HR POLICY MANUAL

KGiSL INSTITUTE OF TECHNOLOGY

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KGiSL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University Chennai)

#365, KGiSL Campus, Saravanampatti, Coimbatore – 641 035.

PREAMBLE

- This document shall be called as “HR POLICY” of KGiSL Institute of Technology, Saravanampatti, Coimbatore run by the KGiSL Trust.
- This shall be applicable to the Employees of KGiSL Institute of Technology.
- This shall be in force till the Amendment / Modification comes into effect.

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CHAPTER 1: RECRUITMENT AND PROMOTION

1.1. SCREENING:

Recruitment is normally done during April / May.

a. The number of Vacancies for different cadres shall be communicated by the Principal / Designated Authority based on the Student Strength / Existing Faculty / Resignations or Terminations of Employee, to the Management for Approval.

b. Vacancies shall be advertised in Leading Newspapers or Social Media and Institution Website

c. Screening of Applications shall be done by the respective Screening Committee.

d. Screening will be done as per the Qualification, Experience and Other Credentials prescribed by AICTE, Anna University and Selection Committee.

e. Shortlisted Candidates shall be informed through Mail and over Telephone by the HR Department.

1.2. INTERVIEW:

Selection Committee for Interview shall be constituted and functions as per the Guidelines approved by the Governing Council. The Committee consists of the following Members:

a. Director (A&A)
b. Secretary of the Institution
c. Principal
d. Subject Expert
e. Followed by HR Formalities.

The applications received will be Short-Listed through Technical Assessment round based on Qualification and Experience and the Short-Listed Candidates will be called for Personal Interview and Selection will be made on Merit.

1.3. PAY FIXATION:

Pay for the Selected Candidates shall be recommended by the Selection Committee as per the AICTE norms for the respective post, and as approved by the Governing Council based upon the Qualification and Experience of the Candidate and other Credentials. Higher Pay Packages for exceptionally Meritorious and well Experienced Candidates will be recommended by the Selection Committee. The offer letter along with the Scale of Pay will be communicated to the Candidate Officially by HR.

1.4. CERTIFICATES TO BE SUBMITTED FOR VERIFICATION:

At the time of Joining, the Employee should submit the following for Verification:

a. SSLC Certificate.
b. HSC Certificate.
c. UG - Convocation Certificate.
d. PG - Convocation Certificate
e. M.Phil. / Ph.D. - Provisional / Convocation Certificate

f. Genuiness Certificate
g. All Experience Certificates
h. Relieving Order from the Previous Employer

1.5. PROMOTION:

Employee satisfying the requirements of AICTE regarding Qualification and Experience may be considered for Promotion to a Higher Grade, provided there is a vacancy available. The eligible Candidate will appear before the selection Board for Performance Appraisal and suitable decision will be arrived at. Performance review of all regular Employee who complete one or more years of Service in the Institutions will be done annually.

The Management is under no obligation to promote any one from one post to another even when an Employee acquires the minimum Qualification required for the higher post.

An Employee who is under suspension or against whom disciplinary proceedings are in progress or likely to be initiated shall not be promoted until he is unconditionally reinstated or exonerated.

CHAPTER 2 – RESIGNATION / TERMINATION OF SERVICE

The Employee shall have to tender his / her resignation by giving three months' notice or three month's salary in lieu thereof. The notice shall be co-terminus with the end of the academic year.

The Employee shall formally inform the Principal in writing either in the month of February or three months prior to the end of AY (whichever is earlier) about their intention to get relieved from the services. Employee will not be permitted to be relieved any time other than above said terms during the academic year. The Employee serving under notice period are not eligible to avail ML / OD / CPL and only one CL per month shall be availed. During the notice period no CL / OD /VL / ML / CPL in their credit will be taken into account.

The Head of the Institution with approval of the designated authorities has the powerto terminate the services of a member of the Institution for any of the following reasons:

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

In such termination case, the Employee shall notbe eligible for any terminal benefits.

The newly selected Faculty should serve at least for one full year. No Employee iseligible to draw vacation salary if they resign in the vacation.

CHAPTER 3 – WORKING HOURS, ATTENDANCE AND DRESS CODE

3.1 HOURS OF WORK:

The regular working hours for the Institution shall be 8.00 AM to 3.15 PM during weekdays. Depending upon the exigencies of the work, Employee concerned are expected to be available beyond the office hours indicated above. In addition, first Saturday of each month and all Sundays will be a holiday.

