

GOLDEN VALLEY EDUCATIONAL TRUST
Dr. T. THIMMAIAH
INSTITUTE OF TECHNOLOGY
Oorgaum, KGF - 563 120.



HR & ADMINISTRATIVE MANUAL

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CHAPTER -I

PRELIMINARIES

1.1 Introduction

These Rules will be applicable to all employees of the institute. They may be supplemented or amended by the Governing Council as and when required.

For any matter relevant to the service conditions of the employees, not specifically covered in this Manual, the Institute shall be guided by the rules, norms and procedures as prescribed by the KCSR, AICTE and VTU from time to time.

1.2 Definitions :- In this Manual unless the context otherwise means as follows:-

- a. **“University”** means Visvesvaraya Technological University, Belgaum established under section 3 of the Visvesvaraya Technological University Act, 1994.
- b. **“AICTE”** means All India Council for Technical Education, established under All India Council for Technical Education Act, 1947.
- c. **“Commission”** means University Grants Commission.
- d. KCSR means Karnataka Civil Service Rules
- e. **“Trust”** means **GOLDEN VALLEY EDUCATIONAL TRUST (GVET)** was promoted and Registered under Indian Trust Act.
- f. **“Governing Council”** means the Governing Body of Dr.TTIT constituted by the GVET to administer and manage the Institution.
- g. **“Management”** means the President / Secretary / Treasurer and any other person vested with the authority to enforce the service rules and regulation.
- h. **“Institution”** Means Dr. T.THIMMAIAH INSTITUTE OF TECHNOLOGY, OORGAUM KGF-563 120
- i. **“President”** means the **President** of Golden Valley Educational Trust.
- j. **“Chairman”** means Chairman of the Governing Council of Dr.TTIT- Institution.
- k. **“Principal”** means Principal of **Dr. TTIT** duly appointed by Management and the Ex-officio Secretary of the Governing Council.
- l. Vice Principal means Vice principal of Dr. TTIT duly appointed by Management
- m. Dean means Dean of Dr.TTIT duly appointed by Management
- n. **“Head of the Department”** means the Head of Department of each approved course of study in Engineering and/or Basic Sciences.
- o. **“Academic Authority”** means freedom granted by the University to a Institution in all aspects of conducting academic programmes for promoting excellence.
- p. **“Controlling Authority”** means the Governing Council in relation to all the Academic Staff
- q. **“Appointing Authority,”** means the authority competent to make appointments to any

post as indicated in the Schedule.

- r. **“Enquiry Committee”** means the constituted by the Governing Council of the Institution.
- s. **“Employee”** means the person employed in the service of the Institution in any post including the academic staff.
- t. **“Academic Staff”** means any member of the staff engaged full time or part time in teaching or research in the Institution.
- u. **“Permanent Employee”** means a person permanently employed in the Service of the Institution in any post, duly confirmed in writing by the Governing Council.
- v. **“Probationer”** means an appointed on probation in or against substantive vacancy in any cadre with an intention to continue on permanent basis. The employee appointed on probation will continue on probation till he is confirmed in writing in computing the period of probation extra-ordinary Leave (Leave without salary) granted to a probationer shall be excluded.
- w. **“Temporary/ Ad-hoc Employee”** means a person who has been employed for limited period or for specific work of temporary nature. Temporary/Ad-hoc basis subject to prescribed terms and conditions.
- x. A **“Contract Employee”** means a person appointed on contractual appointment for fixed period.
- y. **“Honorarium”** means a recurring or no-recurring payment to an employee payable or remuneration for work done in respect of affairs of the Institutions, as may be determined by the competent authority from time to time.
- z. **“Special pay”** means an additional pay to the emoluments of a post or of an employee, granted in consideration of-
 - 1.The specially arduous nature of the duties; or A specific addition to the work or responsibility.
 - 2 Necessity of acquiring or retaining an employee in the interest of the Trust/Institution/Institution.
- aa. **“Part-time employee”** means an employee appointed for limited period on a consolidated monthly salary who may be employed else-where also.

Note: Part-time employee is not ordinarily entitled to the benefits provided to full time employees. They shall be entitled to such benefits as are determined by the management.

bb. “Ministerial Staff” means an employee whose duties are mainly clerical in Nature.

cc. “Appendix” means Appendix to this Manual.

Note: All other expressions that have not been defined shall have the same objective and meaning as in the byelaws of the Trust.

CHAPTER - II
GRADES & DESIGNATIONS

Grades & Designations

Grades for Teaching and non-teaching are as under:

2.1 Faculty

Grades	Designations in Dr. TTIT Faculty
G1	Principal
G2	Vice Principal
G3	Dean Administration
G4	Professors
G5	Associate Professors
G6	Assistant Professors

2.2 Non- Faculty

Grades	Designations in Dr. TTIT non Faculty
N1	Placement Officer, Accounts Officer Senior Librarian, Administrative Officer, Physical Education Director
N2	Estate Managers, Superintendent, Supervisors, Engineer
N3	Foreman, System Administrator, Assistant Accountant, Assistant Librarian
N4	Lab Instructor, Computer Programmer, First Division Assistant
N5	Assistant Instructors, Second Division Assistant, Data Entry Operators
N6	Library Assistant,
N7	Driver, Attender, Helper, Gardener and Security Guard

CHAPTER III
EMPOWERED COMMITTEES

GOVERNING COUNCIL

3.1 Role and Purpose of Governing Council

The primary function of the Governing Council is to assist the Institute in fulfilling its oversight responsibilities for

- Approvals of budget / non budget and other expenditure as per the delegation of financial process.
- The Financial reporting and budgeting processes.
- The system of internal controls and risk assessment.
- Compliance with legal and regulatory requirements
- Guide the Institute for its consideration relating to the Institute's HR and Administrative Manuals.
- The Committee shall approve the annual performance of the faculty and non faculty and lead the annual increments thereof.

3.2 Authority

The governing council is empowered to

- Approve all policy matters pertaining to the Institution.
- The committee is authorised to have access to all key functionaries, activities, records, property and personnel of the Institute in discharge of their duties and direct the institute to conduct reviews.
- Consider review and pass any resolution recommending delegation of administrative powers to Principal of the institute for approval of the board.
- Delegate Authority to sub committees of the institute as per institutional needs.
- Perform such additional functions and carry out such duties as assigned by the Management.
- The committee will have the resources and authority necessary to discharge its duties and responsibilities.

3.3 Constitution of the Committee

- **As per AICTE norms**

3.4 Meetings and communications

The committee shall meet a minimum of 2 times in a year.

- An emergency meeting of the committee may be called by the chair of the committee depending upon the need of the institute.
- The agenda and associated material shall be sent to each member of the committee well in advance (3days) through email /hard copy and before the start of the meeting in case of emergency meeting.

3.5 Confidentiality

- All deliberations of the committee, and all records, material and information pertaining to the Institute obtained by a member of the committee shall be considered confidential. Committee members shall maintain the confidentiality of such deliberations, and shall safeguard such records, material and information from improper access.

**Prevention of Sexual Harassment
at Workplace
POLICY**

3.2 Prevention of Sexual Harassment at Workplace Policy

3.2.1 Objective

Government of India with a view to providing protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and matters connected therewith has recently enacted "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

Sexual Harassment includes such unwelcome sexually determined behaviour (Whether directly or by implication) as:

- a. Physical contact & Advances
- b. A demand or request for sexual favours
- c. Sexually coloured remarks
- d. Showing pornography
- e. Any other unwelcome physical, verbal or nonverbal conduct of sexual nature

There may be instance when the victim women may have apprehension and a reasonable ground to believe that her objection to the acts of sexual harassment as defined above would disadvantage her in connection with her employment and may face adverse consequences, if the victim does not consent to such unwelcome sexually determined advances or behaviour.

3.2.2 Constitution of Sexual Harassment Committee as per AICTE norms

- a. Two faculty members
- b. One member of the staff
- c. One additional outside member preferably from a Government academic institute
- d. One woman from outside with known contribution to women cause
- e. Principal of the Institute.

Note

1. The lady faculty member will be the Chairperson of the Committee.
2. 50 percent of the members of the committee will be women.
3. Principal will be the member- secretary of the committee.
4. No person who is a complainant, witness, or defendant in the complaint harassment shall be a member of the committee.

3.2.3 Responsibilities of Sexual Harassment Committee:

- To ensure implementation of this policy.
- To ensure and supervise proper constitution and functioning of the committee.
- To organize regular workshop and training programmes.
- To formulate programmes for the spread of awareness of the policy among the management.
- To bring out publication concerning sexual harassment and also concerning implementation of this policy

3.2.4 Procedure

If being a woman working in Dr. TTIT and have been sexually harassed in any of the forms given below:

- a. Physical contact & Advances
- b. A demand or request for sexual favours
- c. Sexually coloured remarks
- d. Showing pornography
- e. Any other unwelcome physical, verbal or nonverbal conduct of sexual nature

Women employee has a reasonable ground to believe that she has been subjected to an unwelcome act at the workplace can file a complaint to Principal, Dr. TTIT or to any member of the Committee. Filing of a complaint shall not adversely affect the complainant's status/job/salary/promotion/grades etc. The complaint in writing must be filed by her in person if she wishes to have an inquiry. It is clarified that it is the reasonable perception of the women that would be relevant in determining whether any conduct was sexually determined & if so whether such conduct was unwelcome or not, and that their objection would disadvantage her in connection with her education or employment including evaluation, grading, recruitment or promotion or when it creates hostile working, educational or living environment.

- The complaint will be forwarded to the Member Secretary of the Committee against sexual harassment for calling meeting of the committee in consultation with the Chairperson of the Committee.
- Action will be taken by the committee as per the guidelines of the Supreme Court as well as the Act recently passed by the Government of India.
- Inquiry to be completed within 90 days: The inquiry shall be completed and Inquiry Report submitted to the Committee against Sexual Harassment within a period of 90 days from the date on which the inquiry is commenced. In the event of any delay in submission of the Inquiry Report the reasons for the same shall be recorded in writing.

