals, conferences. Faculty members must strive to prepare him/ her academically to meet all challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every faculty member is expected to extend his/ her beneficial influence in building the personality of students and he/ she should associate himself/ her actively with such extracurricular activities, which he/ she is interested in or assigned to him/ his from time to time.
- 8.7.5. Groupism of any kind should absolutely be avoided. Faculty members found indulging in such activities will be subject to disciplinary procedures.
- 8.7.6. (a) The faculty member should always talk to H.O.D. in confidence about the members regarding professional and personal activities.
- (b) The teaching load will be allotted by the H.O.D. after taking into account the faculty members' interest and area of specialization in addition to teaching, the faculty members should take additional responsibilities as assigned by the H.O.D./ Principal/ President in academic, co-curricular or extra-curricular activity. Every faculty member should maintain student's attendance records and

the absentees roll number should be noted every day in the software as soon as classes, Laboratory-hours are over or submit the same to the principal for taking necessary action.

8.7.7. 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/ laboratory invigilation. In case of emergency the H.O.D. must be informed with appropriate alternate arrangements by the H.O.D. The Leave application or absence in the College in any form is routed through H.O.D., who will forward the same to the principal.

8.7.8.(a) Tutor (Mentor) must update the student's personal file regular and put up for inspection by H.O.D.orPrincipal as the case may be.

(b) To give counselling to students if needed.

(c) To bring the students misbehaviour in the class to the knowledge of the tutor (Mentor)/ Principal.

(d)To carry out the administrative work of the department given by H.O.D. concerned.

9. IN CLASSROOM TEACHING:

- i. Once the subject is allotted to the faculty, members should prepare the lecture and hour wise lesson plan and lesson note.
- ii. The faculty members should get the lesson plan course file approved by the H.O.D. and Principal.
- iii. The course file is an official record, a compilation of the planning and execution of teaching/ learning activities carried out throughout the semester in an academic year for a particular subject. The course file consists of preface, previous year University question papers, notes, hand notes, test/ examination question papers, assignment, plan, topics and copy of assignment, feedback analysis report, etc. The teaching faculty has to get verified their course file by their H.O.D. at least once a month and submit the same before the principal for counter-signature.
- iv. The faculty member's diary must be regularly updated and put up for inspection by H.O.D.orthePrincipal as the case may be.
- v. The faculty members should go five minutes before and enter the class immediately when the bell rings.
- vi. The faculty member should engage full period and should not leave the class early.
- vii. Attendance must be taken for each lecture/ practical/ tutorial at beginning of each lecture/ practical/ tutorial. Absence shall be indicated by "A" for every hour. The student is present, attendance is marked cumulatively in the attendance register and the attendance software the absent statement of the candidate will be submitted in the day-end submitted to the principal every day to take necessary action at his end.

- iii. The faculty member should make use of P.P.T, models as a teaching aid. The faculty member should encourage the students to ask doubt/ questions, the faculty member should not detect notes in the classroom.
- ix. Faculty members should get feedback from students and act/ adjust teaching appropriately.
- x. The faculty member should take care of academically backward students and pay special attention to their needs in special classes.
- xi. The problem-oriented subjects, regular tutorials have to be conducted; the tutorial problems are to be handed over to the students, at least a week in advance of the actual class.
- xii. The faculty member should interact with the class tutor or counsellor and inform him/ her about the habitual absentees, academically backward students, objectionable behaviour, etc.
- iii. The faculty member should aim for a hundred percent pass result in his/her subject and work accordingly.
- iv. The faculty member should regularly visit the library, read the latest journal/ magazine, in his/ her speciality, and keep oneself abreast of the latest advancement.
- xv. The faculty member should make him/ her available for doubt clearance.
- vi. The faculty member should motivate the students and bring out the creativity/originality in students.

0.IN LABORATORY:

- i. 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 experiment.
- ii. Whenever possible additional experiment to clarify or enlighten the students must be given.
- iii. The next class must collect the laboratory observations/ records, immediately or at least.
- iv. Allow the student inside the laboratory.
- v. On submission of the required records written updated.
- vi. To give crystal-clear instruction.
- ii. To attest to the reading of experiments, let the students know the percentage of error he/she commits for every experiment.
- ii. To sign the manual/rough record before the end of each practical class.
- x. Facultyconducting practical class/ projects shall be responsible for respective Labs, during their practical hours.
- x. Faculty shall follow the guidelines/instructions as prepared by the lab in charge. However; the faculty can suggest changes in these matters with the consent of the H.O.D.
- xi. In order to prevent theft, the faculty member isadvised to take the following action.

- a. Before starting practical/ projects, students shall be asked to check the working conditions of apparatus or equipment, etc. and in case of any missing items/irregularity to the Lab-in-charge.
- b. Students shall not be permitted to carry bags into the laboratory.
- c. In case of any missing/ damaged items, the matter shall be immediately reported to the Lab-in-charge.

11. STUDENT - FACULTY REPORT:

- i. The faculty member should have good control of students.
- ii. As soon as a faculty member enters the class, he/she should take attendance by calling tin names of the students. If anybody enters late, the student may be permitted to attend the class but be marked absent. In case of repeaters or habitual late comers should try to correct the student through personal counselling and if it does not bring any change the student must be directed to meet the class tutor, H.O.D. with a communication to the principal for further action.
- iii. The faculty member will act with facts and deal with insubordination by students maturely.
- iv. The faculty member must be strict but not harsh. Never use harsh words which would hurt the feeling of students.

12. DUTY AND RESPONSIBILITIES OF CLASS TEACHERS:

- i. **Objective** - To help student in the pursuit of knowledge and to maintain a close watch and build rapport with students and parents.
- ii. To ensure that every student is well supported to fulfil his/ her learning potential.
- iii. In order to monitor the progress and quality of students appraise them and consult their parents.
- iv. To encourage the students to learn beyond the syllabus contents.
- v. To give awareness to students about rule of attendance (general) industrial visits, sports, leave, etc.
- vi. To maintain student discipline in the class as per college policies.
- vii. To keep track of student's attendance and to ascertain whether there is any co-relation between their attendance and performance and if so to what degree.
- viii. Address student queries, meeting of parents of students especially defaulters in the presence of the principal.
- ix. To inform the H.O.D. about making alternative arrangements for lectures and Practical's when faculty is absent.
- x. To produce update student handbook, department - broker for placements/ consultancy and updating of information pertaining to the class.

- xi. To lead an effective induction programme and value-added course for the students in consultation with H.O.D.
- xii. To produce the assessment plan for every semester well in advance.
- xiii. To cooperate with the College discipline committee, Principal and Management, if necessary, in matters affecting general discipline and workplace ethics.
- xiv. All common functions of the College to take charge of any special project assigned by the Principal/Management from time to time.
- xv. Make sure students of the College regularly attending classes and coming to the college in time, in proper uniform.
- xvi. Make sure the academics targets in terms of university results and placement targets in terms of number of students placed are met.
- xvii. Be the academic leader of the designated class in the departments.

13. PERFORMANCE, APPRAISAL, CAREER:

13.1. Performance Appraisal:

13.1.1. Annual Review:

The management of the institute review the performance of faculty members every year and based on this, annual increment or any benefit etc. will be given to the faculty. The following are the important provisions.

- i. Every faculty member should submit his/ her annual performance report in the Appraisal format by the Institute. Detailed instruction issued in this regard has to be followed scrupulously (*As per Clause no. 13.1*). As it is a self-introspection of his/ her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.
- ii. It is incumbent on the part of H.O.D. to check the entries and append his/ her comments in an unbiased manner taking into account the interest of the department for onward transmission to the principal.
- iii. A Review Committee formed by the Institute shall review the performance of every faculty member and recommend the annual increment, other benefits subject to satisfactory performance.
- iv. In case, the performance of a faculty member is consistently non-satisfactory, based on the recommendation of the Committee, the Management would take appropriate action including termination of his/ her service.

13.1.2. Framing of Review Committee:

A standing Review Committee shall be formed as follows:

- a. President of G.B. - Chairman
- b. Secretary of G.B. - Member

- c. A member of the G B - Member
- d. One teacher's representative - Member
- e. Principal of the Institute - Member cum convenor

This Committee will meet from time to time, whenever the necessity arises, the file will be put up by the convenor through a secretary to the President for constitution of the committee.

13.2. Promotion of Non-teaching (Administrative and Technical) Staff:

Promotion for administrative and technical staff category subject to the condition that they should be put in certain years of service and satisfactory performance as evaluated by Appropriate Review Committee (Authority) consisting of;

- a. Vice President - Chairman
- b. Secretary - Member
- c. Principal - Convenor
- d. Immediate controlling officer one among H.O.D./ Administrative Academic and - Accounts Bursars.

13.3. Retirement and severance:

13.3.1. Retirement/ Superannuation:

- i. Normally the age of superannuation of a faculty in 60 years and reappointment up to the age of 65 years on contract case be considered depending on the need on the basis of consolidated salary to be fixed based on the qualification and requirement of the department for those retired at the age of 60 years. However, the retirement benefits such as gratuity, etc. shall be paid at the time of retirement (age of 60 years).
- ii. Age of superannuation for other than faculty members will be 60 years only. However, the extension on a contractual basis on consolidated pay is considered up to 65 years on merit and depending upon the need. The contract appointment is made after relieved from their regular service with all service benefits they may be reappointed on consolidated pay to be fixed by the Management on the recommendation of the principal and approved by the President of the Governing Body. The extension of service is dependent on the decision of Management on the basis of requirement.

13.3.2. Resignation:

If a staff member (teaching or non-teaching) intends to resign from this institute, he/ she shall either give 2 months' notice in advance or payment of two months' salary to the Institute in lieu thereof. The 2 months period shall be a co-terminus with the semester only. Under any circumstances, a staff member shall not be relieved in the middle of the semester/ Academic year.

13.3.3.Termination of service:

The Institute can relieve staff members by giving him/her 2months' notice or 2months' salary in lieu of the notice at any time in a semester but in exigency the staff involved in heinous crime, theft etc. which affects the name, fame and integrity of the College.

14.MISCELLANEOUS CONDITION FOR THE STAFFS:

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

A staff member shall devote his/ her whole duty time to the service of the Institute and shall not engage directly or indirectly on any other private work/ business.

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

In case of any misinterpretation/ wrong interpretation of any of the rules and conditions specified in the service rule, a committee will decide consisting of President, Vice President, Secretary and Principal, and the decision taken is final and binding.

14.1 Disciplinary Action:

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

All disciplinary actions shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing a reasonable opportunity to the employee to defend him/her.

Depending upon the nature of the offence, if the competent authority i.e., disciplinary committee feels that it is necessary to constitute enquiry.

The President will constitute the disciplinary Committee for future action to be taken by President/ G.B.

While pursuing disciplinary action, the competent authority/President of the Institute is empowered to impose upon the staff any of the following punishment's after having satisfied that the offences committed by the Staff Members is established beyond reasonable doubts.

14.2. Minor penalties:

- Fine.
- Censure.
- Withholding of increments (with or without cumulative effort).
- Withholding of promotion.
- Recovery from the pay of the whole or part of any pecuniary loss to the Institute caused by the employees, negligence or breach of orders.

- Suspension (note).

The penalty of fine shall be imposed only for non-teaching staff.

14.3. Major Penalty:

- Reduction to a lower service, grade or post or to a lower stage in a time scale.
- Withholding of increment (with cumulative effect).
- Removal from service which shall not be a disqualification for future employment.
- Dismissal from service which shall ordinarily be a disqualification for future employment [RULE - 13 OCA (CCA RULES)].

N.B - The employee getting Minor punishment applied by the President of the G.B. for reason of punishment but cannot apply for relief of punishment before the authority.

If a staff member feels that the punishment imposed upon him/ her by the competent authority is excessive, he/she can appeal to the authority higher to the authority, which imposed the punishment.

15. PERFORMANCE EVALUATION FORM:

The performance of non-teaching staff shall be evaluated as per the performance evaluation form (Clause No 15.1).

15. DUTY AND RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING FACULTY:

15.1. Purpose and Scope:

All the faculty members of the Institute of Pharmacy & Technology, Salipur, are responsible for contributing sustenance of the standards of the Institution. They should comply with the relevant policy, rules, regulations, norms and standards set to guide their work. While every individual member is accountable for his/ her action as a member of the Institute community, they are collectively accountable for upholding those standards of behaviour and for compliance with all applicable rules, regulations and code of Conduct.

The document details the Rules and Regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duty. The rule and regulation and hence the detailed instructions issues from time to time and the modification made in these due to necessities have to be adopted by the faculty members.

15.1.1. Applicability and Infringements:

The rules & regulations and code of conduct are prescribed apply to all full-time faculty members, visiting faculty members, faculty members on contract/ part-time employment, research scholars have given teaching assignments attached to all departments of the Institute of Pharmacy & Technology. Adherence to these rules & regulations and code of conduct makes the faculty member responsible for beginning suspected infringement of any of the provisions to the attention

of appropriate authority of the Institute, raising such concern is a service to the Institute and will not jeopardise one's position and employment. The confirmed violation will result in suitable disciplinary action and including termination from employment of other relationship with the Institute. If need to be legal courses may also be restored against the concerned individual.