3.2. ATTENDANCE:

All Employees are required to record their attendance at the office / designated place both in the Morning & Evening.

3.3. DRESS CODE:

All male Members of the Employee are required to wear full trousers with full- sleeved shirts tucked in, and are expected to be in shoes. The lady Employee are required to be dressed in saree. All have to wear the ID card inside the campus.

CHAPTER 4 – LEAVE POLICY

Academic year begins on the First Working Day of the Institution and ends on the Last Working Day of the College

4.1. CASUAL LEAVE:

a. All employees shall be governed by the leave rules as may be prescribed by the Institution governing committee, from time to time.
b. All Employees are eligible for One day casual Leave for every completed Month of Service. Casual Leave thus earned can be accumulated during the Calendar year.
c. All Employees shall avail the casual leave to attend his/her personal work or during short period of illness etc. However casual leave shall not be claimed as a matter of right.
d. All employees, while availing such leave, shall submit a casual leave application in the prescribed form to the Principal of the College, who is the authority to sanction or decline such leave, atleast a day earlier and shall get the prior sanction of the leave. In case of unforeseen reasons,the Employee or other person Employed in this Institution shall inform the HoD and Principal's office through phone and shall submit the leave form on the 1st day of joining duty after such absence making suitable alterations on the assigned duties.
e. All employees shall submit the casual leave application through proper channel, indicating the nature of work affected and adjusted.
f. The casual leave as when not used shall not be carried over to the next calendar year and the balance leave in the calendar year shall lapse automatically.
g. Casual leave shall not be combined with any other leave such as medical/maternity/ or any other special leave.

4.2. ON DUTY LEAVE:

a. Employees who have completed 6 months of service are eligible for 10 days of examination related On-Duty leave in an academic year such as valuation work, (Theory and Practical), External invigilation work, University Representative to other College, Flying Squad etc, visiting University for official works, etc.. Based on request from the University, the Principal will have the authority to approve additional 5 days of On-Duty to a certain Employee based on work requirement. Any additional academic OD will be only with approval of both the Director (A&A) and Secretary.

b. In addition, Employees who have completed 1 year of service are eligible for 10 days of Professional Development OD per year. This can be availed by Employee for attending FDPs, Conferences/seminars/workshops, Research/Project execution/Collaborations / Visiting industries / Consultancy / Professional networking visits / meetings etc, with approval of Principal, on recommendation of respective HoDs. Any additional ODs in this category can be granted only with the approval of both the Director (A&A) and Secretary, with recommendation of the Principal.

4.3. MEDICAL LEAVE:

a. Employees who have completed one year of service in our Institution are eligible for 12 (Twelve) days Medical leave (ML) in a Calendar year.

b. The medical leave shall be availed on medical grounds for sick leaves more than two days only. It is to be supported by a medical certificate to the satisfaction of the Institution authorities.

c. Every Employee or other person while availing such medical leave shall submit a leave application along with a medical certificate from a Registered Medical Practitioner.

d. Medical leave shall be accumulated if not used and shall be carried over to the next Calendar year. Medical Leave can be accumulated to a Maximum of 50 days.

e. Every Employee or other person found misusing such medical leave will be liable for disciplinary action that may be prescribed by the Institution governing committee.

f. Medical leave shall not be combined with any other leave such as casual / maternity / special leave.

4.4. MATERNITY LEAVE:

a. Every Woman Employee Employed in this Institution for a minimum period of one year shall be eligible for maternity leave for a period of 6 months for each delivery to a max of two delivery. Should give an undertaking that they will work for one year after rejoining the duty.

b. After resuming duty from maternity leave, VL / ML will not be sanctioned during the immediate semester.

c. Every woman Employee who is availing such leave shall apply to the Institution authorities through proper channel along with a medical certificate given by Registered Medical Practitioner (Gynecologist).

d. Maternity leave shall not be combined with any other leave such as casual / medical / special leave.

4.5. VACATION LEAVE:

e. All Teaching Employee shall be eligible for Three Weeks' vacation in an academic year i.e. One week in odd semesters and Two Weeks in even semesters. However, the vacation leave shall be granted as per the guidelines released from time to time.
f. All Employees when called for shall attend and discharge any duties assigned to him/her during vacation and the loss of vacation to such Employees shall be compensated.