3.2.5 Disposal of the report:

- a. After concluding its inquiry, the Committee shall prepare a detailed and written report of its findings. The inquiry report shall specify the details of the charge(s) against the defendant, the statements made and evidence presented in the inquiry and a discussion of the reasons upon which the findings arrived at by the committee.
- b. No observations regarding the work and behaviour of either the complainant or defendant shall be made which are not related to the alleged act of sexual harassment.
- c. Detailed written report so prepared will be submitted to the Principal, Dr.TTIT within 90days for further necessary action.

GRIEVANCE REDRESSAL POLICY

Grievance Redressal Cell - Employees

3.3.1 Objective

- To create a platform where employees can lodge complaints related to work.
- Complaints raised by employees are dealt with high confidentiality and on time.
- Take necessary steps for improvements in the light of grievances.
- Get Suggestions from employees for a better work environment.

3.3.2 Constitution of the Committee

Grievance Redressal Cell (GRC) shall consist of five members as per the AICTE norms.

3.3.3 Procedure

Step 1

When an employee faces any grievance, he/she has to report to his immediate supervisor, such immediate supervisor is expected to give reply / solution to the grievance. If the grievance is not settled or if the employee is not satisfied with the solution provided by his supervisor, then the employee is advised to approach Grievance Redressal Cell.

Step 2

The Employee concerned will approach this cell through verbal/written or email describing about the grievance. After receiving such disputes, the Grievance Redressal Cell will hear the Grievance in person and conducts detailed inquiry in accordance with the rules applicable and attempt to address the redressal within 30 working days.

3.3.4 Disposal of the Report

- After concluding its inquiry, the GRC shall prepare a detailed and written report of its findings. Disciplinary actions will be initiated for the violations observed as per Institute's Code of Conduct Policy.
- If unsatisfied, the aggrieved employee may make a final appeal to the Governing Council.
- Grievances related to any of the members of the GRC will be referred to the Governing Council directly.
- Depending on the matter under discussion on a case to case basis, if need be, the Principal will excuse himself from the meeting to ensure a fair redressal of the grievances
- Detailed written report so prepared will be submitted to Principal, Dr.TTIT within 90days for further necessary action

CHAPTER IV

DELEGATION OF FINANCIAL POWERS

Sl. No.	Description of Power	Organization Level	College Level	Department Level
		1.Chairman/ President 2.Person Authorised by President	1.Principal 2.Vice-Principal / Administrative Officer	1. Head of the Department
(1)	(2)	(3)	(4)	(5)
I	ADMINISTRATIVE			
1.	To sanction promotion permanent or officiating and other arrangements	Full Power	Recommends	Recommends
2.	To permit staff to carry out research work in the institution under grants provided by the UGC, AICTE., etc.,	Full Power	Recommends	--
3.	To appointment of part time lectures for the vacant posts	Full Power	Recommends	--
4.	Appointment of Staff for Special Coaching Classes	Full Power	Recommends	---
II	PERMISSION TO STAFF To			
5	permit the acceptance of remuneration by college officials for work as examiners for various examinations of Universities	Full Power	Recommends	Recommends
III	LEAVE			
6	To sanction maternity leave to female officials	Full Power	Recommends	Recommends
IV	TA & DA			
7	To sanction TA to officials for attending meetings in the college	Full Power	Recommends	Recommends
14	To sanction conveyance for office related work	Full Power	Recommends	--
9	To authorize subordinate officials to proceed on duty within the state	Full Power	Recommends	Recommends
10	To authorize subordinate officials to proceed on duty beyond the state but within India	Full Power	Recommends	Recommends
11	To sanction in exceptional cases, road mileage both ways for road journeys made by subordinate officials between places connected by rail	Full Power	Recommends	--

11	To sanction in exceptional cases, road mileage both ways for road journeys made by subordinate officials between places connected by rail	Full Power	Recommends	--
12	To sanction daily allowance for halts on tour exceeding 10 days at a place subordinate officials	Full Power	Recommends	Recommends
V	FINANCIAL			
13	To sanction arrear claims of subordinate officers	Full Power	Recommends	--
12	To prescribe in the case of subordinate staff security for the custody of cash or stores and fix the amount in cases not covered by specific provision in the rules of the organization	Full Power	Recommends	--
15	To sanction permanent advances for contingent expenditure to drawing officers	Full Power	Recommends	--
16	To sanction expenditure on publication of officials Advertisement in News Paper	Full Power	Recommends	--
17	To permit in special circumstances the remittance of pay, traveling allowance employed out of way places	Full Power	Recommends	Recommends
114	To sanction refund of wrong or excess credits provided (i) Each claim is supported by certificate or original credit-payments and. (ii) The claim is preferred within 3years of original Credits. (iii) It is clearly established that it was a case of wrong or excess credits.	Full Power	Recommends	--
19	To accord administrative approval to works against funds provided in the budget.	Full Power	--	--

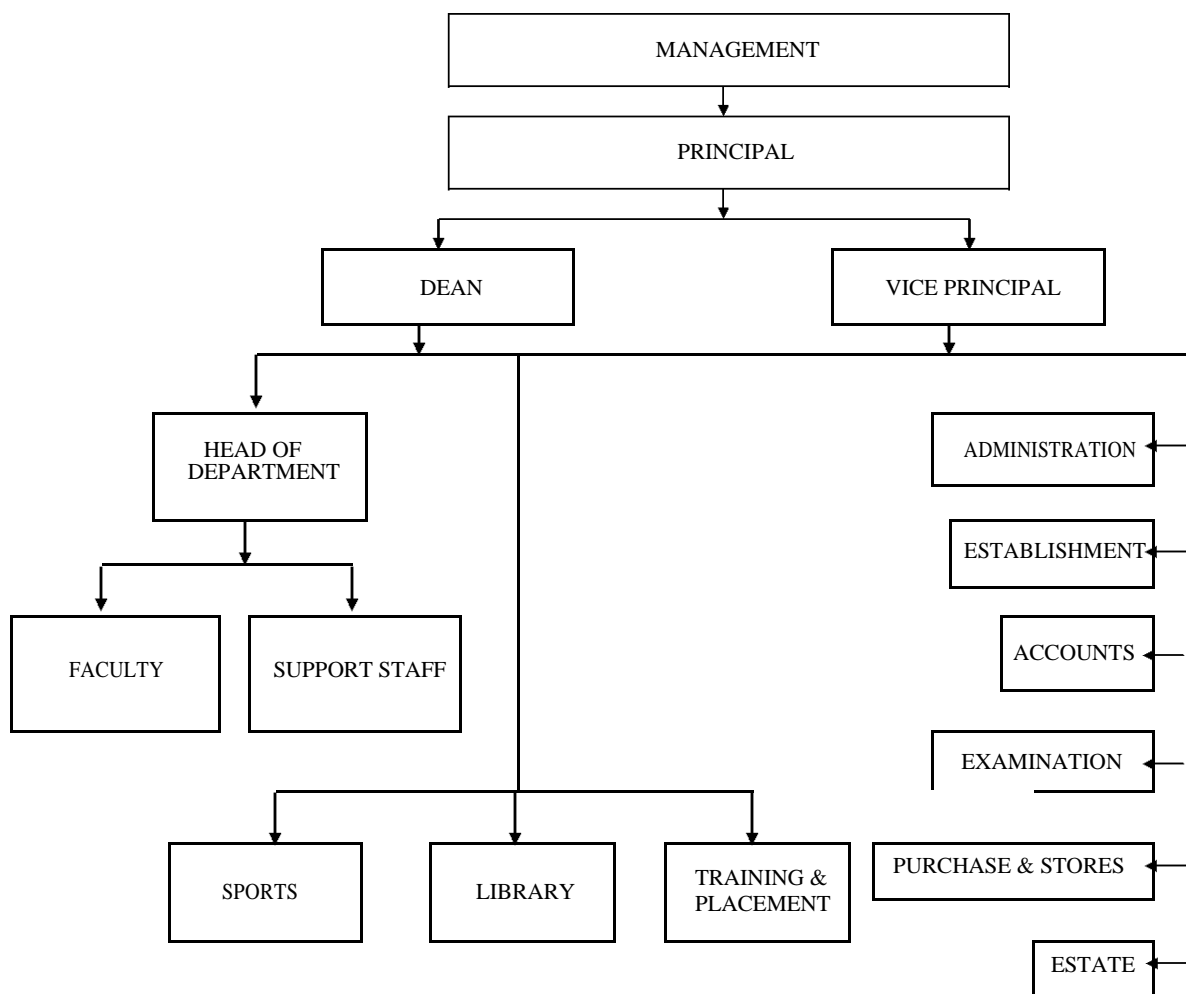
20	Countersigning of all bills	Full Power	Recommends against specific purchase orders or prior approval	--
VI	FINANCIAL –STUDENTS			
21	To sanction refunds of revenue including fees, fines etc.	Full Power	Recommends	--
22	To refund fees paid by the students who have been awarded free ship and half free ships	Full Power	Recommends	--
23	Sanction of Industrial visits for students and staff	Full Power	Recommends	--
24	Sanction of study tour programme	Full Power	Recommends	--
VII	WRITE OFF –BAD DEBT			
25	To sanction the write off of 1. Irrecoverable charges relating to breakages 2. Value of books lost or missing from libraries found irrecoverable subject to the condition the loss is not caused by negligence of any official (books issued for reference within the premises)	Full Power	Recommends	--
VIII	EXHIBITIONS			
26	To sanction expenditure for participating in Exhibitions or VTU mela and other similar important state exhibitions	Full Power	Recommends	--
27	To sanction expenditure for participating in district and other exhibitions within the state	Full Power	Recommends	--
IX	STORES PURCHASE			
214	To declare stores as obsolete, surplus unserviceable and dispose them off subject unserviceable and dispose them off subject to fixing responsibility for to fixing responsibility for the loss in case of where they have become surplus unserviceable owing to negligence or fraud etc., on the	Full Power	Recommends	--

	part of individual officers			
29	To sanction the purchase of Furniture	Full Power	Recommends	
30	To sanction the purchase of office equipment's	Full Power	Recommends	--
31	To sanction charges for insurance on special goods, scientific instruments, articles made of glass and other fragile articles when such insurance is a condition of transport	Full Power	Recommends	--
32	To sanction local purchase of stationery articles for offices	Full Power	Recommends	--
33	To order the casual and emergence purchase of stores	Full Power	Recommends	--
34	To sanction the direct purchase of the following articles	Full Power	Recommends	--
	(a) Chemical & other consumables	Full Power	Recommends	--
	(b) Apparatus and any other article of laboratory equipment not exceeding Rs.10,000/- for any article	Full Power	Recommends	--
	(c) Tools, plants and all articles of workshop equipment not exceeding Rs.10,000/- for any article.	Full Power	Recommends	--
	(d) Controlled stores like iron, steel, cement, Emulsion timber, etc	Full Power	Recommends	--
(e) Chemicals, paints, books Electric tubes and bulbs apparatus etc., vide (a) and (b) supra from Government Department and Government Factories and Janatha Bazaars at the rate fixed by them taking into consideration the quality and workmanship of the articles without calling for competitive quotation.	Full Power	Recommends		
35	To sanction of purchase of Hostel Utensils, Furniture and equipments.	Full Power	--	--
36	To sanction			
	(a) Contracts for running Motor cycles stands, canteen, etc.	Full Power	---	---
	(b) Auction sales of grass etc,in the premises of building	Full Power	---	---
	(c) Proposals for the disposal of withered fallen or felled trees in the aforesaid premises	Full Power	---	---