15.1.2. Curricular Related:

a) Teaching Learning:

- i. A faculty is responsible for teaching of both Core and Elective courses in the field his/ her specialization as allocated by the H.O.D. for various programmes offered by the Institutes.
- ii. Conducting Laboratory courses, Tutorials of seminars of the programme, assigned to him/ her in an effective manner to improve the practical knowledge of the students.
- iii. Providing proper guidance & supervision of the project work undertaken by the students and development of proper rapport with the industry/ organisation if the project is industry related one.
- iv. Making the teaching more effective interesting to the students by use of multimedia teaching aids.
- v. Making the Laboratory & seminar classes more purposeful by examining the students orally either before or after the experiment/ Seminar to improve the students understanding of the subject.
- vi. Conducting the core/elective course as project based/ experimental/ activity-based learning.
- vii. Helping peer-assisted learning,
- iii. On the whole the teaching, learning shall be learner-centred ensuing learning outcome of different courses.

(b) Course, planning of Material Preparation:

- i. The faculty member is required to complete preparation well in advance to effectively teach the theory and practical courses.
- ii. He/ she should prepare the schedules of lectures, topics tests, assignments, demonstration, screening of video as power point presentation, etc. In advance and students should be informed the same.
- iii. Faculty member has to design experiments for laboratory classes to improve the students creativity skills besides properly understanding the physical phenomena or concept.

(c) Examination Evaluation and Grading:

- i. A faculty is required to set standard question papers to test the knowledge's/ analytical thinking of the students and evaluate the answer scripts of courses not only taught by hem/ her, but also that assigned to him/ her by the H.O.D./ B.P.U.T.
- ii. A faculty member while evaluating the answer scripts, oral examination/ Project work evaluation, should scrupulously be objective in his/ her approach so that the student can earn the marks/grading for his/ her performance only.

(d) Maintenance of Records:

- i. Each faculty member is required to maintain record of classwork attendance and continuous assessment properly and in time and this should be produced to the Principal through the H.O.D. as and when called for or immediately after the test of scrutiny and should be handed over to the examination section through H.O.D. for Academic Audit.
- ii. Each faculty member is required to keep a file containing question papers set by him/ her for the course handled, a copy of answer sheets of the students after evaluation, for production to the Academic Audit.
- iii. The faculty member is assigned to be the class advisor by the H.O.D., he/ she should maintain the list of students under him/ her, their parents/Local guardian, contact address/ phone/ Mail I.D., etc., so that the student progress should be monitored and communicated to him. The class advisor shall also maintain cumulative record of attendance for the course undergone by the students' course wise. The class advisor should also help the H.O.D. in counselling poorly performing students and the follow up action taken to improve the students' performance.

(e) Monitoring the Students' Progress:

- i. The faculty of any course required to watch the attendance and academic performance of each student of his/ her course and take necessary steps at his/ her command to improve the student, progress if his/ her effort fails, the faculty member should bring it to the notice of the H.O.D./ proctor and Principal so that the information can be sent to the parents/ guardians.
- ii. A faculty member is required to organise and attend the class committee meeting either as a course teacher and/or as the chairperson of the class committee and should actively participate in the deliberation there to improve teaching-learning progress.
- iii. The faculty member may be required to be a faculty advisor to a group of students. He/ she are then really a mentor of the students in his/her group. He/ she have to keep account of the course registered/ enrolled by them and advice and counsel the student.
- iv. A faculty member has to be thorough with the Regulation of the Academic Programmes offered by him/her department and other instruction issued from time to time so that he/she can effectively guide the students.
- v. As a faculty advisor, the faculty member is required to motivate students under his/her care and also help them while they face others general problem, they leave the Institute.

(f) Participation in Academic Developments:

- i. A faculty member should actively participate in the curriculum preparation/ modification of existing programme.

- ii. A faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging areas relevant to society and new methodology of teaching and evaluation.
- iii. In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty's development programmes, short-term courses, professional society meetings, National/ International conferences reading recent journal article and periodical and going through the website of world class University then may also enrol in one or more professional Society/ Association with permission from the authority.

(g) Punctuality & Regularity:

- i. The faculty member shall not permit any student to attend the class after the stipulated time specified by the Institution so as to ensure punctuality by attending class by the students.
- ii. The faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
- iii. As far as possible a faculty member should not miss the scheduled class and only under Unavoidable circumstances alternative arrangements can be made. This will ensure better compliance of scheduled classes.
- iv. A faculty member shall be punctual attending class and leave the classroom after his/ her class is over only after arrival of the faculty for the next period or instruct the student to go to the laboratory/ workshop for practical classes as the case may be.
- v. The faculty members shall carry out any other academic related activities that may be assigned to him by the H.O.D. higher authorities from time to time.

15.2. Research of Development:

15.2.1. Academic Research:

- i. As the research is an inherent component of the functions of the Institute, every faculty member shall take active efforts to make research contribution in his/ her field of specialization.
- ii. A faculty member should identify specific aspects relating to his/ her area of specialization in which there a considerable scope for further working, so that he/ she either does it by himself/ herself or motivate undergraduate and Post graduate Scholar or junior colleague to take up the study under him/her supervision.
- iii. Faculty members who act as Research supervisors should spare adequate time to the research scholars for discussion and monitor their progress so that not only the quality of work is improved but also time overrun can be avoided.

- iv. As the scope of doing further research, work from the undergraduate and postgraduate students project work is ample, active involvement of the faculty member in the students project work is very essential.
- v. If the students project work is industry related the faculty member shall visit the industry to know the problems in its prospective so that he/ she can guide effectively. In fact, to this will help to develop contact with industry.
- vi. Inter disciplinary and Collaborative research is assuming enormous proportions a faculty should take efforts to identify such area (s) by interaction with his/ her Colleagues in other departments of researcher in established R&D Laboratory for collaborative research purposes.
- vii. Faculty members can act as research a supervisor for other universities only with prior permission of the Institute external research. Supervision will be permitted only under special circumstances by the authority.

15.2.2. Research Publications and Books:

- i. As Research, publications in refereed journals of international importance not only improve the individual's image but also of the Institution, every faculty member should strive to bring out such quality publications.
- ii. Faculty members should publish their Research output only in SCI or UGC Care list or SCOPUS Journals and publication in non-referred Journals will not be recognized.
- iii. Faculty members shall also strive to file patents if their research output is felt new and novel.
- iv. Depending upon the research content, the faculty member may also present paper in the International/National level conferences but the impact the command compared to publications in referred journals is considered much less.
- v. The faculty members should also to take efforts to bring out his/ her research work other than referred Journal papers in the form of book or chapters in the books published by the International/ National level publishers with ISBN/ ISSN members.
- vi. The faculty member will be provided financial incentives depending upon the decision of the G.B. for publications in the referred journals taking into account of the impact factors.
- vii. The faculty member will put application in prescribed format (**Clause No.15.1**) to the principal. As per the rule and regulations, (**Clause No15.2**) the selection committee will scrutinize the application and the first three selected faculties shall be awarded with financial benefit.
- iii. The selection committee shall include the Members that are Principal, one-member competent faculty in Professor/ Associate Professor Level inside the Institution and one member from outside as Professor Level. The Principal of the Institution shall select the member.

- ix. The application shall be invited through the Notification as noticed by Research head with an intimation of the principal in the month of June/July.
- x. The published paper (Either offline/ online) in the preceding year (January to December) shall be considered.
- xi. The accepted paper shall not be considered.
- xii. The scrutiny of the application and result declaration shall be done within one month.

N.B. - Faculty members will get the promotion, annual increment taking into consideration of their research publications, which will be reflected in their respective self-appraisal form and KPI form.

15.2.3. Sponsored and funded Research Project's:

- i. An important source of financing and professional recognition to the Institute is sponsored and funded Research Projects. Therefore, every faculty member should browse the web sites of various funding Agencies (AICTE, DST, SERB, ICMR, and CSIR), advertisement etc. periodically and submit research proposals in proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.
- ii. The faculty member who is a Principal investigator, besides employing project associate, if the project proposal contemplates and the funding agency approves can also use the services of students of research scholars wherever possible.
- iii. Many funding agencies provide funding assistance for establishment of Centre of Excellence. The faculty member may also examine and send proposal pertaining to his/her department or disciplinary ones for establishment of such centre.
- iv. Students should also be encouraged by faculty members to submit the proposals for securing funding assistance for student project from Science and Technology Departments of the State, Centre and other agencies.
- v. Cash incentives as may be decided by the management will be given to those faculty members for funded research/ project secured and Patent obtained.

16. CONSULTANCY AND EXTENSION ACTIVITY:

16.1. Consultancy Projects:

- i. The executive consultancy works for the state and private organization is another important source of financial resource to the Institute, the faculty member should take efforts to secure consultancy work in his/ her area of specialization from industry and business from state Agency.
- ii. To secure consultancy work, individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry-oriented

students project is an easy way of establishing contacts with the industry counterpart hence, faculty member guiding such project work. The faculty should establish proper healthy and positive rapport with the concerned Industry where such project work is undertaken.

- iii. A faculty member should update his/ her knowledge familiarise himself herself me the problems of the industry by going through Industry publications, attending professional society meetings etc. To establish contact and have to know the problems of Industry. The faculty members are supposed to attend Seminar and conferences organized by professional Institute organised in different times in and outside state.

16.2. Extension Activities:

- i. A faculty member should take effort organise Refresher Courses, Seminars, Workshop not only for the benefit of faculty members but also for participants of Industry and society at large such programmes should be self-supporting or sponsor one.
- ii. Conduct of continuing education programme/ structured courses to meet specific requirement of Industry and Society is yet another way of augmenting resource for the Institute. A faculty member can organise such programme either one time or on continual basis year on year.
- iii. The extension activities would include various community-oriented services, preferably moving the expertise in the field of Science and Technology and addressing the requirements of this weaker section of the society.

17.INVESTMENT IN DEVELOPMENT ACTIVITIES:

17.1. Laboratory Development and maintenance:

- i. A faculty member is required to involve in the laboratory development activities of the department by introducing innovative experimental set-up/ instruments computer software, computer control of Machines, or processes.
- ii. Whenever a new course or new topic is proposed in the curriculum of syllabi in the emerging areas, the faculty member can design fabricate or assemble a new experimental setup for me by the students.
- iii. As a member of faculty, he/ she should ensure that the various Machinery equipment in the laboratory and workshop is maintained in working condition and are used effectively both as an academic requirement, project works and research-related activities.
- iv. In case, a faculty member is assigned to be in charge of the Laboratory or Workshop, he/ she has to oversee the work of the technical staffatthelaboratory besides arranging for periodical maintenance/ repair and recalibration whenever necessary.

- v. As one in charge of the laboratory, he/ she has to ensure proper maintenance of Stock Registers both consumable of non-consumable periodic stock verification of proposal for replacement of overaged/ unserviceable equipment besides their safeguard.

17.2. Purchase of items or Laboratory:

- i. As one in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and after discuss with the H.O.D, finalise if before inclusion in the overall budget proposal of the department.
- ii. As one in change of laboratory has to initiate proposals for the purchase of consumable equipment for his/ her laboratory and take follow up action until it has procured and taken into the stock.
- iii. The faculty member should help the Professor in charge of purchase or the H.O.D in finalising the specification of equipment to be purchased calling the quotations of evaluation and tabulation of bids to be placed before the purchase committee.
- iv. Once the management approves the budget proposals, the in charge of laboratory/workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/ she has to prepare revised budget proposal through H.O.D.
- v. The faculty member shall follow the detailed guidelines/ procedure issued by the Institute with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.

17.3. Co-curricular Activities:

- i. A faculty member is required to arrange guest lectures, seminars etc. to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibition organised by the department or the Institute.
- ii. The faculty member is required to organise visits, education tours and accompany the students to visits/ tours as and when required.
- iii. The faculty member if nominated as office bearer such as advisor of professional society in the Institute he/she shall perform such duties according.
- iv. A faculty member required to help the professional societies in organising the annual events such as symposium, technical context, annual function, sports, blood donation camps, health check-up camps and in the interaction with parent body.
- v. Faculty member is required to coordinate National and International Conference, Seminars, Symposium and Workshop.
- vi. The faculty member required to remain in charge of accounts Bursar, Administrative Bursar and Academic Bursar and all other works given by the principal from time to time.

- vii. A faculty member should submit project proposals to for the funding agencies for final assistance to conduct seminars, conference, etc.