4.6. FLEXIBLE IN-TIME / PERMISSION:

The flexible in-time policy is aimed at enhancing Employee work-life balance, fostering a supportive work environment, and promoting individual autonomy which will contribute to the overall academic Experience at Institution.

a. Employees must log – in their attendance before 9 am. Late arrivals will have to punch in before 9.30 am. Permission beyond 9.00 am will not be accepted.
b. Only one permission is permitted in a day. The consent can be applied for 1 hour in the Afternoon session. A maximum of two permissions per month can be availed for each Employee.
c. Employee involved in Research, Consultancy or any other Institutional activities requiring their late stay, as identified by respective HoDs, will be given flexibility to punch in before 9.30 am. HoDs must ensure that not more than 20% of Faculty in the Department are given this extended punch-in flexibility. HoDs must handover this list to AO and HR with endorsement from the Principal.
d. Faculty should register compulsory log-in of 8.30 hrs daily for full attendance and minimum of 4 Hrs 15 minutes for half day attendance.
e. Faculty having first hour academic or administrative duties, will not be given the option of flexible in-time on such days. Alteration of first hour to come late will not be permitted.
f. HoD's in general should be available from 8.30 am for ensuring smooth and efficient commencement of academic sessions. HoDs must assign the first hour administrative responsibilities to the next senior Faculty, in case they arrive late due to unavoidable circumstances.

4.7. WELLNESS LEAVE:

a. Women employees can avail one day of wellness leave per month to address their health concerns.

b. Wellness Leave is separate and should not be clubbed with casual or other leaves.

c. Wellness Leave can't be Carry forward to Next Month.

4.8.PATERNITY LEAVE:

a. It aims to support new fathers in balancing their work and family responsibilities during this significant life event.
b. Male employees with fewer than two surviving children, who have completed at least 80 days of service in the 12 months preceding the child's birth.
c. 5 working days (Paid Leave) as Paternity Leave
d. Paternity Leave cannot be combined with casual leave

4.9. COMPENSATORY LEAVE:

a. The Employees who work extra hours are eligible for compensation leave only when they get prior permission from the Principal through HOD.
b. The maximum Compensatory leave is 5 days in a year. CPL can be aggregated only up to a maximum of 5 days at any instant. Employees can take only a maximum of 2 continuous days of CPLeven if they have accumulated more CPLs. CPL cannot be combined with CLs.

4.10. SPECIAL OCCASIONS:

a. When the Employees are invited for any function/occasion in the campus during holidays they should be present. If not, salary will not be paid for that day except for those who get prior permission from the concerned authorities.

CHAPTER 5 – BENEFITS TO FACULTY

a. All the Employees of KITE are entitled to avail free ambulance service in case of emergency from the institute to KG Hospital, Coimbatore.
b. The Employees who have been covered under medical insurance through KITE are entitled to avail 50% concession on diagnostic services in case of outpatient.
c. All Employees and Students of KITE are covered under mandatory accidental Insurance.
d. The eligible Members of the Employee are enrolled in the Employees Provident Fund scheme (EPF) and contribution as prescribed by the EPF Act is deducted from their salary.
e. The Employees are enrolled in the ESIC as prescribed in the ESIC Act. The Employee and Employer contribution will be deposited in an ESIC account.
f. The Employees of KGKITE are given transport facility to various parts of the city. Non-Teaching Employee Members are eligible to avail free transport facilities of KITE.

g. Employees staying in institute hostels should take additional responsibilities in maintaining discipline and academic activities among the Students after the Institution hours. Further, they can avail free food and accommodation facilities.

h. Any Manager who approves expense reports should be familiar with this policy—authorizing an Expense report indicates to the Institution that the expenses reported are legitimate, reasonable, and complies with this policy.

i. Expense Reimbursement Under ordinary circumstances, it is the policy of the Institution to reimburse travel expenses on the basis of actual expenses involved. Persons traveling on official engagements of the Institution are entitled to Transportation, Hotel Accommodation, Meals, and Limited Incidentals (For Example, Taxis and Telephone Calls) that meet reasonable adequate standards for Convenience, Safety, and Comfort. Expenses for attending National and International Conferences and presenting various Papers at different forums are also reimbursed.

5.1. Master Health Check-up:

a. Every employee can undergo a comprehensive health check-up free of cost on their work anniversary. Additionally, employees have the option to transfer this benefit to a family member if desired.

b. The Master Health Check-up swap/transfer details are to be furnished to the HR department in advance (Family member: Parents, Spouse and Children)

c. Any additional tests not covered under the scheme will be billed in your name and payment will be required at the time of service.

d. Please contact the HR department two working days prior to your work anniversary to schedule your Master Health Check-up.