X	MAINTENANCE			
37	To sanction charges for repairs to college vehicles.	Full Power	--	--
314	To sanction repairs of calculators, furniture and other articles of office equipment.	Full Power	Recommends	--
39	To sanction charges for shifting telephones from one office building to another	Full Power	Recommends	--
40	To sanction repairs of buildings and other facilities in the campus.	Full Power	Recommends	--
41	To sanction repairs to typewriters, computer, printers, duplicators, xerox machine Fax etc.,	Full Power	Recommends	--
42	To sanction expenditure on 1.Repairs of apparatus, tools and plants amd other lab, and workshop equipment 2.Erection of equipment	Full Power	Recommends	--
		Full Power	---	--
XI	LIBRARY			
43	To sanction the purchase of books of reference in relation to the special work of particular departments including periodicals like magazines, journals books and BIS codes for their department libraries and for granting prizes.	Full Power	Recommends	Recommends
44	To purchase for college Government of Karnataka/ India University, AICTE ,NBA and other publication and copies of administrative reports	Full Power	Recommends	Recommends
45	To sanction charges for Copying/Photocopying	Full Power	Recommends	Recommends
46	To sanction charges in connection with the publications of handbooks and leaflets	Full Power	Recommends	Recommends
47	Subscription to the periodicals and journals for each Department	Full Power	Recommends	Recommends
414	To sanction advance payment for supply of magazines and journals.	Full Power	Recommends	Recommends
49	To sanction book binding charges for old and worn -out library books	Full Power	Recommends	Recommends

CHAPTER V

ORGANISATION CHART



CHAPTER VI
RECRUITMENT POLICY

6.1 Recruitment Policy - Faculty

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

Faculty members may be appointed on a regular position, on contract, or as a visiting faculty. Retired professors of the age of more than 60 and less than 70 years may be appointed as Honorary Professors. All recruitments are as per AICTE & University norms.

Faculty Position	Minimum Qualification	Experience
Professors	Ph.D in appropriate branch with first class or equivalent in preceding degree, with excellent academic record throughout.	Minimum 10 years of teaching experience out of which at least 4 yrs should be at Associate professor. He should possess high research, training and consulting credentials.
Associate Professors	Ph.D in appropriate branch with first class or equivalent in preceding degree, with excellent academic record throughout	Minimum 6 years of teaching experience out of which at least 3 yrs should be at Assistant professor and ability to interact with a diverse student body.
Assistant Professors	Master's Degree in appropriate branch with first class or equivalent in preceding degree, with excellent academic record throughout	Minimum 3 years of teaching experience. A fresh Ph.D may be considered for the position on contract basis.

P.S: Any amendments to the AICTE norms will supersede the above requirements.

6.1.1 Process

- The concerned HOD to seek Head count approval for the position from the Approving Authority and initiate the process of recruitment.
- Selection Committee shall source the profiles for the required position, through various sources viz., Employee references, Job portals, consultants, Newspaper advertisements etc.,
- Advertisement will be made in the leading News Papers, indicating the positions along with detailed job description.
- Applications received through all sources shall be scrutinized and eligible candidates are intimated for personal interview with Selection Committee.
- The composition of Selection Committee will be as follows:
 1. Chairman or Managing Trustee or Governing Council Member.
 2. Principal
 3. Vice-Principal
 4. Dean
 5. Subject Matter Expert.
 6. HOD concerned.
 7. AICTE and University Representative

Appointing Authority : Chairman

Applicants appearing for interview will be required to bring a set of certified copies of testimonials in support of their academic qualifications.

- Presentation will be made by the shortlisted candidates in their respective research areas of Interest to Faculty Selection Committee. Faculty Selection Committee will provide feedback in the prescribed format as per Annexure.
- Minutes of the decisions of the selection panel will be prepared and will be signed by all members of the Faculty Selection Committee.
- Recommendation will be obtained from the 2 references mentioned by the candidates in his /her application form before issuing the offer letter.
- Recommendation by the Faculty Selection Committee will be placed before the Governing Council / Chairman, for approval. Appointment letters will be issued in duplicate to the selected candidates. The candidates will sign and return the duplicate copy indicating their acceptance of the offer of appointment and the date of joining.

Designation	Pay Scale	AGP
Principal	37400-67000+10000 (Spl. Allowance)	10000
Professor	37400-67000	10000
Associate Professor	37400-67000	9000
Assistant Professor	15600-39100	6000

A candidate appointed by direct recruitment shall assume charge of the post for which he/she was appointed within the period specified in the appointment order.

A candidate promoted under career advancement scheme or any other scheme shall have their appointment effective from the date they are eligible.

The Institute shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker section of societies. The Governing Council can decide on pay scale and AGP based on the merits and qualification of the candidate at its discretion.

6.2 Faculty Appointments

1. **Regular Appointments**
Faculty members appointed as Professors, Associate Professors, and Assistant Professor shall meet the above criteria of academic qualification and experience. Regular Appointments will be eligible for the salary components as per AICTE and University norms.
2. **Contract Appointments**
Besides appointments in regular scale, faculty members may be appointed on fixed term contract basis for a maximum period of two/three years and shall meet the above criteria of academic qualification and experience. These appointments will carry consolidated salary.
3. **Honorary Professor**
The Governing Council may appoint any outstanding scholar or eminent person whose association with the Institution would help furtherance of the academic activities. As an Honorary professor for a period of two years, the period may be extended for a period of one year.
4. **Visiting Professor**
Faculty members from other reputed institution/ professionals may be invited to teach full or part of the course as Visiting Faculty.

6.3 Recruitment Policy - Non Faculty

Non faculty members may be appointed on a regular position or on contract basis. The qualification, experience etc., shall be governed by the AICTE and University norms.

6.3.1 Classification of NON FACULTY:

Position	Department	Qualification and Experience
Foreman	Civil & Mechanical Engineering	B.E/Diploma with 10yrs. of experience
Instructor		Diploma with 5 yrs. of experience
Asst. Instructor		ITI with 2 yrs. of experience
Helpers		7 th Std. with 2 yrs. of experience
Foreman	Electronics & Communication Engineering	Diploma with 5 yrs. of experience
Instructors		Diploma with 5 yrs. of experience
Asst. Instructor		ITI with 2 yrs. of experience
Mechanic		Diploma/ITI with 3 yrs. of experience ITI
Helper		7 th Std.with 2 yrs. of experience
System Administrator	Computer Science & Engineering	B.Sc with 3 years of Experience /Diploma with 10 years'
Programmers/Instructor		B.Sc. (Computers)or Diploma
Computer operator/Asst.		ITI with 2 yrs. of experience
Helpers		7 th standard with 2 yrs. of experience
Foreman/Instructors	Electrical & Electronics / Mining Engineering	Diploma with 5 yrs. of experience
Asst. Instructors		ITI with 2 yrs. of experience
Mechanic		ITI
Helpers		7 th Std. with 2 yrs. of experience
Instructor	BASIC SCIENCES	Bachelor's Degree in Science in PCM with 1 st Class and a minimum of 5 year's experience in an Engineering Institution Lab
Asst. Instructors		Lab Technician course and experience in engineering Institution lab preferred
Attendants		SSLC with Vocational course preferred
AO(Administrative Officer)	ADMINISTRATIVE STAFF	Degree with 14 yrs. Experience
Registrar		Degree with 15 yrs. Experience
Superintendents		Degree with 10 yrs. Experience
Clerks		Degree with knowledge of computers

(iv) LIBRARY STAFF

As per AICTE norms individual Librarians to be appointed to UG, MCA and MBA Programmes, in the light of this for a proper hierarchy and management of the libraries the following cadres are recommended. The libraries are required to function in shifts.

Position	Qualification	Recruitment Method
Chief Librarian	PhD in Library Science with 5 years of service. Master's Degree Library Science in Information Science / Documentation or an equivalent professional degree with at least 55% of marks or its equivalent CGPA and consistently good academic record computerization of the library.	Direct recruitment / by promotion
Senior Institution Librarian (Selection Grade)		Direct recruitment
Assistant Librarian	Bachelor degree in library Science / Documentation or an equivalent professional degree with First Class and consistently good academic record computerization of the library.	Direct recruitment
Library Assistant	Diploma / Certificate in Library Science with experience	Direct recruitment

(v) PHYSICAL EDUCATION STAFF

Position	Qualification & Experience	Recruitment Method
Director of Physical Education	Master's degree in Physical Education in Sports or an equivalent degree with at least 55% of the marks or CGPA and consistently good academic record. Completed 5 years of Service as Institution Director of Physical Education in the senior Record of having represented the university/Institution at the inter university/inter – collegiate competitions or the State in national championships. Passed the physical fitness test. A Qualifying in the national test conducted for the purpose by the UGC or any other Agency approved by the UGC. Shown evidence of having produced good teams/athletes and of having organized and conducted coaching camps of at least two weeks duration	Direct recruitment

Note:

1. The Management is empowered to relax the qualification or age limit in deserving cases.
2. Promotional posts can be filled –up by direct recruitment provided eligible candidates are not available.
3. Management has discretionary powers to appoint retired persons for important posts like Principal, Vice Principal, Dean, Professor, AO, Registrar, Foreman, etc.