17.4. Extracurricular activities (Co-administrative activities):

- i. The faculty member should see the classrooms, departmental buildings and surroundings are kept neat and tidy with the help of person assigned for this purpose.
- ii. The faculty member should ensure that lights and fans are switched off after the class is over and if there is no lecture class for the students in the next period to save energy consumption.
- iii. As discipline in the campus is very essential, every faculty member should interface if they notice indulgence by students in activities of condemnable nature.
- iv. A faculty member if required to help H.O.D./examination in charge in all administrative matters like distribution of hall tickets, marksheets etc. and compilation of departmental replies to higher authorities, etc.
- v. The faculty member has to serve as a member of any inquiry committee or as of various committees whenever the department/ Institute organises major events such as sports day, annual day, cultural festivals, blood donation camp, health camp and all other social related activities.
- vi. Faculty members are liable to be assigned responsibilities of tutor, superintendent of hostels run for the benefit of the students for a specific period.
- vii. All faculty members are expected to oversee the student go to the class in time and not littering in the campus.
- viii. The faculty members should also take part in the activities related to N.C.C., N.S.C., Red Cross Society, Alumni Association, etc. as office bearer/ organise and shall discharge the duty assigned to the position.
- ix. Any other activity(s) and related to department or Institutional developments that may be assigned to the faculty members depending on the need.

18. CODE OF CONDUCT:

18.1. Faculty member and students:

- i. The faculty member plays pivotal role not only in attending the general aims of education but also in the realization of the mission goals and objective of the Institute in which he/ she is a member. He/ she has to make all efforts for the physical, mental and intellectual development of students in particular a faculty member shall strive to achieve.
- ii. To accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economy and social status.

- iii. To make regular contribution for personal development of students while looking after their interest and welfare.
- iv. To be a role model of or inculcating the virtues of self-reliance national consciousness and democratic values among student.
- v. Not to disclose confidential information about students to anyone except to authorised person/ agency or in the interest of laws.
- vi. To be fair and to assess the students impartially and only on merit/ performance.
- vii. To have respect for affectional of friendly attitude towards all students and help them to improve their behaviour unmindful of some untoward events if occurred, rather than having feeling of events.
- viii. To abstain from accepting fees honorarium gifts etc. other than permissible under rules for prodding guidance or coaching to the student.

18.2. Faculty Members and Parents/ guardians:

The faculty member is expected to develop closer liaison with the parents/guardians of the students in order to archive not only the broader objectives of education but also about the progress of the students. The faculty member should;

- i. Respect the prerogative of parents or guardians to look after the interest of student.
- ii. Develop friendly and co-operative relations with parents/ guardians.
- iii. Monitor the progress and share information about the students while the parents/guardian and receive information about the students from them, which is essential for development of student.
- iv. Bring to the notice of parents/ guardian is any shortcomings/ behaviour noticed which the faculty feels the parent should know.

18.3. Relationships with colleagues:

Faculty member is expected to develop fraternal relations with his/ her colleagues to have proper interpersonal relationships and to develop team spirit. In particular, he/ she should; move with his/ her colleagues in the Institute in a manner that he/ she expects them to move with him/her.

- i. Extend cooperation with his/her colleagues in evaluating the students and in other activities relating to the educational matter and development of his/her profession.
- ii. Eschew writing anonymous let's to the authority about his/ her colleague.
- iii. Desist spreading rumours of wrong news about his/ her colleagues to express his/ her displeasure.
- iv. Resist temptation of harming the Teaching community for self-interest.
- v. Refrain from passing information about colleagues to any individual or agency with his/ her express permission.

18.4. Faculty member with Management:

A faculty member is expected to develop proper rapport with the employed viz. Management of the Institute, mutual respect and fraternal feelings are needed to ensure proper relationships, measures suggested to achieve includes;

- i. Perform all professional activities through proper channel.
- ii. Do not discuss with unauthorised individuals about professional and secret information.
- iii. Look for promotion elevation only on grounds of competence/ performance.
- iv. Do not except appointment or promotion out of turn based on favouritism or against professional ethics.
- v. Honour the provisions of bilateral agreement that is bond/ undertaking that the faculty member committed/ entered with the employees i.e.,Institute.
- vi. Do not undertake any responsibility/ work involving financial benefit in contravention of professional etiquette and general interest of the Institute.
- vii. Co-operate whole-heartedly with the authorities of the Institute in the fulfilment of educational policies in conformity with professional responsibilities.
- viii. Avoid condemnation of authorities, behaviours through anonymous communication to outsiders/ newspapers/ media and conversational conflicts that harm the student's interest.
- ix. Conduct the Institute's transaction with utmost honesty accuracy and fairness.
- x. Avoid unethical practices to even because it is customary, expediency should never compromise integrity.
- xi. Get the approval from appropriate authority empowered by the Institute to take up sponsored funded projects/budgeted expenditure through faculty members normally encouraged to do so.
- xii. Should follow all norms and standard set by the Institute for the faculty from time to time.

19. USE OF INSTITUTE RESOURCES:

The Institute Resources include dent limited data to the, use of mobile/ telephone, system, data communication and net-working services Institute domain for electronic communication forum, computers and peripherals, stationery, reprographic facilities, vehicle of other equipment, time and efforts and staff students of others. This resource must be used any for the purpose of the Institute. They should not be used for personal gain and for personal proposes for all staff of members of the Management.

20. FACULTY OF PROFESSIONAL CAREER:

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

- i. Continuous updating of knowledge and having greater involvement in Research, Industrial interaction, attending of conferences, seminars, etc.
- ii. Having active participation in professional bodies meant for promoting of disseminating of advance in the knowledge frontiers in the field.
- iii. Attracting bright youngsters to the academic profession through adoption of teaching norms.
- iv. Making teaching more purposeful through active participation in educational planning such as programme design etc.
- v. Adherence to professional ethics, standard and values, whether supervised or un-supervised.

21.REPRESENTATION AND GRIEVANCE REDRESSED:

- i. A faculty member should make representation of any suspected infringement or violation of applicable Rules and Regulations through proper channels beginning with the immediate superior. For any reason it is not appropriate to report suspected violations to the immediate superior.
- ii. The suspected is by the superior the individual may go to higher level of management within his/her department/ Principal/G.B.
- iii. Reports/ representations shall be made to the grievance redressal committee furnishing information/ evidence for necessary redressal.
- iv. Faculty member who is affected should address his/her problems through proper channel to the grievance committee. If he/she is not satisfied, the activity of a faculty member with the committee's outcome, only then he/she can appeal to the higher authority.

22.FACULTY MEMBER AND SOCIETY:

The activities of a faculty member are not and related to the Institute but also have a serious impact on common social interest. Therefore, the following aspects merit consideration in this regard.

- i. Adherence to desirable standards expected of personnel by the institute.
- ii. Participation in diverse activities of community as good.
- iii. Soliciting public co-operation in the promotion of educational programmes.
- iv. Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural & intellectual life of the community.

23. CONFLICT OF INTEREST COMMITMENT:

A Faculty member owes his/ her primary professional allegiance to the Institute and its mission to engage in the highest level of education, research and scholarship. He/ she is committed to devote his/ her time fully to academic research extension and administration related activity. Therefore, doing private business or engage in any other way is strictly prohibited. More, so related transactions, personal work etc. during the institute working hours is strictly prohibited.

24. MISCELLANEOUS RULE OF CONDUCT:

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

- i. The employees are prohibited to contest any local body, state Legislature & Parliament.
- ii. A faculty member shall not indulge in any adverse criticism of the Institute and its officer's management by means of any articles, broadcast or any other document or statement.
- iii. The employees of the institute are prohibited to give any statement or debate to any printing or electronic media or upload any discussion or any version to YouTube or face book or other such media are strictly prohibited.
- iv. The faculty member is entitled to protection by the Institute if he/she is subjected to any liability in the discharge of his/her duty.
- v. A faculty member shall not be under the influence of any intoxicating drug or liquor during hours of his/ her duty. The employee should not sleep or dose in the working hours of the college.
- vi. Use the cell phones by students in the institute campus during working hours is discouraged and hence the faculty member has to set an example. They should not use them during class hours, meetings, the open premises, etc. While they are, free to use them in their cabin.
- vii. Faculty member shall not start private business organisation association of his own or in partnership of his spouse of siblings, without prior information and permission of the Institute even if it is not prejudicial to his/ her duties and even if it is non-profiteering.
- viii. Notwithstanding the rules and regulations and code of conduct specified in this document, all faculty members should follow the various rules and regulations framed, instructions issued by the Institute from time to time in true letter and spirit.

25. DUTIES, RESPONSIBILITIES AND CODE OF CONDUCT OF ADMINISTRATIVE AND TECHNICAL STAFF:

25.1. Scope:

As employees of the Institute of Pharmacy & Technology Salipur, the administration of Technical Staff has to follow the rules & regulations & code of Conduct prescribed in performing their duty to ensure the set standards achieved. This rules & regulation, and code of conduct are applicable to all full-time, part-time, contractual staff members working either on time-scale of pay or on consolidated pay or contractual or daily wage attached to the institution.

25.2. Duties and Responsibilities:

25.2.1. Academic staff:

General Administration:

(a) Secretarial work.

- i. In the institute there are many statutory committees like Management Committee, Finance committee, Academies committee, etc. the work relating to these bodies include.
- ii. Issue of notices to the members, requesting them to attend various meetings following established procedure & conventions on instruction from appropriate authority.
- iii. Calling for subjects for inclusion in the Agenda from Principal, H.O.D/ Secretary compile them & prepare agenda & notes to discussion in various Statutory Meetings after getting approval from the Appropriate Authority. Sending agenda notes to the members of various committees/ G.B. meeting etc.
- iv. Keeping record of minutes of the meetings & communication of minutes/ orders issued after obtaining approval.
- v. Maintenance of all-important document, on Memorandum of Association (MoA), bye-laws & carrying out changes/ modification as and, when necessary, after approval of appropriate bodies, without destroying the immediately passed versions.
- vi. Seeking the approval/ information to PCI, AICTE, UGC, etc. and other bodies as the case may be wherever necessary for the changes/ modification made.
- vii. Maintenance of all attendance-registers & minutes of various committee meetings, & maintaining confidentiality of information, where it is essential in the interact of the Institute.
- viii. Communicating & putting up notes in English, unless or other required.
- ix. If head clerk will remain on leave or absent, then next senior most person in the office in addition to their normal duties shall take head clerk charge automatically and if both of them remain leave or absent then next senior person shall take the charge in addition to their normal duties.
- x. If Principal will take leave or remain absent, Principal has to take prior permission from the Secretary. The principal has to hand over his charge to senior most faculty preferably who is staying at the station or any other person depending upon the situation. Even the Principal should give the charges even remaining few hours absent from the Institution. This shall be recorded in the register. The register shall remain in the principal chamber.

26. DEALING WITH PCI/ AICTE AND ACCREDIATION AGENCIES:

The responsibility of administration includes;

- i. Initiating all necessary action set in time to get approval from PCI/ AICTE after expiry of the stipulated period for extension.
- ii. Furnishing all return called for by the PCI, AICTE, NBA, NAAS, BPUT, etc. and other bodies who have supervisory/ overseeing powers, with regards to programmes, offered by the Institute.

- iii. Taking all actions & doing all a correspondence relating to securing accreditation from NAAC, NBA or other accrediting bodies from whom the Institute may decide to get.
- iv. Furnishing compliance Report & providing the details called for by the Agencies.

27. BUDGET, ACCOUNTS OF FINANCE RELATED – ACTIVITIES:

27.1. Budget Preparation:

Budget is an important instrument for the control of expenditure & final management of the Institute. The duties and responsibilities of administrative staff include.

- i. Calling the Budget details for consumables and non-consumables by the Principal through Departments, Library, General Store and construction by the principal.
- ii. Compiling the budget& getting the approval of the appropriate body.
- iii. Bringing the notice to the appropriate authority timely if any deviation noticed timely so that necessary control can be exercised.

27.2.Accounts Keeping and compilation:

- i. Keeping up books of accounts such as ledger, cash book, daily collection register, demand register, etc. as per the approved procedure/ manual.
- ii. Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow of balance sheet.
- iii. Management of accounts these receivables by taking prompt action to recover the amount to due to the Institute.
- iv. Receipt of fees and other fees from the student accounting them & attending to all other issue relating to that.
- v. Accounting of caution deposit of students and refund/adjustment as the case may be.
- vi. Maintenance of expenditure details and reviewing been periodically Vis-a-vis budget and taking appropriate action in pursuance of the Institutions by the authority concerned.
- vii. Management of all payables, by the Institute by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.

27.3.Fund management:

- i. Investment of funds received from the student as per decision of the Institute.
- ii. Renewal of deposit and withdrawal of deposit for meeting recurring and non-recurring expenditure.
- iii. Keeping the funds received as grant for sponsored and funded Research Project in separate account and incurring expenditure only for the purpose it is granted.

27.4.Salary and wages:

- i. Preparation of all pay bill, arrears bill and supplementary bills of all employees' withdrawal and disbursement to the concerned person as per the established procedure.
- ii. Maintenance of account pertaining to statutory deductions like EPF fund, property tax, income tax, any advances to different bodies, etc.
- iii. Dealing with all matters relating to income tax deductions from salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns & issue of tax deduction certificate etc.
- iv. Withdrawal of payment towards statutory payment like gratuity and recovery of dues from the employees.
- v. Dealing with all other matters relating to withdrawal and payment of recovery from the employees of the Institute.
- vi. Dealing with all matters relating to sanction of advances to employees, for other purposes and recovery/ adjustment of the same.