INCENTIVE FOR EMPLOYEES UNDER VARIOUS CATEGORIES:

1. **Category 1: Funded R&D Projects from the Government / Industry**
    a. 10% of the Project value for a single member team.
    b. 15% of the Project value for a team of two or more Members (variable %, as per the involvement)
2. **Category 2: Consultancy Projects from the Government / Industry / NGO (Non-Governmental Organization)**
    a. 40% of the surplus revenue after deducting all the expenses.
    b. It will be shared by the team Members, as per their contribution.

3. **Category 3: Organizing funded Seminars / Conferences / Workshops**
    a. 5% of the receipt value for a single member team.
    b. 8% of the receipt value for a team of two or more Members (variable %, as per the involvement)
4. **Category 4: Research Publications, Book Publications and Patents**
    a. Research Papers in IEEE, Elsevier, Taylor & Francis, Inderscience, Springer – 5000
    b. Research Papers in Quality Journal with High Impact Factor – 2500
    c. Research Papers in UGC Refereed Journal – 1000
    d. Academic Book (Editing /Authoring) with Quality Publisher – 5000
    e. Academic Book (as Chapter Author/ Joint Author) with Quality Publisher – 2500
    f. Patent – All Expenses
5. **Category 5: Attending Seminars / Conferences / Workshops outside Tamilnadu / outside India**
    a. Registration fee will be paid by the College.
    b. On-duty will be extended including a day prior and a day after the Programme.
    c. Once in a year it can be availed.
6. **Category 6: Study Online Course in Advanced Domain Area**
    a. Examination fee will be paid fully, when elite grade (70% and above) is obtained.
    b. 50% of Examination fee will be paid, if the exam is cleared.
    c. Once in a year it can be availed.
    d. All the contributions need to have KGiSL Institute of Technology Affiliation.

CHAPTER 6 – ROLES AND RESPONSIBILITIES

6.1. PRINCIPAL:

a. Assisting the Management in making the policies and taking decisions on setting goals and achieving them.
b. Coordinating the activities with the University, AICTE, DOTE and Government and NBA for Affiliation, Approvals, Admissions, Accreditation etc.
c. Making the Short term and Long-term plans in setting out the priorities based on the 10 Years Strategic Plan of the Institution.
d. Carrying out the Mission, Goals and the Policy of the Institution approved by the Governing Council giving top priority for Discipline and Quality Education.
e. Looking after the Overall Administration including preparation of the Annual Budget and Monitoring the Progress and Development of the Institution with the aim of raising the status of the Institution thus nurturing the Institute with High Potential and Excellence.
f. Managing the Curricular, Academic and other related activities.
g. Monitoring the Overall Discipline, Growth and Development of the College.
h. Organizing the Periodical HOD and Employee Meeting with Heads and Employees and also Monitoring the University and other Examinations for the Academic and Administrative Progress.

i. Encouraging Research / Consultancy activities in the Institution by interacting with the Industries, Leading Institutions and Research Organizations etc. in the National and International level and sign MOU.
j. Encouraging and Motivating the Employee and Students by identifying the hidden talents within them. To support in all aspects pertaining to the development of the Individual and the Institution. To take necessary steps to improve the Placement Services for the Students.
k. Coordinating with the Management for the Recruitment of Teaching and Non- Teaching Employee.
l. Attending to other works assigned by the Management and Governing Council.
m. To organize and conduct Induction Day, Institution Day, Sports Day and Graduation Day.

6.2. HEAD OF THE DEPARTMENT:

a. Coordinating the activities of the Faculty and supporting Employee in the Department to Offer Quality Education to the Students and achieve the desired goals of the College.

b. Planning and Monitoring the overall Department's Activities.

c. Time Schedule for the Syllabus Coverage, Internal tests and opening and closing of Semesters.
d. Arranging for the Departmental requirements such as Employee, Equipment's, Library Books, Textbooks and other Infrastructural Facilities.
e. Preparing and submitting the Annual Department Budget to the Principal.

f. Developing, Installing and Maintaining Department Labs.

g. Convening Departmental Meetings.

h. Identifying the brilliant and talented Students and encouraging them to pursue for Higher Education.
i. Counseling and Guiding the Students.