6.3.2 Recruitment Process – Non Faculty

The concerned HOD to seek Head count approval for the position from the Approving Authority and share it with Selection Committee to initiate the process of recruitment.

- HOD shall source the profiles for the required position, through various sources viz., Employee references, Job portals, consultants, Newspaper advertisements etc.,
- Applications received through all sources shall be scrutinized and eligible candidates are intimated for personal interview with Selection Committee.
- The composition of Selection Committee will be as follows:
 1. Chairman or Managing Trustee or Governing Council Member.
 2. Principal
 3. Vice-Principal
 4. Dean
 5. HOD concerned.

Appointing Authority : Chairman

- Applicants appearing for interview will be required to bring a set of certified copies of testimonials in support of their academic qualifications.
- Minutes of the decisions of the selection panel will be prepared and will be signed by all members of the Faculty Selection Committee.
- Recommendation will be obtained from the 2 reference mentioned by the candidates in his /her application form before issuing the offer letter.
- Recommendation by the Selection Committee will be placed before the Governing Council / Chairman, for approval. Appointment letters will be issued in duplicate to the selected candidates. The candidates will sign and return the duplicate copy indicating their acceptance of the offer of appointment and the date of joining.

6.4 General Terms and Conditions of Appointment

- The age of employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his/her employment including retirement. The date of birth once furnished and accepted by the Management and entered as such in the Service register shall be final and conclusive and under no circumstance, the request for correction of the same will be entertained.
- The Institution may verify the antecedents of the candidate either directly or through agency by referring to the previous organization in which candidate was working in the event it is found that the candidate had suppressed material information or furnished wrong information; the employee is liable for summary termination of employment.
- All appointments shall be subjected to the candidate's medical fitness and the candidate shall produce medical certificate from the doctor specified by the Institution. The Institution may advise employee after appointment any time to be examined by a medical officer approved by the Institution for the purpose of examination if the employee is found suffering from any Communicable disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the Institution or to the other employees, students and staff of the Institution, may terminate his/her services on being found as medically unfit.
- The staff pattern and the minimum qualification applicable shall be as enshrined in the All India Council for Technical Education, Regulations read with cadre and recruitment Rules enacted by the state Government. The details of the staffing pattern, qualification and mode of recruitment in terms of the norms of the All India Council for Technical Education, and in the cadre and Recruitments Rules. The scales of pay applicable to the principal and other faculty under the existing All India Council for Technical Education, pay scale shall be as under, and as revised from time to time.
- Any employee may be transferred/ changed from one institution to another institution managed by the same Trust and such transfer does not cause any reduction in salary and position with no break in service.
- When an employee is transferred from one institution to another under the same Management, he/she should join the institution to which he/she is sent immediately. If he/she is relieved in the morning, he/she must join the afternoon. Similarly, if he/she is relieved in the afternoon he/she must join before the forenoon of the following immediate working day.
- An employee who does not join his/her post within prescribed timings is not entitled to salary for the entire period till the date of joining in the new institution, treating that period as absence. Absence from duty after the expiry of joining time will render the employee liable to disciplinary action for misconduct, besides break the service, except where the employee establishes to the satisfaction of the Chairman, Governing Council, that he/she was unable to join duty for reasons beyond control.

- Every employee shall take due care of the property, materials, instruments, equipments, machines, furniture, cash etc., of Dr. TTIT entrusted to his/her care and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributed to the mishandling or misuse, such an employee shall be liable for disciplinary action as may be deemed fit by the management. Besides, the management shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee.
- No employee shall criticize the management either in the press or over the radio or on any public platform which may attract sever disciplinary action including termination. However, that nothing in this rule shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.
- No employee, while in service of Dr. TTIT or after retirement, resignation, dismissal or discharge, shall make public or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior written permission from the management of Dr. TTIT.
- All employees of Dr. TTIT shall ensure compliance with the rules, regulations, and guidelines of duties issued by the statutory bodies like the AICTE, Government of Karnataka, The University or any authorities from time to time.
- **Special Service Contract:** A candidate may be employed on contract basis for a fixed period on such terms and conditions which the Governing Council deems proper and fit as per the requirement of the institution/Institution.
- **Seniority:** The Seniority in a particular cadre of service or class approved shall be determined as follows.
 - All persons confirmed shall be senior to all others not confirmed in that cadre.
 - The seniority of employees who are confirmed shall be according to the dates of confirmation, where the date of confirmation of any two or more employees is the same, relative seniority shall be determined with reference to their age seniority. The one who is older in age shall be treated as senior.

When candidates are recruited to a class of post both by internal promotion and direct recruitment the internally promoted candidate shall rank higher than those recruited from external candidate.

When Promotions are made on the basis of seniority cum merit at the same time, the relative seniority shall be determined by their seniority in the lower cadre.

When promotion to a class of post or cadre is made by selection at the same time, the seniority shall be in the order in which the names or candidate are arranged in the order of merit. However no promotions can be claimed as matter of right.

Seniority of direct recruitment shall be determined as follows:

When the recruitment is made through the process of written test and interview, the seniority shall be in the order of position in the merit list.

If the appointments are made without written test and or interview the date of joining of the service shall be the date for reckoning seniority.

The management at its discretion may appoint other officers and offer higher salaries depending on the need for exceptionally experienced/talented persons.

6.5 Joining Procedure

At the time of joining, the Candidate shall complete the following formalities.

- Submission of joining Report.
- Submission of attested copies of Educational Certificates along with originals for verifications.
- Submission of Relieving letter or proof having complied the conditions of appointment with the previous employer.
- Submission of Evidence of date of birth/proof of age.
- Nomination for Provident Fund/Gratuity in prescribed form (if eligible).
- Application for Identity Card along with three passport size photographs.
- Application for opening Bank Account prescribed by the Institution.
- Any of the following documents may be accepted as evidence of date of birth/proof of age.
- Secondary School Leaving Certificate.
- Where a person is non-SSLC, certified extract from Registrar of births and deaths or any other valid document acceptable to the Management.

6.6 Probation:

Probationary Period: All employees, other than temporary and adhoc, shall ordinarily be on probation for a period of two years or as specified in the appointment order. The probationary period may be extended for a further period of six months or any part thereof. However, on completion of the probation period, shall not construed as confirmation of the service unless the written confirmation is issued.

Notice of extension of probation will be given to the employee in writing before the expiry of the probationary period and extension of probation should have sufficient reason. However, if such extension notice is not given he/she is deemed to be confirmed and on satisfactory completion of probation, the appointment will be confirmed.

6.7 Confirmation:

All employees who are on probation for two years or more and due for confirmation are required to fill up Annual Performance Appraisal Form (annexure). The performance will be evaluated by the Performance Evaluation committee for recommendation of Confirmation, Probation Extension, termination based on the employee performance.

CHAPTER VII
PERFORMANCE APPRAISAL POLICY

7.1 Annual Self Performance Appraisal - Faculty

Faculty members who are confirmed are eligible to fill up Annual Faculty Self Performance Appraisal Form (Annexure). Those who are on probation for two years and due for confirmation are also eligible to submit self performance appraisal forms.

Performance Evaluation Committee will review the performance of the faculty for last two years in case of probation, otherwise for the current academic year.

Performance Evaluation Committee consists of

1. Governing Council Member.
2. Principal
3. Vice-Principal
4. Dean
5. HOD concerned.

The above committee will review the performance of the faculty members, who are due for confirmation, based on their self performance appraisal form for last two years and any other relevant documents concerning the faculty. The committee will also evaluate faculty performance on the below parameters

- Teaching, feedback, Research, Publications and conference organised
- Management Development Programme and Consultancy projects carried out.
- General conduct, attitude and behaviour

Based on the evaluation of the faculty members, the recommendation of the committee are placed before the Chairman/ Governing Council for approvals and appropriate actions.

7.1.1 Promotions - Faculty members

Promotion of faculty members to the senior level will be based on the following criteria

7.1.2 ELIGIBILITY:

The HOD shall be asked to prepare a list of all qualified and eligible candidates for promotion as Assistant Professor, Associate professor and Professor. The HOD shall also request the faculty members to submit an annual performance appraisal report from the respective department, along with his personal remarks against each individual. The qualification and experience to be eligible for promotion are similar to that of Recruitment Policy.

7.1.3 Criteria

The screening will give due weightage to the contribution made by the faculty in the areas of teaching, research, training, and consultancy in project carried out.

Assistant Professor to Associate Professor

- Minimum 3 years tenure in the current position
- Minimum feedback score of 50% and above.
- Satisfactory or higher level of performance in academic administrative activities.

From Associate Professor to Professor

- Minimum 4 years tenure in the current position
- Minimum feedback score of 75% and above.
- Substantial contribution in institution building activities.
- Outstanding performance in academic and administrative activities.

7.2 Promotions – Non Faculty members

Promotion of non faculty members will be done based on the Merit-cum-seniority basis on the recommendations of the Departmental Heads.

- Screening Committee will give due weightage of the contribution made by an employee as mentioned in his Performance Appraisal Report duly evaluated by the Screening Committee.
- Minimum tenure in the current position should be 3 years or as per Management Discretion.

7.2.1 SCREENING COMMITTEE:

A Screening Committee constituted with the following Members:

1. Chairman
2. Principal
3. Vice-Principal
4. Dean
5. HOD concerned

7.2.2 SELECTION PROCEDURE FOR PROMOTION/ANNUAL INCREMENTS:

The Screening Committee will review the performance appraisal, academic performance and other capabilities of each candidate and personally interview the candidates. The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval. The list will be placed before the Governing Council along with the Service Register of the individuals for approval. The approved candidates shall be promoted/Annual Increment.