28. PERSONNEL RELATED ACTIVITIES:

28.1. Recruitment of staff:

- i. Working out staff requirements comprising faculty, technical and administrative staff as per the norms fixed of obtaining necessary sanction from the appropriate authority.
- ii. Maintenance of establishment list categorised and taking action to fill up the position on approval from the authority concerned.
- iii. Issuing of advertisement, receiving applications, shortlisting candidates by test/ experience, etc. and putting up the short-listed candidates to the appropriate selection committee constituted for interview and selection.
- iv. Issuing of appointment order to the selected candidates after approval by the competent authority.
- v. Maintenance of qualification fixed for various positions in different category of staff taking action to fix qualification for recruitment if and when new positions are created.\

28.2. Service-related matter:

- i. All matters relating to probation, contractual, daily wage, consolidated and regularisation of all categories of staff promptly.
- ii. Receipt of all annual performance appraisal forms for all categories of staff, initial scrutiny for missing details and submission to the review committee.
- iii. Arranging for the conduct of annual review for all categories of staff and sanction of increment.
- iv. Maintenance of all service records of all employees and periodic updating.
- v. All matters relating to deputation of faculty to attend conferences/ seminars, workshops, etc.

- vi. Issue of certificate such as service certificate, experience certificate after obtaining approval from the authority concerned.

28.3.Retirement, Severance and disciplinary action:

- i. Processing of Resignation request of employees after checking his/ her condition of appointment and the policy of the Institute.
- ii. Issue of relieve order only on satisfying all condition prescribe and after getting no dues certificate.
- iii. Maintaining the retirement date of the employees and taking prompt action to relieve him/ her following all paraphernalia issuing certificate/ experience certificate only on completion of all formalities.
- iv. All matters relating disciplinary action against employees for offences admitted dereliction of duty, etc.
- v. All correspondences and files relating to legal action against any employee when such action pursued by the Institute.

28.4.Academic related matters:

New Academies Programmes

- i. Processing of proposals received from the Head of the Departments and from others for starting new academic programmes in the Institute.
- ii. Securing approval and renewal of different courses, from PCI/ AICTE as the case may be.
- iii. All corresponds relating to securing of approvals or furnishing of information relating to new programme.

28.5.Admission of Student:

- i. Issuing advertisements for calling application for various programmes offered by the Institute and processing the admission of students sponsored by JEE for all categories of courses.
- ii. All correspondence relating to admission of students in various Programmes and all issues relating to admission.
- iii. Verification of all certificates of students for validity before admission.
- iv. Checking for equivalence eligibility conditions for various programmes and authenticity of certificates and testimonials especially in respect of students migrating from other universities.

28.6.Maintenance of Students Records:

- i. Maintenance of all information relating to every student-pursuing programme in the Institute in proper form & to retrieve them as and when necessary.
- ii. Safe custody of all original certificates received from the student for verification and safe return of them after verification.

28.7.Scholarships, bank loan and Research Fellowship:

- i. Issuing certificates to students to secure loan from Banks for pursuing education in the Institute.
- ii. All matters relating to securing scholarships for students who apply to various agencies awarding scholarships.
- iii. Matters relating to award of merit scholarship, fee waiver, etc. by the Institute for various students.
- iv. Distribution of cash award, prize, etc. to students who secure rank in the examination as per the scheme of the Institute if any.
- v. Forwarding the application of research scholars and pursuing with agencies for the award of research fellowships under various schemes.

28.8. Disciplinary Action:

- i. Dealing with matters relating to constitution of Inquiry Committee on issues relating disciplinary action, securing the repost and pursuing disciplinary action against the student (s) concerned.
- ii. Pursuing matters relating to cases filed by the student in courts to defend the Institute.
- iii. Processing of complains received from parents of students, others and processing action till completion of the process.
- iv. Dealing on priority basis disciplinary action relating to ragging by student.

28.9.Student Professional Bodies:

- i. All matters relating to student professional bodies in the various department with regard to approval of administration.
- ii. Sanction of advance for various events organized by professional bodies like Annual function, Sports, Festivals etc. if there is final settlement/ adjustment of accounts.

29. Issue of transfer certificate, hall tickets, etc:

- i. Issue of Transfer certificate and other certificate signed by appropriate authority to the students when they leave the Institute after completion of programme/ discontinuation of programme.
- ii. Distribution of hall tickets to the students after ensuring their compliance of condition, stipulated in the regulation for the end of semester examination.
- iii. Any other issues relating to students academic activities.

30. STORES AND PURCHASE:

30.1. Purchase of items.

The duties and responsibility under these items shall include.

- i. Taking action through departments to purchase both consumables and non-consumable items. It is the duty of administration to follow the purchase procedure as prescribed by the Institute. Scrutiny

and securing administrative approval from the appropriate authority for the purchase inviting minimum three quotation through centrally purchase by the store.

- ii. Checking the short-listed comparative statement and evaluation sheet with remarks for accuracy missing information placing it before the purchase committee for consideration/ negotiation with the parties concerned and final decision.
- iii. In respect of major items for which the open tender is, contemplated obtaining specification from departments for open tender through advertisement and forwarding the same to the authority concerned for remarks.
- iv. Placing before the purchase committee the tenders revaluation for consideration/ negotiation if necessary and approval.
- v. Making arrangements to processing record notebooks and other stationery required by the departments, office, examination cell, etc.
- vi. Purchase of all furniture and fittings required by the departments or others through appropriable agencies and the procedure enunciated by the Institute.

30.2. Stores, stocking of distribution:

- i. Assessing the requirements make arrangements for printing, stocking and distribution of calendars, magazines, record note books other forms and registers required by the Institute.
- ii. Printing/ purchasing and distribution of all other stationery such as papers for writing, answer scripts, chalks, dusters and all other requirements for the Institute.
- iii. Gathering of indent for furniture from the departments and arrangement for the supply of the same following the procedure.
- iv. Maintenance of Stock Register and arranging for annual stock verification in all the departments of the Institute.
- v. Follow up action on the stock verification report pertaining to departments to ensure them to rectify the defects pointed out.
- vi. There shall be different stock registers for general store, individual departmental store and chemical store.

30.3. The Bills Processing:

- i. Bills received from the departments supplies have to be verified for stock certificate of the claim by the supplier.
- ii. Bills after due verification and a necessary entry in respective stock register the passed by the accounts section for passing and issue of cheque.

- iii. Payment to the parties by cheque only will be made by the stores and purchase section through the departments whoever procured the items.

31. DUTIES OF RESPONSIBILITIES OF A TECHNICAL STAFF:

31.1. Practical classes:

31.1.1. Science Laboratories:

The technical supporting staff are employed in the laboratory of various science in the departments.

As far as practical class laboratory are concerned the technical staff are responsible for;

- i. Arranging the equipment/ instruments for conducting experiments by the students in pursuance of the instructions of the faculty member in charge of the practical class.
- ii. Issuing instruments to the students through issuing register based on instructions of the faculty under due acknowledgement of the student for conducting experiments.
- iii. Receiving the gadgets/ instruments issued to the students after checking for any malfunctions damaged caused etc. and reporting to the faculty member any damage etc. if noticed.
- iv. While faculty member is in charge of practical, class is responsible for issuing instructions as how to conduct experiments, the technical member should refrain from prompting the students.
- v. While the students conduct experiments, it is the duty of the technical staff to help the faculty member in ensuring that the students do not cause damage in the equipment due to wrong operation & mishandling.
- vi. After the laboratory class is over the technical staff should ensure that the instruments and equipments used are cleaned properly for subsequent use.
- vii. In case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the office to effect recovery from the student concerned.
- viii. Whenever items/ chemicals which are harmful, the supporting staff should watch to avoid misuse by the students in the interest of the safety of students.
- ix. Carry out any other work assigned to them by staff in charge and H.O.D.

31.1.2. Workshops:

The technical staff such as instructors and technicians are employed in workshop primarily to coach the student for technical skills involving machining etc. while the faculty member in charge of the workshop class is responsible for briefing the students about this exercise, the theory behind it and precaution to be adopted etc. The technical staff is responsible for;

- i. Issuing of tools of gadgets for carrying the exercise assigned to the student and receiving it that after the class is over.

- ii. Coaching the students for to operate the machine mounting up to carrying out machining operation etc.
- iii. Helping the students in grinding the blunt tool, so that the students can acquire the skill involved in it.
- iv. Adjusting the machine tool ensuring that they are kept clean after the students complete their exercises.
- v. Demonstrating to the students involved in foundry of smithy related activities as per the instruction of the faculty in charge of the laboratory/ practical class.
- vi. Keep a watch on the students so that they handle tool safely and securely in the interest of safety of the students technical staff should communicate with the student in English during lab classes.
- vii. Carry out any others work assigned to them by staff in charge and H.O.D.

31.1.3. Testing & Machine oriented Laboratory:

There are many laboratories where in the students are given practical exposure in conducting tests, which involve sophisticated of costly machinery, the technical staff provide support service to the faculty member in charge of the practical class in coaching the student their responsibilities include followings;

- i. Helping the students in preparation of specimens required as per the instructions of faculty for conducting the tests, the technician should avoid doing by himself instead of by the students.
- ii. Providing assistance if needed by the students in mounting the specimen and in handling the equipment or machinery to ensure that the equipment is not damaged.
- iii. Issue of necessary consumables from the sub-stock required by the students for conducting the experiment and accounting it properly.
- iv. Keeping the testing equipment/ Machinery in operable condition by checking them when the laboratory classes are not held.
- v. Proper custody of all tools gadgets measuring instrument and other items of Laboratory and issue to the student & receipt back after the experiment is over.
- vi. Maintenance of the Laboratory clean.
- vii. Carry out any other work assigned to them by staff in charge and H.O.D.

31.1.4. Pharmacology, Pharmaceutics, Pharmaceutical chemistry, Pharmacognosy and Pharmaceutical Analysis laboratories:

- i. To assist faculty in-charge of laboratory practical class for an effective & orderly conduct of practical courses.
- ii. To ensure all the equipment & machinery as in proper working condition before the commencement of laboratory classes.

- iii. To enter the safety of students during Laboratory classes by carefully following the safety instruments.
- iv. To issue the instruments components etc. to the student during the practical class and receiving the same back after completion of experiments.
- v. Keeping the working table in their respective laboratory, always in working condition by proper maintenance.
- vi. Maintenance of Laboratory clean.
- vii. Carry out any other work assigned to them by staff in-charge and H.O.D.

31.1.5. Computer related Laboratories:

- i. Routine maintenance of all computer systems UPS and other peripherals related to laboratory.
- ii. Assisting the faculty in-charge of the Laboratory class, so far as it relates to the hardware and systems software problems.
- iii. Maintenance of computers attached to the Institute office and senior official.
- iv. Maintenance of networking of the laboratory concerned.
- v. Attending to the problem faced by students with respect to hardware of system software.
- vi. Arranging LCD projector to the classroom, conference hall, seminar hall, etc. and when needed.
- vii. Loading specific software & upgrading of system to meet the specific requirement of students during project work.
- viii. Maintenance of all software packages, removal of viruses in the system as and when affected.
- ix. Switching off air-conditioners when students are not using the laboratory to save energy consumption.
- x. Reporting to the faculty member if the technical staff notice any misuse of the system by student.
- xi. Keeping the laboratory clean.
- xii. To carry out work assigned to them by staff in-charge of laboratory H.O.D.

31.2.Cleanliness of maintenance:

With regard to cleanliness, maintenance of duties of responsibilities of technical staff include.

- i. Ensuring that the laboratory/ workshop in which the technical person is posted is kept neat & clean by using the sweepers posted for the purpose.
- ii. All the equipment/machinery should be maintained so that they are in good-looking condition always.
- iii. In case of any fault/ defect, it should be brought to the notice of the faculty in charge of laboratory and take prompt action to rectify the defects.
- iv. Technical staff should ensure that the garbage accumulated in the laboratory or in the vicinity outside the laboratory are cleaned by the cleaning staff of the Institute posted for the purpose.

- v. All safety items like fire extinguisher etc. should be kept in working condition and first-aid materials are kept in the box to be used in case of emergency.
- vi. Many equipment/devices need periodical calibration.
- vii. It is the responsibility of the technical staff to do recalibration with the help of faculty in-charge or getting is done by outside agencies wherever it is needed.
- viii. Maintenance of exhibition of charts and others learning materials in the laboratory as per the instructions of the laboratory in-charge is also responsibility of technical staff.
- ix. The technical staff should bring it to the notice of faculty in charge about unserviceable items & items to be condensed. He/she should also help him/her in taking action to dispose them.
- x. All the machinery equipment is to be cleaned regularly by the technical staff.

31.3. Record keeping:

However, the overall responsibility for maintenance and upkeep of records pertaining to the Laboratory is vested with the faculty. Member in charge of laboratory, the technical staff is responsible for.