j. Identifying and encouraging the Faculty to apply for Research Projects to different Funding agencies to carry out Consultancy work and to publish papers in National and International Journals & Conferences with high impact factors and to carry out the activities successfully.
k. Assisting the Principal in all Administrative and other matters.

l. Reporting to the Principal periodically on all matters in respect to Academics, Administration, Discipline and Research etc.
m. Organizing and participating in Seminars, Education Programmes and to arrange for revision of syllabus in coordination with the university.
n. To become Members of professional organizations.

o. To take necessary steps to develop Industry Institute Interaction.

p. Encourage the Students to apply for the Research Projects, to carry out Consultancy Projects and to publish papers in National and International Journals & Conferences.

q. Organize numerous Continuing Education Programmes for practicing Engineers and Workers of the Industry.
r. To check the Course files of the Employee and suggest corrective measures.
s. Maintaining all records as stipulated by University, NBA and equivalent accrediting bodies.
t. HOD shall fill up the proforma for Performance appraisal for each Faculty in the Department and submit it to the Principal every year along with his / her self-assessment form.

6.3. TEACHING FACULTY:

a. The Teaching load will be allotted by the HOD after taking into the account of the Employee interests.
b. In addition to Teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in the Academic, Co- curricular or Extra-curricular Activities, Research and Consultancy works.
c. Every Faculty Member must organize a seminar on some topic at least once in each semester to other Faculty Members.
d. Every Faculty Member should maintain Student's Attendance Records and the Absentees Roll Number should be noted every day in the Master Attendance Register maintained in the Department as soon as the Classes / Laboratory hours are over.
e. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for Class / Lab / invigilation. In case of an emergency, the HOD or the next in line must be informed about the appropriate alternate arrangements.
f. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual Student.
g. The Faculty Advisor must update the Student's personal file / log book regularly andput it up for inspection by HOD / Principal as the case may be.
h. Each Faculty shall fill up the proforma for self-assessment and submit it to the HOD every year.

6.4. PLACEMENT AND TRAINING OFFICER:

a. To look after the training and placement activities of Students and also to have a close liaison with the Industry for placement of Students.
b. To arrange Training Programmes in soft skills and Interview facing skills for the Students by using Institutional and external expertise, which may be helpful in pursuing Higher Education within the Country or abroad which includes notifications regarding various Competitive Examinations
c. To work in consultation with Coordinators, organize Industry Institute Interaction Sessions and organizing Lectures by Professionals from the Industry.
d. To prepare Placement Brochures of Departments, to invite prospective companies for campus recruitment and arrange for various facilities required on the date of Interview.

e. To register Students for the placement with prescribed Qualifications and to achieve maximum possible placements for the Students by guiding them on various Interview techniques, Group Discussions, Aptitude Tests. To collect feedback from the companies coming for Placement, collect Appointment Letters and distribute them to the selected Students.

6.5. PHYSICAL DIRECTOR:

a. Assisting the Principal in maintaining discipline in the campus and ensuring overall discipline among all the Students participating in sports and games.
b. Coordinating the activities of the Employee in the Physical Education Department for ensuring effective functioning.
c. Suggesting changes and development, preparation and submission of the Annual Budget to the Principal.
d. Planning and Time Scheduling for Student's accessibility to the Equipment's, Ground and other facilities made available in the Department.
e. Attending the meeting at the university level regarding physical Education.
f. Organizing the training for Students and Employee in advance training programs.
g. To Organize and conduct Sports and Games at the University level, District / State level.
h. To Organize Inter-Departmental Sports, Inter Collegiate and University Competitions.

6.6. LIBRARIAN:

a. Ensuring maximum utilization of Library facilities and responsible for the overall operating efficiency of the Library by ensuring discipline and decorum inside the Library.
b. Preparation and Co-ordination of annual budget for the Library and Library activities, Selection and recommendation of Employee for further training.
c. Collection of indents from various Departments and processing them for procurement, Purchase and maintenance of Books, New Journals and Renewal of Subscriptions.
d. Administration of Library records, Furnishing information on all matters relating to Library, Updating the Records, Books and Computers.
e. Arranging Annual Stock Verification, Collection and Preservation of Statistical Records related to Library and Planning for changes and reorganization whenever the need arises.
f. Maintenance of Library Automation and its Digitization.
g. To ensure good inter-Departmental relationship for better co- ordination.
h. Removing the obsolete book materials in consultation with the concerned Department, securing the soiled through rebinding, and binding arrangements of important back Volumes.