Below rating scale is considered for Employee Performance...

Performance Standards	Rating Scale
Outstanding Performance	> 90%
Exceeds Expectation	>75%
Meets Expectation	50-75%
Needs Improvement	<50%

Employees falling under rating scale of <50% will be put under the performance development plan for a period of 1 semester to improve the performance of the employee.

CHAPTER VIII
PAY AND ALLOWANCES

Pay & Allowances

10.1 Regulation of Emoluments:

The pay and allowances admissible to the permanent employees shall be at the rates and scales of pay sanctioned by the Governing Council from time to time. All appointment shall be made at the minimum of the relevant pay scale, provided the pay above the minimum of pay scale may be fixed at the discretion of the Governing Council on the merit of each case. The allowances admissible to the permanent employees shall be DA, HRA & CCA as per the norms sanctioned by the Governing Council.

10.2 Additional Allowance:

When an employee is assigned with additional duties in addition to his/her own duties and the charge entail a substantial increase of responsibility and some additional to be fixed by the Governing Council . The charge allowance shall generally not exceed one tenth of the minimum of the pay applicable to the post of which an employee is placed in additional charge or independent charge.

- No additional allowance is admissible unless the incumbent has actually given/taken over charge of the office under the orders of the Head of the Institution.
- The minimum period required for claiming charge allowance under this rule shall be one month
- Additional allowance in respect of only one additional post is admissible even though an employee is placed in additional charge of the duties of more than one post concurrently. In such case, the charge allowance is admissible at a rate of tenth of the minimum pay of the post carrying highest scale.
- However, higher additional allowance can be approved by Governing Council as and when the need may arise.

10.3 Fixation of Pay:

- When an employee is promoted to a post or appointed to an ex- cadre post and such promotion or appointment involves assumptions of duties involving higher responsibilities than those of the post held by him/her, initial pay in the time scale of the post shall be fixed at the stage next above the pay in the time scale of the lower post at the time of such fixation.
- An increment may be withheld from an employee by the institution, if his /her conduct/performance has not been satisfactory.
- When an efficiency bar is prescribed in a time scale, the increment next above bar, shall not be given to an employee without specific sanction by the Governing Council.
- The conditions under which service counts for increments in a time scale are as follows.

- All duty in a post on a time scale counts for increment in that scale as follows.
- The period spent on probation shall count for increment.
- Period spent while on suspension does not count towards the increments, if the period of suspension is treated as suspension.
- Period of unauthorized absence not regularized but treated as such shall not count for increment in the time scale.
- If the pay of an employee is reduced as a measure of penalty to a lower stage in his/her pay scale, the authority ordering such reduction, shall state the period for which it shall be effective and whether on restoration it shall operate to postpone future increments and if so to what extent.
- Employee on consolidated pay, adhoc, lump sum increment may be granted at the end of every year at the sole discretion of the management, provided his/her performance and conduct are found satisfactory.
- One time incentives will be awarded in exception cases for outstanding performance during his/her service by the management.

10.4 ANNUAL PERFORMANCE APPRAISAL REPORT:

The faculty member shall submit the open and transparent performance report every year, containing the teacher's academic activities and achievements. The H.O.D. shall offer his remarks and observation on the report. The Performance Assessment Committee headed by the Secretary shall review the reports and finalize. The assessment shall be used for the following purposes.

1. Award of annual increments.
2. Award of special increments and awards for superior performance.
3. Monitoring and recording of the regular growth of each faculty member.
4. Consideration for Promotions

CHAPTER -IX

TIME AND ATTENDANCE POLICY

14.1 Working Days

Weekly Working Days : Monday to Saturday -

Lunch Break : 12.55 to 1:45 pm

Weekly Holiday : Sunday

14.2 Duty Timings:

- Duty hours in different departments and sections of the institution are to be followed as notified from time to time.
- The duty hours notified may be changed as per the requirement of the institution from time to time and the employee shall follow accordingly.

14.3 Attendance:

- All employees shall mark their attendance in respective attendance registers maintained in the department/office of the Institution and also Bio-Metric attendance.
- On arrival for duty the employee shall initial against their names on the duty date. The attendance register will not be available for such initialing after lapse of 10 minutes from the time fixed for the commencement of duty. In case of Electronic Attendance monitoring, it will be closed after 10 minutes.
- Employee reporting 10 minutes later from the time fixed for commencement of duty consistently for 3 days will be allowed to attend duty with half day salary cut.
- All employees on duty to be at their designated place of work during the working hours.
- Any employee not found at his/her place of work during working hours for more than one hour without prior permission of the Principal/Head of the department or section is liable to be treated as absent for the duty.

CHAPTER -X
EMPLOYEE BENEFITS

Leaves

10.1 Process:

The faculty / Non Faculty of the Institute may be sanctioned leave as prescribed below. This will be subject to the condition that leave cannot be claimed as a matter of right and when the exigencies of the Institute so require, discretion to refuse or revoke leave of any description is reserved to the sanctioning authority. Generally leaves are not granted to the academic staff in the middle of the academic term except on medical grounds / extreme compassionate grounds.

- Any kind of leave under Rules, may be granted in combination with or in continuation of Any kind leaves, except casual leave.
- Permanent employee shall be eligible for Casual Leave, Compensatory Casual leave, Special Casual Leave and Sick Leave. No employee shall be entitled to any leave under these rule, in respect of unauthorised absence from duty in pursuance of an illegal strike.
- No leave shall be granted beyond the date on which an employee is due to retirement on Attaining the age of superannuation. All leave at credit shall lapse on attaining the age of Superannuation.
- Leave while under suspension: Leave or absence is not admissible to an employee who has been suspended from his/her duty. An employee under suspension should not leave the station where his/her residence is situated expect with specific permission of the President or Head of the Institution.

10.1.1 CASUAL LEAVE (CL): -

There are 15 days casual leave annually with full pay and can be availed in a minimum of 2 instalments of 8 days and 7 days biannually subject to the following:

- During first year of service, casual leave of one day a month could be taken.
- Maximum of 3days of casual leave can be availed at one stretch. However in special case it can be extended with prior permission of the Management or discretion of the Management.
- Casual leave can be availed for half a day either in the morning session or in the afternoon session on any working day. Casual leave may be either prefixed or suffixed to Sundays and Holidays but the intervening Sundays and other holidays will not be treated as part of the Casual leave.

10.1.2 LEAVE WITHOUT PAY (LWP):-

LWP can be availed in emergencies when either CL is exhausted or biannually not available.

- Shall not be granted in continuation of casual leave on a normal basis.
- In cases where leave without pay is granted in continuation to casual leave, the approved leave will be treated as leave without pay commencing form the date of leave.

10.1.3 SABBATICAL LEAVE:-

This leave is granted for either research or special project or personal development that benefits the Institution and the maximum duration for which this could be availed is six months.

- During Sabbatical leave, the staff will be on the rolls of the Institution but not on the Pay rolls.
- The Institution will not be responsible for any untoward incidents like health, life insurance, medical expenses, and legal issues nor will it be responsible for the personal property of the staff kept at the Institution premises.
- During this period, employees are expected to keep away from any infringements of the law or moral ambiguities which would cause any damage to the Institution and if involved, the Institution reserves the right to terminate employment without giving any notice period.
- In the event employee leaves the country, he should intimate the Institution about the complete details of the travel, stay and purpose of visit.
- Employees on Sabbatical will not be considered for promotions and there will be a break in the service record.
- On resuming duty either the same cadre or alternate will be offered at the discretion of the Institution management based on internal requirement.

10.1.4 SPECIAL CASUAL LEAVE:

- Special casual leave is sanctioned for participation in sports & educational programmes (e.g. Seminar/ Conferences/Workshops), events of University/State/National and other extracurricular and co-curricular activities, on prior approval of HOD / Principal.
- Special casual leave not exceeding thirty days (30) in each calendar year may be granted to the employees who are chosen by any university for attending the examination work like evaluation work , lab exams, projects/thesis evaluation, research work (documents to be attached). They will not be eligible for TA & DA from the institution.
- Sundays and other holidays intervening the period of special casual leave admissible for participation in sports events are counted as special casual leave and are not excluded from the admissible limit of special casual leave. However, Sundays and Holidays can be prefixed and suffixed to the special Casual Leave.

10.1.5 VACATION LEAVE: -

Vacation leaves can be availed at the end of each semester as prescribed by the Institution from time to time. In the event of any urgent official work shall be attended during the vacation.

10.1.6 MATERNITY LEAVE:-

All Female Employees are entitled for Maternity leave as per Maternity Benefit Act 1952 and its amendments.

Extension of maternity leave is at the discretion of the Management.

10.1.7 COMPENSATORY CASUAL LEAVE:

Compensatory Casual Leave is in lieu of working on declared Holidays. Such leaves could be compensated on working days at the discretion of the Principal/Vice principal. This leave should be availed within a month from date of work.

10.1.14 SICK LEAVE:

All Employees are eligible for 8 days of sick leave annually with pay. Surrender of leave for monetary benefit is not allowed.

10.1.9 ON OFFICIAL DUTY (OOD):

Employees can avail OOD for any work assigned by the Institution or representing the Institution for the University work/Admissions/Purchase/Meetings with prior permission from Principal/Vice principal. Payment of TA/DA will be as per Institution norms. All leaves / permission should have prior approval from HOD, Principal, and Vice-Principal; otherwise the leave will be treated as absence with loss of pay.

10.2 Employee Provident Fund Scheme:

The Employees appointed are covered by the Employee's Provident Fund and miscellaneous provisions act 1952 & its amendments. The applications of these rules are mandatory to all the employees. According to these rules the employee shall contribute towards PF Contribution at the rates prescribed in the rules and matching share of contribution shall be paid by the Management and both shares of PF contributions shall be remitted to the regional provident fund Commissioner, Karnataka, Bangalore every month towards crediting the amount to PF account and pension fund account. The payment of contributions shall cease on the employee leaving the service either on resignation, termination or by retirement. The accumulated PF Contribution will be paid to the employee directly by the Regional provident fund Commissioner, Karnataka, Bangalore. For details with regard to PF and pension benefits, the employee's provident fund and miscellaneous provisions Act 1952 be referred.