- i. Maintaining the stock register for both consumable and non-consumable items separately of making entries there and getting it attested by the faculty member.
- ii. Keeping the storeroom/ cup board where in the tools, gadgets, etc. are stocked securely and safely of issue to the students on the instruction of the faculty under proper acknowledgement only.
- iii. Helping the faculty in reconciliation of stock items if any discrepancy pointed out by the stock verification team.
- iv. Maintenance of register regarding breakage of items by student while doing experiment, preparing the statement duly attested by the faculty member at the end of classes/semester for forwarding to the office to effect recovery.
- v. Maintaining all instruction manuals and record notebooks submitted by students to the faculty for collection, and redistribution back to the students.

31.4. Involvement in developmental activities:

31.4.1. Laboratory development:

- i. The technical staff should contribute to the efforts of faculty members in developing new experiments as and when needed.
- ii. Especially in the project Wales, the students do come up with lots of new ideas. The technical staff will the approved of project guide of the Laboratory in-charge should help the student in fabricating/ assembling the experimental set up or developing gadget using the laboratory facilities.

- iii. Whenever new equipment/ machinery is purchased, the technical staff should ensure their fullest cooperation to the faculty in-charge in the installation of equipment.

31.4.2. Research related:

- i. Whatever experimental set up needed Ph.D./ M.S./ M. Phil. Researchers the technical staff should assist the research scholar with approval of the Laboratory in charge.
- ii. Not only help in the preparing the experimental setup whenever needed, the technical staff shall assist the researchers in taking readings/measurement and in the operation of gadgets.
- iii. As an Institute, emphasis will be on sponsored research projects and consultancy, many research projects involve experiments, testing etc. Therefore, the technical staff of the laboratory should extend co-operation for help to the project coordinator of project associates in their endeavour.
- iv. Even if the work involved beyond the working hours of the institution. Technical staff will have to render assistance to the project coordinators.

31.4.3. Testing for outside agencies:

The Institution may get requests for testing component material, etc. for certification from different sources. While conducting testing along with the faculty member, the technical staff should make utmost precaution in preparing samples and careful in testing, so that credibility ensured in certification.

31.5. Examination related activities:

The duties of responsibilities during practical examination are as follows.

- i. Issue of instruments and other equipment to the students as per the instruction of the examiners appointed for the purpose.
- ii. Desist from revealing to the student any confidential information. Relating to the content & scope of the practical test given to the student.
- iii. Desist from giving any prompt or assistance to the students who are undergoing examination thereby not jeopardising the sanctity of the examination.
- iv. Checking all the equipment, machinery or tools for any defect and rectify the same so that the students do not face any difficulty during examination.

31.6. Workload:

- i. A fulltime technical staff should perform minimum 42 (forty-two) hours of work per week for the Institute on a six-day week basis. The institute has the right to fix the working hours of days depending upon the exigencies. The forty-two hours is only the minimum but technical staff is expected to devote more time to help faculty in connection with execution of sponsored projects, consultancy work continuing education, summer courses, etc. in addition to their normal routine work.

- ii. It is quite likely at some time there may not have much work in particular laboratory. Therefore, the H.O.D Concerned/ Principal will redeploy the technical staff depending on the need so that the workload is even out among the staff of the departments.

32. PART CONDUCT RULE:

32.1. General:

- i. Every employee shall confirm to and abide by the rules and shall observe, comply with and obey all orders and directions which may from time to time be given to him in course of his official duties by a person or persons under whose jurisdiction, superintendent and/ or control he may, further time being be placed.
- ii. Every employee shall use his utmost endeavour to promote the interest of the Institute and shall show courtesy and attention in all transactions.
- iii. Donothing, which is unbecoming of an employee of the Institute.

32.2.Integrity:

- i. Every employee will at all times maintain integrity and devotion to his duty and act to the best of his judgment in the performance of his official duties or in exercise of powers conferred on him.
- ii. Every employee shall also take all possible steps to ensure the integrity and devotion to duty of all the employees for the time being under his control and authority.

32.3. Misconduct:

32.3.1. *Misconduct, penalty for misconduct, disciplinary proceedings:*

The term "misconduct"denotes an offence of an act of commission or omission on the part of the employee which falls within the general connotation of the word "misconduct" and understood generallyand shall be deemed also to connote an offence or acts or commission under or against rules regulations and practices of the Institution detailed in the clause of service rules, specially.

Clauses of the Code of Conduct without prejudice to the generality of word the misconduct the following acts of omission or commission shall be treated as misconduct on the part of an employee.

- i. Late attendance or absence from duty without notice or permission.
- ii. Leaving the place of work during working hours without permission orabsence without permission from the place of work.
- iii. Laziness, inefficiency or careless for work.
- iv. Obtaining Leave or attempting to obtain leave on false pretences.
- v. Refusal to accept, receive, takedelivery of notice or letter or any communication from the college authorities.
- vi. Borrowing or lending money in the college premises.

- vii. Improper or discourteous behaviour towards others, shouting, speaking loudly or making nuisance and noise in the college Premises.
- viii. Late attendance for 3 days in a month or absence from duty without intimation to the appropriate authorities.
- ix. Failure to report a disease, an employee which may endanger others.
- x. Using institutional facilities unauthorized for personal gain.
- xi. Sleeping or dozing on duty.
- xii. Neglect of duties assigned to the employee.
- xiii. Entering of section or department except for purposes assigned duties.
- xiv. Late-coming or absence of a habitual nature.
- xv. Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty.
- xvi. Engaging in private work or trade within the college premises or engaging in the same or a different profession outside the Institute without written permission of the principal/ authority.
- xvii. Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report. Promptly any occurrence or defect or mistake which might damage the property of the Institution or that of any others.
- xviii. An act of conduct within/ or outside the premises which is likely to endanger the life or safety or the good name of a person.
- xix. Failure to observe safety instructions or make use of safety devices provided by the management or failure to take preventive measures.
- xx. Unauthorised handling or misuse, mishandling of a machine, apparatus, equipment or materials.
- xxi. Failure to report loss of tools or materials entrusted to him in the performance of duties or failure to account for the same.
- xxii. Using indecent language or making false allegations against co-employee or others, speaking in an abrasive manner to superiors or others.
- xxiii. Insubordination or disobedience whether alone or in union in with others non compliance of order of superior or instigating others to insubordination or disobedience.
- xxiv. Refusal to accept or obey an order of transfer from one job to another or from one department to any others place of the Institute.
- xxv. Furnishing false or incorrect information/ credentials or withholding relevant or pertinent information at the time of appointment or any other time.

- xxvi. Trespassing or forceful occupation of the portion of the premises unauthorised use or occupation of accommodation or refusal to vacate the same when told to do so by the college authorities.
- xxvii. Unauthorized use of the name, false designation, address, telephone or any other description of the college.
- xxviii. Theft, fraud or dishonesty in connection with business or property of the institution or of other employee or visitors to the institution or attempting to do so.
- xxix. Tampering with the records of the Institution, falsification, defacement or distraction of the records of the Institution including those pertaining to the employees or attempting to do so.
- xxx. Disclosing to an authorized person without written permission of the College authority, information affecting the Interest of the Institution with regard to procedures, practices & functioning of the Institution.
- xxxi. Gambling within the premises of the Institution.
- xxxii. Bringing liquor or other intoxication including addictive/ drugs to the Institution consuming intoxicants in the Institution premises or reporting for work in an unfit condition because of previous indulgence in or under the influence of an intoxicant or disorderly indecent behaviour in the premises of the institution or inside the premises where such behaviour is connected with employment.
- xxxiii. Possessing fire arms, others weapons or other articles in the premise, detrimental to the security of the Institution or persons.
- xxxiv. Soliciting, demanding, collecting or canvassing of money from anyone or sale of any kind of tickets goods within the premises for a purpose of reason without prior permission of the college authority.
- xxxv. Creating disturbance or nuisance inside or in the immediate neighbourhood of the premises including the residential sector, hostels (Men and women) by fighting, abusing threatening to assault other employee(s) other rioters for disorderly behaviour.
- xxxvi. An act subversive of discipline or good behaviour in the premises or outside the premises if it affects the discipline or administration, or reputation of the Institution or has a bearing on the smooth and efficient working of the institution.
- xxxvii. Intimidating other employees by threats, pressures or other means with a view to preventing them from attending their duties or to join in a group.
- xxxviii. Erection, inscription, exhibition of a matter whatever at any corner of the property of the Institution including its building, walls, fences, trees, boards or vehicles, disfiguring of an inscription notice or publication put up by the Institute.
- xxxix. Unauthorised removal from or affixing of notice on the notice board or any other place of the Institution or its premises.

- xl. Preaching, carrying on or canvassing for religious or political activities on the premises, in any manner. Whatsoever, without the prior permission of college authority.
- xli. Preaching of or inciting disaffection or violence in relation to matters and people concerning the Institute.
- xliv. Holding a meeting without permission, staging or participating demonstration, shouting, forcing others to join in group action or picketing within the premises.
- xliii. Participating in a strike or stay in strike or abetting, initiating instigating or acting in furtherance of a strike or stay-in strike.
- xliv. Delay in performance of work, go slow in the work or pen down work or instigating thereof.
- xlv. Gheraoing, surrounding, forcefully detaining the superiors of other employees of the Institution, or restoring to hunger strike or similar action in or outside the premises.
- xlvi. Obstructing the movement of goods, persons or vehicles pertaining to the activities of the Institution.
- xlvi. Wilful damage to work in progress or to the property of the Institution.
- xlvi. Indulging in an act of sabotage affecting thereby the smooth functioning of the Institution.
- xlix. Commission of an act subversive of law which amounts to a criminal offence involving moral turpitude whether committed within or outside the primness of the Institution, offence punishable under the Indian Penal Code whether committed inside or outside the Institution or conviction by a court of law for a criminal offence involving moral turpitude.
- l. A conduct prejudicial to the interest or reputation of the Institution or an act of conduct involving moral turpitude inside or outside the premises.
- li. Habitual breach of a standing order, service rule or any other regulations in force in the Institution.
- lii. Commission of any act subversive of discipline or good behaviour.
- liii. Taking private tuition or running coaching classes without permission of the head of the Institution.
- liv. Refusal to go for a health check up to outside doctor.
- lv. Wilfully and deliberately, destroy the property of the college.
- lvi. After making attendance and leaving the Institute without prior permission of the College authority.
- lvii. Misbehaving with students/ parents/ guardians/ authority/ member of management.
- lviii. Dereliction of duties.
- lix. Wilfully deliberately not taking class as per the schedule of the routine and going late to the class leaving the class early.
- lx. Poor performance for teaching students in the classes.
- lxi. Litigating the students against the college authority/ faculties and employees of the Institute.
- lxii. Not wearing prescribed uniform in the college.

- lxiii. Not wearing identity card during working hours.
- lxiv. Refuse to comply any reasonable instruction of the college authorities/ superiors illegal confinement of management staff.
- lxv. Writing of anonymous letters of threatening criticizing the superior, any colleague peer, or any subordinate staff of the Institution.
- lxvi. Approaching higher authority for personal promotion or favour or gains whether directly or through other people.
- lxvii. Refusal to act in higher position, if offered by the Management.
- lxviii. Misappropriation and defalcation of the Institute funds.
- lxix. Violation of order regarding attendance and discipline joining or continuing to be a member of an association, the objects of which are prejudicial to the interest of the Institution or public order or morality.
- lxx. Pasting any posts against the management inside the college premises.
- lxxi. Aiding, abetting or instigating in resorting to unfair practice of any nature whatsoever in any examination conducted by the Institute or BPUT or any other Institute inside the College.
- lxxii. Wilful slowing down in performance of work or gross negligence in duty involving or likely to involve the Institute in serious loss or tarnishing the image of the college in public.
- lxxiii. Tampering the mark, journal/ examination records/ service book/any college record.
- lxxiv. Disclosing question set for the examination.
- lxxv. Wilful negligence and deliberate discrimination in valuation of examination papers and tabulation of marks in any examination conducted by the Institute or university/ practical/ internal assessment examination.
- lxxvi. Deliberate attempt to teach in haphazard manner and to come regularly late to the class for teaching or to create fear psychosis in the minds of students or to teach in a manner compelling or inducing the students to take up private tuition.
- lxxvii. Taking up private tuition.
- lxxviii. Failing to show proper consideration, courtesy or attention towards the students or other employees of the college unsatisfactory behaviour while on duty.
- lxxix. Organizing, instigating employees to observe illegal strike or stop work or resort of agitation in whatsoever manner before exhausting all course of action for redress of grievances.
- lxxx. Remaining absent unauthorised, without intimation or without sufficient grounds.

- lxxxii. Unauthorized action, misusing powers of his/her superiors of that of the management /authority which creates or is likely to create disturbance in the college or put the authority/ management in difficult situation.
- lxxxiii. Wilful violation of service conditions, which creates or is likely to create indiscipline among the employees suing the Governing Body or management without explicit permission on of the Management.
- lxxxiiii. Bigamous Marriage- No employee having a spouse living shall enter into or contract marriage with a person having spouse living or in any person provided that Management may permit an employee to enter in to or contract such marriage as referred to above that such marriage is permissible under the personal law applicable to such employee & the other party to the marriage and that there are other grounds for doing so.
- lxxxv. The personal conduct during or outside the college hours.
- An employee engaged in the profession of teaching should be careful to see that his/her, conduct before the student is ideal and that any shotof interaction between his/ her colleagues or which any pupil of the college dose not exhibit a bad example before the students which may have adverse effect in the tender minds of students. He/she should not engage himself/ herself with such action of personal immorality to damage the reputation of the college in public.