6.7. TECHNICAL ASSISTANT:

a. Assisting in installation, operation and maintenance of Laboratory equipment's and their calibrations.
b. Assisting in scheduling and conducting practical and drawing Classes.
c. Helping in indenting and purchasing of stores and consumables for Laboratories and Workshops.
d. Helping the Faculty in Research, Consultancy and Testing works in respect of Projects.
e. Assisting the Faculty in matters relating to design, fabrication and Computer work.
f. Assisting in the handling of Telephones, Intercom, Internet, Audio Visual Aids and other Housekeeping activities in the Campus.
g. Taking specific responsibilities at the time of organizing Functions, Workshops and Seminars specially assigned to them.

6.8. ADMINISTRATIVE OFFICER:

a. The Administrative Officer has the responsibility of the overall administration of the office personnel of the College.
b. Responsible for installation, operation and maintenance of Laboratory equipment's and their calibrations.
c. Responsible for indenting and purchasing of Stores, Stationery and Consumables for Laboratories and Workshops.
d. Maintenance of inward and outward corresponding Registers with all required details.
e. Maintenance and issue of Transport concession forms together with Bonafide Certificates.
f. Maintenance of Attendance Management.

6.9. ACCOUNTS OFFICER:

a. The accounting process in the Institution is fully computerized. In this setup, the responsibility of the accountant includes:
b. Planning, organization and maintenance of the College, Hostel and General Stores Account.
c. Maintenance of Petty Cash, Accounts and Advances.
d. Maintenance of accounts of Research Projects sponsored by AICTE, DST, CSIR etc.
e. Audit responsibility in respect of internal audit once a month and external audit once a Year.
f. Maintenance of all kinds of deposits and refunds together with their records.
g. Preparation and filing of Income Tax statements for the Institution Employee.
h. Settlement of Bills.
i. Preparation of Monthly Salary and its Statement of Accounts.

j. Assisting the Principal in the preparation of the Annual Budget.

k. Ensuring overall efficiency of the accounting section of the Institution office and Management of the accounting Employee.

CHAPTER 7 – CONDUCT AND DISCIPLINE

7.1. CONDUCT:

a. Every Employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an Employee of an Institution.

b. Every Employee shall abide by and comply with the rules and regulations of the Institution and all orders and directions of his/her superior authorities, under whose superintendence or control, he / she is placed.

c. Every Employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal during the course of his/her duties.

d. Every Employee shall endeavor to promote the interest of the Institution and shall not act in any manner prejudicial thereto.

e. No Employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, assist, in any other manner any political movement or activity.

f. No Employee shall join, or continue to be a member of an association with objectives or activities that are prejudicial to the interests of the sovereignty of India or the public order or morality. If any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the Institution shall follow the decision taken by the State Government.

g. No Employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a Literary, Artistic or Scientific Character, the Employee shall obtain prior permission of the authority.

h. An Employee of the Institution shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duties at any time is not affected in any way by the influence of such a drink or drug.

i. Obligation to maintain secrecy every Employee shall maintain the strictest secrecy regarding the Institution affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the Institution Employee, unless compelled to do so by his/her superior officer in the discharge of duties

j. An Employee of the Institution shall not, without the prior permission of the Management engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage solicit or seek any outside employment or office while on duty on leave, whether stipendiary or honorary.

k. No Employee of the Institution shall enter into any partnership, accept any fees, endowment or commission whatsoever from any person other than the College, except with the prior permission of the Management.

l. An Employee shall not solicit or accept any gift from a constituent of the Institution or from any subordinate Employee, provided that such gifts, grants and donations shall be received by an Employee in the official discharge of his duties for the College.

7.2. DISCIPLINE:

a. An Employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of this detention/ conviction by an order of the Management and shall remain under suspension until further orders.

b. An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the Authority Competent to do so.

c. In a case where in a Teaching or a non-Teaching Employee commits any misconduct in discharge of his/her duties, the Management has got the discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an inquiry by a Committee constituted by the Management.