10.3 Group Personal Accident Insurance:

The employees are covered under Institute's Group Personal Accident policy where employees are entitled for accidental death benefit paid to the nominee, compensation for temporary / permanent disablement.

10.4 Transportation and canteen Facility

The employees are entitled for transportation and canteen facility at subsidised rates.

CHAPTER -XI

EMPLOYEE SEPARATION POLICY

11.1 RESIGNATION - PROCESS

In case Employee want to tender resignation to the post held, the resignation should be addressed to the immediate supervisor and the same to be accepted by the appointing authority (Governing Council) as per the terms and conditions specifically laid down in the appointment order. In this regard, the following points shall be verified while accepting the resignation:

- One month's notice should be given before resigning from the position held and in the event of no notice period, the management would decide on either the notice period pay or equivalent that it deems right.
- The resignation will not be accepted in the event it is tendered in the middle of the academic semester and it should be well planned so that the academic work does not get affected.
- Notice Period Recovery is initiated in the event employee is not willing to serving the notice period, the salary equivalent to the notice period will be recovered from the employee's full and final settlement.
- If the resignation is before completion of three years of service, it should also be seen whether the employee has been paid salary for the vacation period and if so such salary drawn for the immediate preceding vacation period is also to be returned.
- No dues certificate to be obtained from the concerned department / Library / Accounts / Offices/ Stores using the NO Dues Form of the Institution.
- If all the above conditions are fulfilled the Head of the Institution shall forward the resignation letter to the GC with suitable opinion/remarks for orders/acceptance.
- After receiving the orders/acceptance from the GC, same shall be communicated to the employee by the Head of the Institution.
- The salary for the month and onwards in which the resignation is submitted shall not be drawn until the resignation is accepted by the GC.
- The GC shall be Competent Authority to accept the resignation of all employees.
- The resignation will not be accepted until all the terms of Letter of Indemnity and Guarantee, is fulfilled if any.

11.2 Superannuation:

All employees shall retire on attaining the age of 60 years. The Staff selection committee may at its discretion grant extension of service of one year beyond the superannuation on the merit of each case, subject to the conditions that the extension of service so granted shall not exceed 10 years in any case.

11.3 TERMINATION / REMOVAL FROM SERVICE

Employee services can be terminated as per terms of employment contract under below circumstances.

- a. On Disciplinary Grounds
- b. Employee Absconding
 - The Management may terminate your service at any time without giving any notice, if you have been convicted by a court of law under the laws in force for any offence which involves imprisonment or moral turpitude.
 - The Management may terminate the service of an employee under special circumstances, such as reduced workload, bringing disrepute to the institution, etc, after giving one month's notice or pay in lieu thereof. No such notice shall be necessary, if the termination is because of proved misconduct in the enquiry conducted by the disciplinary committee in accordance with the rules. Termination of service will be carried out after a show-cause notice is issued to that effect.

11.4 NO CALL AND NO SHOW:

Absenteeism after the expiry of originally granted leave period or the subsequently extended leave period or no call or no show to work will lead to disciplinary action. If no leaves are at your credit, you are not entitled to any salary for the period of such absence. Absence from duty after the expiry of leave will render you to disciplinary action for misconduct except where you establish to the satisfaction of the leave sanctioning authority that you were unable to join duty for reasons beyond your control due to the vagaries of nature.

11.5 ABANDONMENT OF SERVICE

Any Employee remain absent for **eight consecutive days** without prior sanction of leave or permission, they shall be deemed to have abandoned their employment and the service shall stand terminated automatically with effect from the date of which the absence commenced.

In the event of being absent beyond the period of leave originally granted or subsequently not extended, employee shall be deemed to have abandoned the employment and the service shall stand terminated automatically with effect from the date of which the absence commenced unless employee returns within eight days of expiry of the leave and give a satisfactory explanation for the inability to return on the expiry of leave. A recall notice will be issued and if there is a failure to respond or the same returns undelivered, another notice shall be sent. If there is no response to the second recall notice as well, only thereafter a final order shall be passed in accordance with the provisions regarding abandonment of service.

11.6 VOLUNTARY RETIREMENT

The Voluntary Retirement Scheme will be announced at the discretion of the management and the vacancy caused due to VRS will not be filled. In the event the scheme is available, the following rules shall apply:

- Employees are entitled to seek voluntary retirement either after 20 years of qualifying service in Dr. TTIT or on attaining 50 years of age.

- The amount receivable on account of voluntary retirement of the employee does not exceed the amount equivalent to three months' salary for each completed year of service, or salary at the time of retirement multiplied by the balance months of service left before the date of retirement on superannuation of the employee. It is the last salary drawn which is to form the basis for computing the amount of payment.
- The Management has discretionary powers to grant VRS as deemed fit from time to time.

11.7 Service Certificate

Every permanent employee shall be entitled to a service certificate at the time of leaving the service of the Institution, which will be issued and signed by the Head of the institution.

CHAPTER XII

CODE OF CONDUCT

12.1 OBJECTIVE

Dr. TTIT believes that for an institute to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions.

- The Code of Conduct and Ethics, articulated below, embodies the Institute's Values and Beliefs and endeavours to lay down guidelines the Professional, Ethical, Legal and Socially Responsible behaviour that the institute expects from its employees.
- All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve institute's objectives.
- The Institute's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

12.2 Applicability

All employees on regular rolls of the institute including employees on contract governed by this Policy. Employees are the representatives of the institute and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.

Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institute, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institute and its Values.

12.3 Policy Guidelines

12.3.1 National Interest: Dr, TTIT is committed in all its actions, to promote quality education and shall neither engage in any activity that would not adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.

12.3.2 Use of the Institution Name : The use of Dr. TTIT name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institute. No employee, third party shall use the Institute name and logo for any purpose without specific authorization.

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

12.4 Policy and Process Integrity:

12.4.1 Antitrust or Fair Trading-

Employees shall avoid any discussions or agreements with competitors about prices or credit terms, submission of bids or offers, allocation of markets or customers, restrictions on production, distribution or boycotts of suppliers or customers that would result in monopolization or anticompetitive markets.

12.4.2 Falsification or Destruction of information- No employee shall make any statement or do any act that encourages or results in unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.

12.4.3 Using equipment and consumable resources: Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the Department.

This excludes certain: a) Limited, occasional and brief private telephone calls and faxes b) Limited and occasional use of a photocopier c) Limited and occasional use of the departmental email and Internet system subject to the government policy on use of the Internet and electronic mail

12.5 Using the Internet, Intranet, and Electronic mail

Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material.

Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols.

Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused

The Department monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

12.6 Protecting Institute's assets

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

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

12.6.3 Unethical Transaction: No employee shall assist in the misuse of Institute's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or customers. All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority.

12.6.4 Gifts and Entertainment: Except in connection with and specifically pursuant to programs officially authorized by the institute, no employee shall accept, directly or indirectly

take any money, objects of value, or favours / discounts from any person or other company/institute/organization that has or is doing or seeking business with the Institute. All employees must disclose authorized transactions of this nature to the officer.

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

12.6.5 Public Representation: No employee shall, without the express consent of the /Management/ Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institute.

12.6.6 Political Activity: No employee shall involve in any political activity directly or indirectly.

No employee shall canvas for any political party or candidate at any point in time. Employees may not contribute the Institute's funds or assets to any Political Candidate, Party unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute. Any DR.TTIT employee who stands in elections for any public office may do so after informing the concerned authority within the Organization. Further, if elected to the post, the employee has to resign from the services of the Dr. TTIT Institution to pursue his public / political career.

12.6.7 Regulatory Compliance: Every employee shall, in her/his business conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.

12.6.8 Sexual Harassment and other harassment policy:

Dr. TTIT recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior as per the policy against Sexual Harassment.

12.6.9 Other Harassment:

The Institute prohibits harassment of one employee by another employee or supervisor on any basis including but not limited to race, colour, religion, marital status, national origin, physical or mental disability and/or age.

The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, no employee harasses another. Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.

Whistle Blower policy: The Institute provides a platform for employees to disclose information internally, which she/he believes shows serious malpractice, impropriety, abuse or wrong doing within the institute without fear of reprisal or victimization.

12.6.10 Ethical Conduct

Dr. TTIT Institute expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, equity in interpersonal and professional relationships as well as in our day-to-day activities. Every employee is supposed to inform in

case, if he deviates from the above standard.(or if any case is filed against him)

No employee shall engage himself in any business activity. Further, if he directly or indirectly recommends any of his friends / relatives for any business dealing with Dr.TTIT Institution, he must disclose the nature of such relationships and transactions beforehand.

12.6.11 Dress Code:

Dr.TTIT Institute expects its employees to follow a dress code which helps them to work comfortably at the workplace and at the same time project a professional image for our customers, potential employees and the community we are a part of. Hence, it is essential that all employees take pride in her/his appearance and maintain proper dress code and general appearance during office hours. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed.

12.6.12 Environment, Health & Safety Environment,

Health, Safety and Laws of the land – Employees shall adhere to the laws of the land – wherever they are – and shall not violate, cause or any action that impacts the Environment and the Health and Safety of Dr. TTIT Institute Employees, Faculty and the students.

Substance Abuse- To meet our responsibilities to Employees, Faculty and students, the Institute shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol on the job is absolutely prohibited.

Threats and Physical Violence- No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere.

The list of behaviours, while not inclusive, provides examples of conduct that is prohibited by this policy:

- Causing physical injury
- Making threatening remarks
- Aggressive or hostile behaviour that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of another employee
- Committing acts motivated by or related to sexual harassment or domestic violence.
- Smoking is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code

12.7 Disciplinary Actions

All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including termination against the employee who is found to violate these principles.

Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institute will recover any loss suffered by it due to violation of the provisions of this code by any employee. Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.

The employees of the Disciplinary Committee and/or employees of Audit Committee will be notified of any concerns about violations of standards for conduct of business, ethics, laws, rules, regulations of this Code.