33. SEPARATION OF SERVICE, OF AN EMPLOYEE (SUSPENSION):

- Principal/ Secretary/ designated authority shall have the right to place any staff under suspension on the charges of misconduct.
- An employee who is detained by police or judicial custody whether on a criminal charge or otherwise for a period of 48 hours or exceeding that or is sentenced to a term of imprisonment. Exceeding 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 by retention/ conviction by an order of the Chairman/ President and shall be under suspension until further order will be initiated by the Principal to the President through proper channel if it is published in newspapers/ electronics media or any other sources. If the Principal fails to act, accordingly the authority will seriously view it.
- In a case wherein a member of the teaching or non-teaching staff, any misconduct in the discharge of his/her duties the president of G.B. has got the discretion towards punishment such as warring censure, withholding of increment, with or without cumulative effect which will be initiated by the Principal forthwith to get approval from the President of G.B through props Channel, this file will

be moved by the Principal through proper channel to the President and action should be taken by the Principal not exceeding 48 hours.

- President of the G.B. has the power to suspend the services of a member of the Staff (both teaching and non-teaching) of the institute for any of the following reasons.
 - Serious misconduct and wilful negligence of duty.
 - Gross insubordination.
 - Physical or mental unfitness.
 - Participation in any criminal offence involving moral turpitude the services of employees are liable to terminate at any time without assigning any reasons whatsoever.
- The management/ President of G.B reserves the right to terminate the services of an employee whether probationer or regular on medical grounds on one/two /three months' notice.
- Management may terminate an employee whether temporary, contractual, probationary or permanent if he/she is involved in political activities or in a Criminal Case or in any event detrimental to the institution or the employee failed to do his duty or neglect his duties.
- The process of separation of services of employees (suspension termination) will be processed by the principal through proper channel to the president or President is informed by way of intimation by regular process of administration or by the media newspaper/students/guardians/public/staff members/ member of G.B. or from any other sources through written information, president can suspend immediately and this order of suspension will be ratified by the G.B. or in special case, he may constitute an inquiry Committee and further action will be taken on the report of the enquiry committee.

33.1.Penalties:

The following penalties may for good and sufficient reason and as here in after provided be imposed on an employee of college.

33.1.1. Minor Penalties:

- Warning.
- Memo and censor.
- Suspension from work without remuneration.

- With holding of annual increment including stoppage at an efficiency bar with or without cumulative effect recovery from pay, or from Such other amount as may be due to the employee of the whole or part of any pecuniary loss caused to the institution due to negligence by breach of orders on his part being considered for future employment in any capacity in the institution.

33.1.2. Major Penalties:

- Be dismissed from service.
- Be compulsorily retired removed from service/ discharged without super annuation benefits or.
- Be brought down to a lower stage in the scale of pay.
- Have his/her increment stopped.
- The following shall not account for a penalty within the meaning of the Rules.
- Withholding of increments for failure to pass for a promotion.
- Non-promoter after the consideration of cases.
- Reversion to a lower service, grade of posts on the ground that he is considered to be unsuitable, after trial& on administrative grounds.
- Reversion to his permanent service, grade/ post, appointed on probation to another service, grade post during or at the end of probation.
- Replacement of service.
- Termination of service.
 - Of a government servant appointed on probation during or at the end of period of probation in accordance with the terms of his appointment or rules& orders governing probation or.
 - Of a temporary servant in accordance with the terms of appointment or.
 - Of a servant employed under an agreement in accordance with the terms of such agreement (Rule -13 of OCS (CCA) Rules.

34. DISCIPLINE RULES:

- Disciplinary Authority means the authority competent to impose any penalty of various grades of employees shall be as follows.

- For principal, precedent of G.B.
- For employees of collage, principal or any person authorized by the Management.

34.1. Suspensions:

- President of the G.B. and /or Principal may place an employee under suspension pending further action in the following case where in,
- Disciplinary Proceedings against him/her are contemplated or pending.
- A case against him/her in respect of criminal offence is under investigation or trial.
- Deemed suspension for being in custody for a minimum of 48 hours.

• **Subsistence Allowance:**

- An employee under suspension will not be allowed any subsistence allowance in special cases one-tenth of the Basic salary will be paid to the employee for ninety days subject to the approval of the G.B. if the disciplinary proceeding prolonged more than 90 days, no subsistence allowance will be paid to the employee.
- When a suspended employee is exonerated, after disciplinary proceedings as where a criminal prosecution against suspended employee ends in an honourable acquittal, the salary and allowance of such an employee minus the subsistence allowance received by him/her from the date on which he/she was suspended shall be paid to him/her.
- Those employees suspended in Criminal offence under investigation or trial or being in custody for minimum of 48 hours will not be paid any subsistence allowance.
- No payment of Subsistence Allowance shall be made unless the employee Furnishes certificate to the effect that he/she was not engaged in other employment business, profession or vocation.

• **Procedure for Disciplinary Action:**

- An employee against whom disciplinary action proposed or is likely to be taken shall be informed in writing charged against him/her and he/she shall be required to submit his/her explanation if any within such time as may be specified by the disciplinary authority.
- On receipt of the written explanation or if no such explanation is received within the specified time, the disciplinary authority if not satisfied, shall frame a charge sheet clearly setting forth the circumstances appearing against the employee and shall fix a date for enquiry and appoint a person from amongst the members of the G.B. or from the management in consultation and approval from the president by processing the file, as Enquiry Officer to inquire into the charges.

- The charge-sheeted employee shall be given reasonable time to prepare his explanation of to produce any evidence in his/her defence shall be supplied with all records on which the charges are based or shall be permitted to inspect or to take extracts from such records as he may require provided that such permission may be refused if, in the opinion of the disciplinary authority, such record is not relevant of access to such records is against the public interest. He/she shall be permitted to appear before the Enquiring officer, to cross-examine any witness on whose evidence, the charge rests & to produce the witness and other evidence in his/her defence provided that the Enquiry officer may decline to cross-examine any witness or evidence on the ground that such witnesses or evidence is not relevant in the case.
- The employee subjected to inquiry shall be permitted to be assisted by a co-employee of the institutions, no outside or legal practitioners shall be permitted to assist or defend him in the enquiry.
- In all cases, the proceedings of the inquiry shall be entered in a book kept specially for the purpose, on which date the proceedings are held, the employee proceeded against, the charge or charges, the witness or evidence, if any, tendered by the charge-sheeted employee. The findings with the grounds on which they are based and the order passed shall be recorded with sufficient fullness as early as possible and such record of the proceeding shall be signed by the Enquiry officer, after which a copy of such record may be furnished to the employee concerned if so, requested by him/her in writing.
- On the conclusion of the enquiry officer shall prepare a report of inquiry recording his findings with a reason thereof & submit it to the Disciplinary Authority for taking necessary action on how.
- If the charges are established against the employee, he/she may be given a hearing as regards the proposed punishment after, which the disciplinary authority shall award such punishment as deemed necessary taking into account the gravity of the misconduct, past record of the employee and the aggravating circumstances.
- The disciplinary authority shall communicate the employee concerted the order awarding punishment or acquitting him/ her from the changes and submit a copy of the inquiry report with order passed thereof to the G.B in the next meeting for ratification.
- Pending such enquiry or initiation of such enquiry, the employee may be suspended but if on conclusion of the inquiry it is decided to take no action against the employee, he/ she shall be deemed to have been on duty and he/ she shall be entailed to full salary and all other privileges for the period of suspension and if some punishment other than dismissal/ removal inflicted, the whole

or part of suspension may at the discretion of the G.B. be treated as on duty with the right to corresponding portion of the wages.

- If an employee commits an offence involving moral turpitude, he/ she is liable to conviction and sentence. Under any portion of law. If he/ she is convicted, he/ she may be dismissed from service from the date of his/ her conviction or being given any lesser form of punishment as may be decided by the G.B. If he/ she are acquitted, it is open to the G.B. to take decision under the provision as set out above. Notwithstanding the above provision it shall not be necessary to follow the procedure mentioned above in the following cases.
- When an employee is dismissed or removed or reduced in rank on the ground of conduct which is laid to his conviction in criminal charge in a court of law.
- When the authority is empowered to dismiss or remove a person or to reduce them in rank is satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person any opportunity or showing cause or to hold the enquiry.

35. DISCIPLINARY ACTION:

- Any teacher who is violating the code of conduct defined in the chapter of this Manual will be subjected to appropriate disciplinary action by the principal/ Secretary / President.
- If an employee commits an act of misconduct or misdemeanour by violating the code of conduct, anyone can report in writing to the principal.
- The principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given as quickly as possible.
- If this principal is satisfied with the facts of the complaint on such inquiry he shall proceed with the disciplinary process, depending upon the veracity of such violation, such as detailed enquiry etc. as said in the rules.
- He shall proceed with show cause notice fully describing the offence & the action proposed to be taken giving sufficient time for the accused employee for giving his/her explanation.
- On receipt of the explanation at the expiry of time stipulated for submission of explanation, the principal shall go through the merit of explanation & decide on the course of action, which may include a punishment.
- The course of action for disciplining an employee shall be under the following categories.

- Memo & censure.
- Warning in writing, with recovery of money, where financial loss is involved in the act.
- Suspension from work without remuneration.
- Dismissal or discharge from service.
- As members receiving memos or warnings will be given punishment, where the punishment proposes, is in this category principal/ Secretary / President, shall constitute a one-man court of domestic. Enquiry to go into details in the presence of the accused, giving a fair opportunity to the accused to present his/ her case observing principles of natural justice.

36. Grievance procedure:

- The principal shall constitute a Grievance Committee to redress the grievance of the teaching and non-teaching staff.
- The Grievance committee shall be composed of among the ranks of H.O.D, and as and when required one account expert, law expert, Principal, secretary and president and administrative expert may be taken in the committee.
- Principal shall announce the names of members at the beginning of every academic year, if not constituted, he would either make a new committee or the previous committee would work under the convenorship of the principal to monitor the proceedings meet once every month on the stipulated day of time without paying a deaf year to the grievances lodged by the employee.
- Any teaching or non-teaching staff having a grievance he/she shall make a representation to the Committee through principal.
- The member secretary who is the convener of the grievance committee shall include such grievance as an item of the agenda in the next weekly meeting unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- The committee will decide the grievance lodged by the employees as far as practicable and take approval from the president.
- The member secretary/ convener shall record and maintain the minutes of the meetings.

37. LEAVE RULE:

- Leave is a privilege and not a right and is permitted absent from duty. The general principles of rules.

- Leave cannot be claimed as a right (Rule 131, OSC).
- Leave sanctioning authority may refuse or revoke leave of any kind (131, OSC).
- Leave may not be granted to an employee under suspension (Rule 132, OSC).
- Leave shall be earned by duty only (133, OSC).
- Holiday can be prefixed and &/or suffixed to leave (Rule -137 c & d OSC).
- Holiday can be prefixed to leave (rule-137(c) OSC).
- No employee who has been granted leave on a medical certificate may return to duty without first producing a medical certificate of fitness (R-140, OSC).
- Unless an employee is permitted by the Leave sanctioning authority to do so the employee on leave may not return to duty more than 14 days before the expiry of the period of leave granted to him (R. 141, OSC).
- All orders recalling an employee to duty before the expiry of his leave should state whether the return to the duty is optional or compulsory such cases are regulated under the provision of (R.142, OSC).
- No leave shall be granted beyond the date on which the employee compulsorily retires.

• **Leave Application:**

- Leave application shall be submitted to the authority/ principal well in advance and shall be got sanctioned before availing the leave. The faculty member/ H.O.D. shall make alternative and arrangement/ internal adjustment among the faculty members of his /her any other department to keep the students engaged and this principle is applicable to secretarial staff also.
- Laboratory staff shall make alternate arrangements/ internal adjustments to keep the students engaged. The same must be informed to concerned H.O.D./ Head Asst., casual leave outstation duty and duty leave application. Should be submitted to the principal all other leaves should be addressed to the principal to respective controlling authority for sanctioning.
- No leave can commence unless it had been sanctioned a mere submission of leave application dose not authorize an employee to avail the leave applied for availing of leave without getting the same sanctioned makes the employee liable to disciplinary action beside penal deducting.
- 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.

- Leave will be sanctioned on telephone for mobile message except in case of extraordinary circumstance/ sudden illness etc. This shall however be regularized immediately on joining in duty in writing & alternative arrangement for class work has to be informed to the H.O.D.
- Continued absence of more than six days or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action. Including termination of services besides penal deduction.

There are several types of leaves such are casual leave (CL), earned leave (EL), Duty leave (DL), maternity Leave (ML), Medical leave (Med. l), and leave without pay (LWP).