CHAPTER 8 -- WORK LOAD

1. All the Employees are informed to adhere to the norms stipulated by AICTE in its hand book pertaining to work load of the Employee for effective functioning of the Department.
2. Two hours of tutorial, Lib/Net/TWM/ Laboratory shall be counted as one Teaching hour.
3. The workload of the Employee coordinating the final year Phase I and Phase II Project in all the Departments shall be considered equivalent to Laboratory hours.
4. The workload of those Employee who are in-charge of major responsibilities in the Institution such as Examinations/ Establishment/ Purchase/NAAC/NBA accreditation etc shall be reduced by the head of the Department depending upon the nature of the work accordingly.
5. The workload of Employee shall be planned in productive manner with respect to nature of the roles, jobs and targets assigned to them by the Department/Institution.
6. Employee shall be present in the Institution during the working hours unless engaged in any official work outside.
7. Employee shall take part in the responsibilities assigned by the Head of the Departments.
8. Association Hours shall be handled by the respective association in charge of the Department.

9. The Department Class Committee meeting in charge shall arrange Class Committee Meeting in consultation with the head of the Department with prior information to all the Members and Student representatives. The committee shall ensure the progress of portions covered by the Faculty Members. Lapse in the coverage of syllabus should be brought to the notice of the HoD immediately without any delay. HoD shall take suitable action to complete the portions within the stipulated time.
10. Class advisor and tutors should conduct Tutor Ward Meeting periodically. The record should be maintained by them strictly and updated after every TWM hour and shall be informed to the HoD.
11. Academic coordinator shall prepare the Academic structure and Academic calendar in consultation with the head of the Department.
12. Time-table coordinator shall prepare all the documents pertaining to timetable in consultation with the timetable in-charge of various Departments, overall timetable coordinator of the Institution and approval from the Head of the Department.
13. The HoD's, Academic Coordinators, Timetable in charges shall not be allotted first hour in order to monitor the activities and proper functioning of the Department. The timetable in charge of each Department shall assist the HoD in monitoring the proper conduct of the Classes.
14. Employee who avail leave shall make alternate arrangements in advance with prior information and approval from HoD and should be informed to timetable in- charge of the respective Department. The details of alternate arrangement made shall be recorded properly in the Class alteration register without fail. All alternate arrangements even in case of emergency shall be reported to Head of the Department well in advance, before the commencement of the Class.
15. When HoDs avail leave, Department in charge should be assigned the responsibility and this should be intimated to the Principal.
16. Classes should not be cancelled by Faculty member for any reasons. Cancellation of any Class if any shall be done only with the consultation of the Head of the Department. Details of cancellation of the Class shall be brought to the notice of the time table in charges and documented properly. Also, it should be intimated to all the concerned Departments and authorities for alternate arrangements
17. Tutorial hours should not be converted into theory hours. (Problems shall be solved for analytical subjects).
18. Employee should not conduct theory Class during Laboratory unless it is essential in using the Laboratory equipment's.
19. Once the Time-table is finalized and approved by the HoD and Principal, Faculty and Employee should abide and follow the time table strictly without any deviation.
20. While choosing elective subjects, any one of the subject shall be selected in common for the entire Class and leaving the rest of the subjects as two options depending on the willingness of the Students.
21. Classes conducted by the Faculty member shall be effective, significant and focused.

22. Control of Class is anticipated from each and every Faculty member. Well planned, informative, additional points, abreast of knowledge enhances effective Class control.
23. Laboratory once allocated to the Faculty member for the conduct of a practical subject will not be changed during the semester.
24. Employee handling Laboratory Class should ensure the availability of the equipment's in the Lab before the commencement of the Classes. Shortage of equipment's if any should be brought to the notice of the HoDs and concerned Lab in-charges well in advance before the commencement of the Classes.
25. Employee handling the practical subject shall verify the accuracy of results of all the experiments before demonstrating and permitting the Students to do experiments.
26. Lab in-charges, Assisting Faculty & Lab Technicians shall find themselves in the Lab throughout the session (3 hours).
27. Maintenance of the Laboratories should be verified periodically by the Lab In- charges and monitored by concerned HoDs.
28. Lab In charges for all the Labs of each Department shall be assigned and the Lab Allocation/Utilization schedule shall be displayed in each Lab.
29. Overall time table Coordinator shall submit the Master timetable (both in hard and soft copy) to the HoDs and Principal for continuous monitoring.
30. The HoDs and Academic coordinator should ensure that the Classes are being conducted promptly on time.
31. Employee deputed to monitor the late comers shall do the same strictly. They should make alternate arrangements and depute a suitable Faculty member during their absence.
32. All the Employee should be available in the Class at least 3 minutes before the commencement of the period and shall not leave without the arrival of the next Faculty member. No Class shall be left without a Faculty member except during interval and lunch break.