12.14 Misconduct & Suspension

Misconduct: Without prejudice to the general meaning of the term, amongst others the following acts and omissions shall be treated as misconduct also apart from the below any violation of Code of Conduct also in considered.

- Theft, fraud and dishonest in respect of the property of the Institution.
- Demanding/accepting or offering bribe or any illegal gratification whatsoever.
- Drunkenness, fighting, notorious or disorderly or indecent behaviour within the premises of the Institution.
- Wilful insubordination or disobedience, disrespect whether individually or in group with others to any lawful and reasonable order of a superior.
- Sleeping while on duty.
- False statement made in the application for employment.
- Anywhere within the institution causing or threatening to cause mental and/or injury to other employees either individually or collusion with others.
- Committing any act likely to harm or endanger the institution's property.
- Sabotage, in any form.
- Conviction against criminal activity including moral turpitude.
- Refusal to accept any letter or any communication from the authority of Institution.
- Abstaining from appearing before any enquiry/authority/committee, when called.
- Failure to produce documents/papers etc. when called for.

- Habitual negligence indiscipline / reluctance in performing duties or loitering or misbehaviour.
- Smoking, Chewing tobacco/Gutaka/Pan Masala/Chewing gum, consuming of liquor and any other prohibited material within the Institution.
- Refusal to take any bonafide official assignment.
- Habitual irregularity in attendance.
- Gambling in any form within the premises of the Institution.
- Leaving the institution during working hours without permission.
- Engaging or abetting in abusing and causing physical violence with another employee or any reason at any time in the Institution.
- Habitual absence without leave or overstaying when on leave.
- Holding of unauthorized meetings in the Institution.
- Discourteous behaviour.
- Causing sexual harassment.
- Wearing objectionable dress and indecent exposure of the body. ○
- Attending natures call/spitting in open in the Institution premises.

12.9 Suspension

The GC or any other Competent Authority specified by the GC may place an employee under suspension under below circumstances.

- Where a disciplinary proceeding against the employee is contemplated or is pending.
- Where a case against the employee in respect of any criminal offence is under investigation, enquiry or trial.
- An order of suspension shall be in writing and shall take effect from the date of the order or such other date as may be specified therein.
- An order of suspension made under this Rule shall remain in force until it is modified or revoked by the authority which made the order or by any superior authority.

12.10 Subsistence Allowance

An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of the monthly gross emoluments drawn on the date immediately prior to the date on which the employee is suspended.

Where the period of suspension exceeds six months the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the first six months as follows.

The amount of subsistence allowance may be increased to 75% of the emoluments, If in the opinion of the said authority, the period of suspension has been prolonged due to the reasons to be recorded in writing not directly attributable to the employee under suspension.

The amount of subsistence allowance may be reduced to 25% of such emoluments if in the opinion of the said authority the period of suspension has been prolonged due to the reasons to be recorded in writing directly attributable to the employee under suspension.

No subsistence allowance is payable to the employee unless the management is satisfied that the employee was not engaged in any other employment, business, profession or vocation during the period of suspension.

12.10.1 Treatment of period of Suspension: If the concerned employee is honourably acquitted and reinstated, the full pay and allowance which he would have been entitled to if he had not been suspended as reduced by the subsistence allowance already allowed to him/her be paid.

12.11 Penalties:

Penalties: The GC or any other authority empowered in this behalf herein called the “Disciplinary Authority” may for good and penalties on employees as detailed below:

Fine in the case of Class IV employees.

Withholding of Increments.

Recovery from pay of the whole or part of any pecuniary loss caused by the negligence of breach of the administration of the authority to whom the services of the employee had been lent.

Reduction to a lower stage in the time scale of pay for specified period with or without the effect of postponing the future increments of his/her pay.

Reduction to a lower time scale of pay, grade, post or service which shall unless otherwise directed by a bar to the promotion of the employee to the time scale of pay, grade, post of service from which he was reduced with or without direction regarding.

Compulsory retirement from service.

Removal from service which shall not be a disqualification for future service elsewhere.

Dismissal from service.

Note: The principal is authorized to impose the penalty mentioned in clause.6.4.1.1& there shall be no appeal against his decision.

12.12 Procedure for Imposing Penalties:

No order shall be passed imposing any of the penalties specified in clause in this chapter except after an inquiry held in the following manner.

Definite charges should be framed on the basis of the allegations and which the enquiry is proposed to be held and a copy of the charge sheet with a statement of allegations on which they are based shall be furnished to the employee and he/she shall be required to submit his/her written explanation within a specified time limit and also to state if he/she desires to be heard in person.

For the purpose of preparing his/her offence, the employee may be allowed to offer explanations (concerning self) required by him/her at the discretion of the disciplinary authority. He/she may be allowed to take copies of such explanations.

On receipt of the explanation within the time limit, the disciplinary authority may itself enquire into such of the charges as are not admitted or appoint a committee of inquiry or an inquiry officer for the purpose.

The employee may present his/her case before the inquiring authority with the assistance of another employee (approved by the disciplinary authority) but may not engage a lawyer.

The enquiring authority shall consider such documentary evidence and take such oral evidence as may be relevant in regard to the charges. On behalf of the employer a presenting officer shall present the case before the enquiring authority. The employer shall provide all the documents in support of the charges. The witnesses appearing in support of the defence may be cross examined by the person presenting the case in support of the charges namely the presenting officer.

On the conclusion of the enquiry, the inquiring officer shall prepare and submit a report on its findings in respect of each of the charges to the disciplinary authority. In case the disciplinary authority decides to accept the report of the enquiring authority for imposing any of the major penalties, copies of the findings and of the report of the inquiring authority and of the documents relied upon by the enquiring authority for its findings shall be furnished to the employee notifying the action proposed to be taken by Disciplinary authority by way of imposition of any of the afore said major penalties and the employee shall be given a reasonable opportunity to submit any Representation in writing that he/she may wish to make against proposed penalties if the employee desires he/she may be permitted to make a personal presentation also before the disciplinary authority in support of his/her written representation.

In regard to imposition of minor penalties specified in clause, the procedure is to be followed is as follows.

The employee should be informed of the allegations and the action or proposed action to be taken and he/she should given an opportunity to make any representation that he/she may wish to make.

The disciplinary Committee shall consider such representations before passing an order.

Notwithstanding the aforesaid rules, such other rules that are made and shall be made by the Governing Council and other competent authority are made applicable to the employees of Dr. TTIT.

The GC is the final authority in respect of disciplinary measures and there shall be no appeal against its decision.

12.13 The following shall not amount to a penalty within the meaning of this rule.

Withholding an increment of an employee for failure to pass a prescribed departmental of language examination.

Stoppage of an employee's pay at the efficiency ~~h~~ ground of his unfitness to cross the bar.

Non -Promotion to a higher post, whether in a substantive or officiating capacity after consideration of his case.

Reversion to a lower post while officiating in a higher post on the ground that he is

considered after trial to be unsuitable for such higher service, grade or post or on administrative grounds unconnected with his conduct.

Compulsory retirement in accordance with provisions relating to his superannuation or with the abolition of department or work related to his qualification.

12.12 Termination of the Service:

The GC or any other authority empowered by it in this behalf may place an employee under suspension where a disciplinary proceeding against him is contemplated or is pending or where a case against him in respect of any criminal offence is under investigation or trial. During the period of suspension the employee may be paid subsistence allowance as per Karnataka Civil Service Rules.

Where on the conclusion of the enquiry, the GC makes an order fully exonerating or acquitting him, the period of suspension shall be treated as period of duty and the employee shall be entitled to full pay and allowances due to him.

Where the GC makes an order imposing any penalty, other than compulsory retirement, removal from service or dismissal, the employee shall be paid for the period of suspension such portion of his pay and allowances as the GC may in its discretion specify and the period of suspension shall count as duty unless the GC has otherwise directed.

Where the GC makes an order imposing the penalty of compulsory retirement, removal from service or dismissal, the employee shall be paid for the period of suspension such portion of his pay and allowance as the GC may in its discretion, specify.

CHAPTER -XIII
ACADEMIC PROCEDURE

ACADEMIC PROCEDURE

13.1 INTERNAL ASSESSMENT:

All Departments on rotational basis will conduct Internal Assessment test and other assessment that include Assignment, Quiz and class test as per the Visveswaraya Technological University guidelines. Common Question paper will be supplied for a given subject for all classes

13.2 ABSENTEEISM FOR TEST:

Absenteeism for tests is not allowed. Leave or OD will not be sanctioned on that day. Further, Students who are absent for tests will not be allowed to attend classes until his/her parent meets the H.O.D.

13.3 CORRECTIVE MEASURES FOR FAILURE IN TESTS:

Faculty will ensure that the students failed (< 50%) in tests, perform well in further special test by taking prior corrective action like Assignment / Special coaching classes/tutorial etc., The HOD will intimate the parents through a letter in case of poor performance in tests.

13.4 COACHING / TUTORIAL CLASSES

The subject teacher shall arrange Coaching / Tutorial class for those students who have failed (< 50%) in tests. The coaching classes will commence immediately after test. The HOD will prepare the schedule for coaching class and get it approved by principal. Absenteeism in coaching will not be permitted. Students absent for coaching classes are strictly not allowed to attend classes the next day without their parents meeting HOD/Principal. Parents need to give written undertaking. Special coaching classes on holidays will also be conducted by subject teachers for slow learners.

The HOD will visit the coaching / tutorial classes.

13.5 INTERNAL MARKS:

Allotment of Internal marks is purely based on VTU guidelines.

13.6 TEXT BOOKS:

Possession of a prescribed text book by the student for every subject in the semester concerned is mandatory. The student can either purchase all books on his own or avail the book bank facilities in the college and make use of main library books and department library.

13.7 STUDENT ATTENDANCE

13.7.1 The Subject teacher will take the student attendance using Attendance register in all periods. Individual teachers handling theory periods and

labs have to mark attendance in the register for their periods on day to day basis. It will be monitored by the HOD.