37.2. Casual leave:

- Every employee held on the roster of college is entitled to (one 1) day casual leave for each 24 (twenty-four) days blocked of duty performed by him/ her subject to a maximum of 15 (fifteen) days of Casual leave in one calendar year.
- The maximum period of half (1/2) day CL can be availed three times in a year in special cases more time can be granted by the authority.
- CL can be pre-fixed, suffixed with all types of holidays for regular and probationary employees only.
- No CL no vocational leave/ Sunday are allowed to casual and contractual or consolidated staff.
- CL will not be carried forward to the next calendars year and will lapse at the end of the calendars year.

- ***Admissibility of CL:***

Up to ten (10) days in a Calendar year in special circumstances special casual leave may be granted to the extent of five (5) days a year in addition to normal casual leave of ten (10) days after approval of the authority. (G.O F.D.M NO 25/68/f2)dated-15.7.1994)

37.2.2. Purpose to avail CL:

- Casual Leave is not intended for arrest or charge.
- It is meant to meet emergencies like temporary indisposition, the illness or death of near relatives, the performance of religious, rites, obtaining of medical advice or assistance, the meeting, escorting or seeing off wife or children at a port or distance railway station and the like.
- Casual Leave is not treated as absence of duty.

37.2.3. Other condition of availing CL:

- Casual leave cannot be claimed as a matter of right.
- Casual leave should not be granted in cases in which some other form of leave is appropriate.
- It shall be granted so as to cause an evasion of rules regarding.
- The date of reckoning pays and allowance.
- Change of office.
- Commencement and end of leave
- Return to duty or so as to extend the term of Leave beyond the time of admission by the Rules.
- Casual Leave or Casual leave combined with special casual leave shall not be allowed for more than ten (10) days at a time it may be combined with Sundays or other authorized holidays provided the resulting period absence from duties does not exceed ten (10) days.
- It shall not be granted on vague & general grounds as for urgent affairs or for certain ceremonies. The specific purpose for which leave is required must be stated definitely.
- No servant may be allowed to proceed on C.L. at short intervals.
- All applications for C.L. or account of anticipated causes shall under ordinary circumstances be made at least (3) days prior to the date from which the casual leave is required.
- Absence in anticipation of sanction shall not be condoned unless the necessity for the leave could not have been foreseen in which case the nature of sudden emergency must definitely is stated.
- Every authority that grants leave shall maintain a register showing the following particulars.
- Name & rank of the officers.
- Date on which leave begins and ends.
- Period of leave sanctioned.
- Balance at credit.
- Initial of the verifying officer the register should be regularly examined by the principal/ inspecting officer.

- 43(5) The employ intending to leave his headquarters station during leave must obtain necessary prior permission from the authority except in emergencies and furnish his address which will find him during leave (R.20B of leave procedure rule/ Appendix – 13 of OSC).
- When an employee fails to resume duty on the expiry of the sanctioned leave granted to him in spite of repeated information & in view of exceptional circumstance of the case otherwise determine to remove from the service after following the procedure. CCA rule of 1962. (R-13 (4) of Govt. Leave rule /appendix – 10 of O.S.C).
- The employee on leave may not take any service or accept an employment including the setting up private professional practice without obtaining previous sanction by the authority.

37.3. Earned leave (E.L):

- Earned leave (E.L.) means leave earned in respect of periods Spent on duty. The vocational employee will avail E.L. i.e., $3.5 \times 7 / 178$ (approximates 11 days) annually.
- The non-vocational employee such as gardener, watchman, cook, pump driver and vehicle driver etc. will avail 1/22 of duty subject to maximum thirty (30) days annually.
- *N.B. The Rule 44(i) and 44(ii) are applicable to the regular staff only.*
- The E.L shall be credited in the previous year on the 1st January of each year.
- The E.L may be granted for such a reason as may be considered by the competent authority to grant such leave which may include.
- Urgent family affairs.
- Illness of a member of the family of the applicant.
- Illness of the employee concerned when E.L is applied for illness /medical ground, he/she should apply E.L to cover a period of illness together with a medical certificate of a medical practitioner whose minimum degree shall be M.B.B.S (Allopathy) or B.H.M.S (homeo) or B.H.M.S. (Ayurvedic) the unfit medical certificate (M.C.) should be submitted within (3) three days from the onset of illness.
- In order to avail E.L, the eligible employee has to apply in the prescribed Leave Application form as per Appendix no -1
- There is no provision for staff members to avail the E.L. on private affairs.
- Non-vocational staff should be granted E.L for a minimum period of three days.

- Unveiled E.L, up to a maximum accumulation of Ninety (90) days shall be allowed during the whole period of service & beyond such leave will automatically be lapsed. No encashment of leave is permissible.

37.4. Maternity leaves (M.L.):

- Married woman will be entitled to three-month (90) days maternity leave with full pay for both antenatal & postnatal periods of pregnancy provided she has already served the college for a period of two years immediately preceding the date of her leave.
- Maternity combined with any other Leave may be granted only if medical certificate issued by the attending registered medical practitioner supports the application and the maternity leave may be granted up to a maximum of two children. The resumption of duties after expiry of M.L may be considered on submission of fitness certificate issued by the attending medical practitioner.

37.5. Duty leave (D.L.):

- An activity of an employee which can bring recognition to the institute may be considered for grant of this leave.
- Duty leave may be granted for one or more of the following purposes.
- To deliver the academic lecture.
- To work on behalf of the college or to attend technical workshops/symposiums at the national/ international level.
- To read/ present research papers in a conference / symposium of national/international level.
- To attend selection Committee or other such like committee meetings provided they are convened by a statutory body/ University recognized by the govt.
- To inspect academic institutions attached to a statutory body or a university recognized by the govt. the duty leave will be restricted to a maximum of ten (10) days during a calendar year subject to the following condition.
- There exists a written request from the competent authority.
- The papers have been accepted for presentation & communication to this effect was received in writing/ mail to the authority.

37.6. Outstation duty (O.D.):

- O.D. will be granted when staff member is required to go out on official duties as approved by the principal /designated authority.
- When a staff member goes for examination valuation, numbers of days on O.D limited to fourteen 14 days & if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff unless approved by the designated authority/ Principal. The theory examination & paper valuation, viva-voce, and synopsis submission, however, this limit is not applicable to centralize valuation camp of the college.
- Principal / H.O.D has the power to distribute duty among the faculty members so as not to exceed the allowable limit.
- The staff members are permitted to go on, "On duty" for academic works of the colleges such as Board of studies, Academic council, Staff Selection Committee, Accreditation Committee, Resource person for other Colleges & other committee/council formed related to the works of AICTE/ other prescribed bodies, etc. after obtaining prior written permission from the H.O.D and Principal. The staff members availing O.D, are entitled to draw salary in full for the entire period of O.D. The teachers availing O.D is permitted to enjoy the remuneration given by the university or any other academic Bodies.
- In all the cases, prior written permission has to be obtained from the Principal through H.O.D.
- The principal / designated authority shall have the right to cancel the leave sanctioned earlier for any emergency work in the college.
- No study leave shall be allowed to any faculty members of the Institution with Leon or without Leon.
- **Medical Leave:**
 - The entitlement to Medical Leave in one Calendar year which will not be carried over to the next consecutive year, and the leave will lapse at the end of every calendar's year. Medical Leave can be availed only one medical ground. The application for medical Leave should be supported with Medical Certificate within seven days of the commencement of leave.
 - The authority has the right to refer the application to a doctor/hospital of his choice in case of doubt on genuineness of the application.
 - Medical Leave application shall always be accompanied by a medical Certificate.
 - Sundays & holidays can be prefixed/ suffixed to medical Leave However, intervening holidays are counted as Medical Leave.

- Medical Leave will be granted only on completion of other types of leave in a calendar year.
- Medical leave will be granted as per the recommendation of the H.O.D and principal/ Secretary.
- Medical Leave can be availed only on the case of illness requiring hospitalization.

37.8. No work No pay:

- In all cases of absence from duty without leave or permission or where an employee fails to discharge his duties the principle of "no work no pay" shall apply.

37.9. Half pay casual Leave:

- The employee taking half-day's casual leave for the forenoon session has to come to office at 2 pm.
- Taking half day's casual leave of the afternoon session may leave office at 1.30 pm.
- Half day's casual Leave is meant for urgent private work, which does not require a full day's casual leave.
- if may be granted in conjunction with one day's casual leave It is subjected to maximum limit as prescribed for casual leave (F.D. NO 25/68/ dt. 15.07.1994).
- **Absence without leave:**

For availing leave usually prior sanction is necessary. This is of course an exception to casual leave and medical leave otherwise an employee must his leave sanctioned in the first instance and they proceed even with regard to the extension of leave, the employee must apply fairly in advance before the expiry of the Leave originally granted, Absence without leave is also a misconduct on the part of an employee for which action can be taken against him.

37.11. Leave sanctioning authority:

Leave Sanctioning Authority shall be principal/secretary. The application should be routed through respective controlling authority.

37.12. Quarantine Leave:

- On full pay be granted to an employee who is prevented from attending duty on account of the presence of infectious disease in his house at the headquarters. Such Leave may be granted up to 10 (ten) days by the authority principal/ secretary competent to grant regular leave on the basis medical Certificate. For this purpose, only cholera, small pox, chicken pox, corona and cerebra-spinal-meningitis, shall be considered as an infectious disease.

- A leave account referred to casual & other rule may be maintained in the form shown in **Appendix No -2**
- The leave account maintained in an institution shall be subject to inspection by principal and officer authorized by the Management.

Interpretation:

If any question arises regarding Leave rules, the decision of the Management thereon shall be final.

38. CLASSIFICATION OF EMPLOYEES:

Employees may be classified as regular, probationers, on contract, temporary, consolidated, casual and part time, Ad-hoc and employment on project.

38.1. Regular Employee means one who has been appointed in a substantive capacity latter formally confirmed after successful completion of the probationary period or otherwise.

38.2. A probationer means one who is on probation, the probation period will be one or two years maximum. After completion of Probation successfully his service will be regularized with availing all benefits otherwise if his services will not be satisfactory no extenuation will be allowed means his services will be terminated.

38.3. A contractual Employee means an employee who has been employed for a specific period under a term of contract of employment/appointment which automatically ceases after the expiry of period of or completion of job, The appointment will be for Eighty-nine (89) days and can be extended with a one-day break of service.

38.4. Temporary employee means person who is appointed on a temporary post or in a temporary capacity for a permanent post.

38.5. Casual Employee means one who has been engaged on an occasional nature of job /post, on a day-to-day basis.

38.6. A part time employee means one who has been employee on any job /post on part – time basic.

38.7. Ad hoc means one who has been employed on a particular post /job purely on an ad hoc basis and does not fall in any of the above categories.

38.8. Employment on Project means one who has been employed for a project. If a position at the institution is funded by a grant or a project, it is subject to the availability of funds. In the event that the grant or project funds are exhausted on to seduced or the grant or the project as completed or cancelled this employment may terminate without the right of employee's appeal.

39. RECRUITMENT:

- Source of man-power for recruitment purpose, the following may be followed viz, though.
- Open advertisement in leading newspapers.
- Consultancy /service provider.
- Campus interview through advertisement.

Method of Recruitment:

For smooth running of the different departments of the college, all the categories of posts shall be made by the appointing authority on the recommendation of the selection committee constituted by the G.B / standing recruitment committee.

39.2. Qualification & experience:

- For the appointment of teaching and non-teaching staff, as is applicable for AICTE norms.
- Vacancies arising out of death retirement termination, retrenchment and resignation of the employee & newly created posts by the authority/ AICTE, etc.
- Candidates without requisite qualification from recognized institutions shall not be recruited in any condition.
- The G.B. shall set the detailed criteria and creates the number of posts wherever necessary for recruitment on the basis of guideline given by the Department of Higher Education, university and AICTE. The interview shall be conducted by the selection Committee constituted as follows.
 - Precedent, G.B (Chairman of the committee) or his nominee.
 - Secretary member of the committee.
 - Principal convener.
 - One senior office bearer of the management.
 - Two subject experts, out of which one is educationist and the other administrative expert wherever necessary.
 - The faculty member of the institute will be considered along with outside candidates who apply against the notification.

- A shortlisted candidate will be called for an interview taking into account qualification experience, academic and research contributions, projects executed, publications etc., the position will be filled up by the meritorious candidate selected by a committee under mark-basis as follows:
- All appointments of the staff by the Institute both teaching and non-teaching shall be made only by the G.B. of the institute through its president/secretary or any person authorized by G.B.
 - The appointments with or without grades, in the institute will be created on ad-hoc, temporary consolidated, contractual & regular basis by the G.B. as per the requirement of actual manpower from time to time.
 - The man-power requirement shall be ascertained on the basis of a desirable norms prescribed by AICTE or appropriate authority from time-to-time additional posts may also be created as required for extension of specific projects or research and development activities.
 - The appointment of Principal & all other teaching faculty members shall be made by the G.B through its president of G.B. after ratification or his/her appointment by the selection committee constituted in accordance with the provision of the affiliating university/AICTE/ PCI or process as mentioned in clause No 5 for the purpose.
 - The selection committee will judge the suitability of all the candidates & the latter of appointment shall be issued after approval of the president G.B forwarded by the principal/secretary.
 - Every appointment whether ad-hoc, temporary, contractual or part-time will be made for a specific tenure & all such appointment shall become invalid from the date specified in the appointment letter/ contract such appointments may however be extended subject to satisfactory performance & such extension should be approved by the president, G.B. failing which no extension shall be considered valid & binding on the Institute.
 - Candidates selected for interviewer to a post under the institute may be paid such a travelling allowance (T.A) or not as may be determined by the G.B from time to time.
 - Every appointment made in the Institute shall be submitted to the G.B. in its next meeting.

39.3. Termination:

- The G.B. shall have the power to terminate the services of any member of the staff without any cause assigned during the period of probation. However due notice shall be given for non-probationary staff is as under.

- Three months' notice to Principal and Professor.
- Faculty members, laboratory Staff and all other staffs one month or end of semester/ academic year whichever is later the G. B-shall have the power to terminate the services of any member of the staff or on payment of one month salary or one month notice on either side in lieu thereof.
- An employee of the institute may terminate his/ her engagement by giving appropriate notice in writing through Principal to the G.B. At the event of any, act prejudicial. To the interests of the institute by an employee, he/she service may be terminated by the President G.B Without any notice or payment in leave of notice.
- Service of an ad-hoc, temporary, contractual or part-time employees shall come to an end on completion of specified work for which he/she was employed or on the expiry of the period for which he/ she was appointed, whichever is earlier.
- But before expiry of the said period of work, as the case may be services of the employee would be terminated by the President, G.B by giving one month notice or one month's Salary in lieu of notice without assigning any season whatsoever.

• Retirement:

Every employee of the Institute shall retire on attaining at the age of sixty (60) year or provided by regulated bodies like AICTE/ State govt. and in force from time to time. Extension or reemployment may also be given according to such provisions at the discretion of the G.B only, on such terms and conditions, it deems fit on written agreement wherever necessary.

39.5. Terms of temporary Employment:

The terms of temporary employers shall be liable to terminate at any time by notice in writing given either by the employee to the G.B or by G.B to the employee. The period of such notice shall be one month unless otherwise agreed to by the institute and the employee. The other terms and Conditions of service of such employee shall be such as may be specified by the G.B. in his/her letter of appointment.

39.6. Appointments on Contract:

Notwithstanding anything contained in these service rule, the G.B. may in special circumstances, appoint an eminent person on contract for an initial period not exceeding one year, with a provision

of renewal for further period of one year on such terms conditions it may deem fit. The maximum period of appointment will be two years only.

39.7. Place of posting:

Whilst the place of work of an employee will either at the registered office of promoter society/ at head office or at the institute in the location. All employees may also be transferred by the G.B. to any other institute at any other location which way here-in-after be established or managed by I.P.T. In such an event the transferred employee shall be obliged to relocate unconditional.

40. SALARIES AND ALLOWANCES:

- AICTE / State Govt. guidelines shall be followed for pay fixation in general.
- The management reserves the right to offer special pay to deserving employees. T.A. and D.A. shall be used as per the IPT. Rules as framed from time to time taking into consideration of T.A and DA. Rule framed by the govt. of Odisha but it is not binding.

41. CAMPUS CODE OF CONDUCT:

- Students are expected to maintain the highest standard of discipline & dignified manner of behaviour inside as well as outside the college campus. They shall abide by the rule of regulations of the college & should act in a way that highlights, the discipline & esteem of the college.
- A six-day working schedule from Monday to Saturday is followed classes are scheduled from 9 A.M. to 5 P.M. or as per the routine time of the students are expected to be seated in the classroom/lab, at the scheduled time provided in the routine.
- All the students are expected to be present in class well in time, late coming will attract a fine of Rs.100/- Late coming will also be considered loss of attendance shall be added to the student's record in the prostomial system.
- No student shall enter or leave the classroom when the session is on without the permission of the teacher concerned.
- In the events of student's seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- Students are not allowed to leave the campus during class hours.
- All the students shall leave the classes immediately after the last hours. Students are not to stay back in the classroom/lab beyond normal working hours unless there is special permission/special class.

- No students shall wander or gather on the veranda corridor and staircase, etc. Canteen, coffee shops, stationery store & bank to be visited only during intervals of non-working hours. Unauthorised absence from the class will attract disciplinary action.
- All kinds of tattooing, body piercing hair styling of costumes that go against social norms which could go against, the spirit of IPT academic values will be referred to the disciplinary committee. Any dress code violation noticed within the campus will attract a fine of Rs. 300/- & could initiate further disciplinary action.¹⁶⁹
- The students are not permitted to use vehicles in the college campus in a rough manner & shall park their vehicles in the designated places.
- Students are expected to maintain silence in the academic buildings. Any deviant behaviours such as hooting whistling littering etc. will be treated as instances of indiscipline.
- For independent study students are expected to use the classrooms, the library of the demarcated areas of academic building & shall not resort to sitting on staircases or circulation areas where they could interfere with the free moment.
- The students are encouraged to make use of the library common computing facilities to involve in professional body activities or any programme authorised by the college beyond class hours. However under normal circumstances Students shall retreat to their hostels on residences.
- Access to the academic building beyond the above timing & on holidays without written permission from the authority is treated as a case of indiscipline.
- All the students are advised to follow the IPT mobile phone policy & bring to the notice of the authority violations if any.
- Accessing social networking sites such as Facebook, Twitter etc. is prohibited within the college campus, however, access to this site is permitted in the hostel building during time slots specified by hostel Wardens.
- Keep the campus neat & clean don't put any wastage articles anywhere in the campus except in the wastebaskets. Any violation of it shall invite a minimum fine of Rs 100/-.
- All the classrooms shall be kept neat and tidy personal belongings such as shoes, and lab coats shall not be stored in the classroom.
- Consumption of intoxications/psychotropic substances in any form or smoking or using chewing gum, betel etc. are strictly prohibited.
- It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture, which could deface the college and destroy the academic ambience.

- Carefully handling furniture's equipment's, fixtures and appliances of the College & lab careless handling /misuse of the above could result in personal injury, or damage to the property, follow safety precautions near moving machines and electrical installation. In the event of damage to property, responsible Students will have to, bear the cost of replacement/repair with a fine.
- Students are not permitted to arrange any unauthorised celebrations and decorations of any magnitude on the campus.
- Students are not permitted to distributed (both physically and electronically) material such as notices, banners etc. on campus without the permission of the authority.
- Students are expected to make use of academic, co-curricular and extra-curricular facilities available to the optimum levels. This will certainly make them physically fit academically competent, mentally alert, socially sensitive.
- Students who intend to represent the college in intercollegiate events shall take prior permission from concerned authorities and selection will be based on parameters such as academic performance, attendance, character, existing academic pressure competence of students in the proposed event for participation.
- Absence from the college will not be entertained beyond ten working days from the actual date of leave under any circumstance.
- During internal examination students are not allowed to leave the hall from the beginning of the examination and students have to occupy their seats five minutes before the commencement of the examination.
- Appearing at all the internal examinations is mandatory for the entire student.
- Political activities in any form are not permitted in the college campus unauthorised meetings, propaganda work, procession or fund collections are forbidden within the college, hostels of outside the College.
- Students shall comply with all the instructions of accompanying staff during industrial visits of educational tours. Any deviant behaviours during the college-organised programmes will attract disciplinary action.

Harassing juniors:

- Ill-treating fellow students or any form of ragging are prohibited and liable to be treated as a criminal offence by the law enforcing agencies as per the directives of the honourable Supreme Court of India.
- Misbehaviour towards girl students use of threat or violence against members of the staff or fellow students will be considered as cases of misconduct.

- Pay fees Mess Bills etc. in advance or in time to avoid fines.
- Any violation of the above rule will invite penalty in the form of warning, fine, bringing of parents notice or any course of corrective measures as found suitable by any staff member or higher authority of college on the case may be.
- Expulsion from the college is enough for expulsion from the hostel.
- In case of any distance of non-compliance of existing rules or any observed matters/behaviours that violate the code of conduct of IPT, all the staff members are empowered to initiate the disciplinary proceedings by filling a standard for which in term may leave to of the constitution of an inquiry committee of furthers Proceedings.

42. FINE POLICY OF IPT:

The money collected from the is students as fine on instances of non-compliance with the rule and norms will be kept in a separate account and will be utilised for purposes such as charity, scholarship, students' curricular activities and innovation / Maintenance in care of damage to property.

43. FORMATION OF MANAGEMENT OF IPT:

- The Management /G.B. of IPT shall be framed by the Registered Society as per the guidelines given by AICTE.
- The G.B. shall have at least eleven (11) members, including President & Member Secretary registered trust / Society and the company shall nominate six (6) members, including President and the member-secy. And remaining five (5) members shall be nominated as indicated below. In addition, the society shall select 4 (four) permanent members out of which one will be president, one Secretary and two other members will be either educationists or education -enterprises. These are the foundermembers.
- Out of five, one is the nominee of an affiliated university.
- One member is nominated from AICTE ex-officio.
- One nominee of the state GOVT ex-officio.
- One member industrialist/technologist educationist from the region nominated by the State Govt.
- Principal as the nominee of the society.
- The principal will be the member-secretary as per the decision of the management or when the situation requires.
- Two faculty members are to be nominated from amongst the regular staff one at the level of professor and another at the level of Asst. Professor as decided by the Staff.

43.1. Tenure of G.B.

The renewal of the G. B will be made after three years from the date of formation by the society.

43.2. Membership of the Society:

Any persons who agree to subscribe Rupees one lakh to the society should apply to the society by filling out a prescribed form Subject to approval by two/third members of the society & on payment of entry fees Rs. One lakh and a monthly fee of Rupees one thousand will be a member of society. The minimum qualification of a member should be a Master's Degree in science, commerce, Arts, medical or any technical or equivalent.

43.3. Office Bearers of the Society/G.B.

Shall be president, Vice President, Secretary & Members. They will discharge such duties as may be assigned to them by the G.B.

43.3.1. President:

- The President shall preside over all the meetings of the G.B. and general body. In the absence of the President, the Vice President will preside & carry out the function of the President. In the absence of the Vice president, the G. B. shall nominate any member to preside over that meeting (Governing Body & general body) as the case may be. In the absence of the secretary, the principal, with the President or Vice President's approval, may carry out the Secretary's duties.
- In addition, the President will perform the duties as chairman of all the Selection Boards of the Institute & all the committees above-mentioned & he shall ensure that the decision was taken in the GB. Furthermore, the secretary will implement and arrange the regular meeting.
- In case the secretary defaults in Calling the meeting of the G. B, as directed by the president, the President shall have the power to make such arrangements as he deems appropriate so that the meeting may occur.
- Any dispute arises either in the G.B. or in the society, the decision of the President is final & binding
- Any member who shows discourteous behaviors or expresses high-handedness in the meeting or any of co-members or his activities go against the smooth running of the forum, and the President may debar him from the meeting or cease him being a member of the G.B. His decision is final & binding.

43.3.2. Vice president:

The Vice President will preside over all meetings of the society & G.B in the absence of the president or by his direction. Besides that, in all the committees, in the absence of the President, he will preside, on other matters, whenever necessary; he would work as an advisor. The duties of the Vice President would be to look after the overall functioning of the college. He will also look after

the proper implementation of the decision of G.B. for smooth functioning & will give direction whenever required.

43.3.3. Secretary of the G.B.

- Shall be the principal executive and be competent to make correspondence on behalf of the G.B.
- Convene meetings with the President's approval and draw up each meeting's proceedings to the President for confirmation.
- Gives an effect to the decision of the G.B.
- Remain in charge of properties, title deeds, documents, and papers related to the needs of the college.
- Make all payments and sign receipts other than receipts from fees and fines on behalf of the G. B through the principal.
- Operate college accounts in any bank or post office through the principal.
- Receive donation if so, authorized by the G.B.
- Exercise such other powers and perform such other functions as may from time to time be assigned on him by the orders of the G.B /university /govt. etc. or any higher authority.
- Secretary may institute legalization, or legal action will be initiated against the secretary for loss of property and misappropriation of society's funds.

43.3.4. Members:

- The members will attend meetings on the scheduled date & time when invited by the Secretary with the approval of the President.
- Members will take part in deliberation & discussion on the agenda to arrive at the resolution in a disciplined way.
- He may be one of the members of a sub-committee whenever required; the members are supposed not to interfere with day-to-day activities and the college's administration.
- He can suggest any proposal in the meetings for the overall development of the college.

43.4. Quorum:

Secretary will sue cases or case can be sued again for misappropriation of funds and assets of the institute. The quorum of any meeting, either general or G.B., shall be the presence of not less than half of the members of the total member of the such body (Society, GB).

43.5. Interpretation:

When any dispute arises either in the G. B. or in society, the decision of the President is final and binding.