- 13.7.2 If a student is absent two days due to sickness or unforeseen circumstances, he should report to the mentor on the day he attends the college with a leave letter signed by parent and also with Medical Certificate. If he reports without leave letter, the HOD will not allow the student to attend classes but will send him/her home after getting the consent of the Principal and his/her parents will be informed by the Mentor by phone. The parents should have informed the HOD or Principal by phone regarding the absence of his/ her ward in such cases. If the above procedure is not followed he/she will be considered as absent.
- 13.7.3 If any student is absent for more than 4 days due to sickness, the parent should send a medical certificate on the first day of absence or subsequently to HOD and the student should come to the college along with the parent, on the reporting day. Student reporting after abstaining from classes on previous day(s) without MC or without prior information will be marked Absent (A). If such absenteeism extends for more than four days the students have to attend extra classes to make up for the classes lost.
- 13.7.4 Under normal circumstances, such as attending a relative's marriage or family function etc. a student should get prior permission from the HOD and submit leave letter to HOD to avail the leave. If he/she is absent without prior submission, he/she is considered absent (A).
- 13.7.5 Individual faculty has the freedom to send the student out and or mark absent for inattentiveness / indiscipline behaviour in the class in their class attendance (hourly attendance).
- 13.7.6 Late comers to class either during first hour of the day or tea break or lunch hour will not be allowed to attend the class by the Disciplinary Committee, which will be monitoring the movement of students during working hours in the College. Students will be asked to spend that hour in the library and attend from next hour.
- 13.7.7 The percentage of attendance is calculated by the respective subject teacher based on hourly attendance only and overall attendance will be compiled by the class teacher.
- 13.7.8 Student monthly attendance shall be calculated using master attendance register maintained in the HOD's office. The monthly attendance shall be

published by the HOD. If the attendance is <75%, the parents should be informed and summoned for discussion.

13.7.9 Student Leave letter, Medical certificates and undertaking from parents, percent attendance etc should be maintained in HOD's office.

13.8 FACULTY ATTENDANCE

Bio-metric attendance system involving finger print will be adopted for faculty and non-teaching staff.

13.9 LECTURE NOTES

Each faculty member will have to submit a type written lecture notes (Computer Print-out ACCEPTABLE) for the first 2 module of his / her subject to the HOD before commencement of each semester.

During the course of the semester, the balance lecture notes for remaining 3 modules need to be handed over to the HOD. The lecture notes will be reviewed by the HOD. At the end of each semester, the lecture notes for all the 5 module will be submitted and kept in the respective department technical library including soft copy. The Principal will monitor the proper submission of such notes by the faculty members to HOD and pull up the defaulters. The Principal will also review the quality of the lecture notes.

13.10 COURSE FILE: (FACULTY)

Each faculty member has to maintain a **Course File** and a **Personal File**. The course file will contain a copy of the lecture notes and the following:

1. Preface
2. Authorization
3. Syllabus
4. Course Description
5. Student Name List
6. Department PEOs and POs
7. Course Plan
8. Assignment
9. Time Table for that subject
10. Question Bank
11. Cycle Test-I Question Paper with key and samples
12. Cycle Test-II Question Paper with key and samples
13. Model Exam question paper with key and samples
14. Result Analysis for Tests
15. Lecturer Noting

16. Study Material
17. Table of Specifications
18. Question Papers mapping with course outcome
19. Outcome Assessment Report

13.11 PERSONAL FILE (FACULTY):-

Each faculty has to maintain a Personal File. The personal file will contain a copy of the following.

1. Appointment Order copy
2. Joining Report copy
3. Promotion Orders copy
4. Copies of Technical papers presented in conferences
5. Seminars / Conferences attended and other similar details.
6. Faculty Development Programme attended – certificate copy
7. Higher study undergoing
8. Personal profile
9. Copies of Degree and experience certificate

13.12 ACADEMIC WORK LOAD:-

The HODs and Professors will be allotted one theory subject and 2 theory subjects for other faculty members. The lab classes will be distributed in a balanced way.

13.12.1 Laboratory:

There will be a maximum of 20 students per batch. Two teachers per batch and one Technical Assistant per lab are made available.

13.13 DEPARTMENTAL FACILITIES:-

Each department is provided with a minimum of 2 computers with internet Connectivity, 1 printer cum scanner, 1 laptop, LCD projector and OHP.

13.14 PROCEDURE FOR FINAL YEAR PROJECT

13.14.1 The Project Coordinator should be identified by the Director / HOD and should be asked to coordinate the various activities relating to the project work. Individual review committees will be formed for each branch of study. The committee will consist of HoD, senior faculty members and Project coordinator. The committee meetings will be convened by the HoD as per schedule provided by the principal.

13.14.2 The faculty members should give the broad areas of their interest in guiding the final year project by the second week of July. The HOD and the Coordinator should group the students into batches with maximum of 4 and minimum 3 members considering their willingness and preference by second week of July. The guides for the different batches are to be identified and fixed based on the area of interest and mutual consent, by third week of July.

13.14.3 The students and project guide shall be allowed to fix up project within the department or to select project from companies located within Karnataka by the first week of September and submit to HOD. However the companies should be fixed such that students reach the college from the company to attend the class work.

13.14.4 The students will be given time for project work during the working days after attending any class as per university syllabus given. This will facilitate the students to have continuous association with the college, which may be useful when campus interviews are programmed during their working days in the college.

13.14.5 Finalized project title and external guide should be identified and lists sent to the HOD / Principal by the first week of August by the coordinator after the approval of the committee.

13.14.6 Students start their literature survey and methodology for the project work and complete by the end of the 7th semester, so that the project work can be commenced during the end of 7th semester itself. Review of the abstract and methodology by the project review committee of the department to be completed by last week of October, before the commencement of University Lab / Theory Examinations.

13.14.7 The first phase project review must be conducted for all batches in the last week of 7th semester. The project coordinator and the group guide must evaluate the project and suggest the student on improvement / changes to be made. First phase review carry 100 marks and should be completed by end of November.

13.14.8 The second phase of first project review shall review the progress on the project work (First Review) by first week of February and suggest the course of action for the timely and successful completion of the

project work and evaluate for 20 marks. The second review with the details of implementation will be evaluated for 40 marks

13.14.9 The second review of the project work by the project review committee shall be by the first week of March. The second review – evaluated for 50 marks. Internal mark for project is based on the average mark obtained in Zeroth, first and second reviews. Project Coordinator will allot the internal marks in consultation with internal project guide of each batch.

13.14.10 The final review and approval of the documentation of the project by the review committee shall be completed by second week of May to be evaluated for 25 marks. Internal mark for project is based on the total mark obtained in first review, second and final review. Project coordinator will allot the internal marks in consultation with internal project guide and review committee along with the bound report of each batch.

13.15 CONDUCT OF LAB CLASSES

13.15.1 The staff in-charge of lab course shall prepare the list of experiments to be

conducted, as per university syllabus and also shall prepare their laboratory manual and supply it to the students.

13.15.2 The number of students per batch shall be restricted to a maximum of 3.

However individual terminals may be given for every student in the computer lab.

13.15.3 The faculty shall give explanation for each experiment before the commencement of the practical classes. The faculty shall inform the students to come prepared for viva-voce questions, to draw the circuit diagram if any and to explain the objectives and procedure of the experiments.

13.15.4 The staff in-charge shall ask viva-voce questions and also ask the students

to explain the objectives and procedures for conducting the experiments for about 10 minutes and assign marks in the observation note book based on the response of the students.

13.15.5 The staff in-charge shall ensure that the record of experiment of the previous week is submitted by every student or else the students should be

asked to sit at one corner in the lab and write the record. The list of students who have not submitted the records shall be sent to the H.O.D.

13.15.6 All the staff members assigned to the laboratory class are equally responsible for the conduct of the lab class. The Lab-technicians shall be trained in assembling of the circuit, use of instruments etc by the staff in- charge and they shall be asked to help the students in trouble-shooting and using the instruments

The staff in-charge shall never engage themselves in correcting the 13.15.7 record

note books during lab class and shall be engaged only to assist the students

in conducting the experiments.

13.15.8 The staff shall ensure that those students who have not completed any experiment up to date is summoned to the Laboratory during the free hours to complete the experiments.

The record note book and observation note book should be completed by each student in all respects and kept ready for inspection. The

13.15.9 faculty will be responsible otherwise.

The staff in-charge shall display the list of experiments in the

13.15.10 Laboratory notice board.

CHAPTER XIV

TARGET FOR ACADEMIC ACHEIVEMENTS

Target for Academic Achievements

Objective

The objective of setting the target is to motivate each department and faculty member to perform better by achieving the target and raise the performance benchmark. It is also to improve the academic performance of the students as well as overall development activities in the college, the target is set for various activities relating to curricular and co-curricular and other activities.

The HOD shall be responsible and have the freedom to devise innovative methods or procedures to achieve the target in all the sphere of activities. However, the new procedures or methods may be presented in the HOD meeting and discussed in detail before implementation. The responsibility of drawing the road map and working out action plan rest with the Dean, HODs and the faculty members. The problems faced in achieving the target should be assessed and solved at the department level and in the event of difficulties in solving the problems; the reasons and possible procedures for solving the same may be discussed in the HOD meeting.

14.1 ACADEMIC PERFORMANCE

a. Internal Assessment

Sl.No.	Particulars of the Activity	Target
1	Minimum pass in each subject	45%
2	Minimum pass in a class	75%
3	Minimum class average mark in a subject	60%
4	Maximum no. of students failed in 3 and more than 3 subjects in a class	20% of the class strength
5	No. of students failed in all subjects in a class.	Nil

b. University Examination

Sl.No.	Particulars of activity	Target
1	Semester wise minimum pass	45%
2	Minimum pass in each subject	80%
3	Failures in practical examination	0%
4	VIII semester minimum pass	100%
5	Minimum University Rank Report	1

14.2 STAFF AND STUDENT ATTENDANCE

Sl.No.	Particulars of activity	Target
1	Minimum semester wise daily attendance	85 %
2	Maximum absenteeism permitted for a student per semester (If violated parents should be called for counselling)	4 days
3	Parent meeting the HOD compulsory if the students is Absent.	more than 2 Days
4	Parents meeting HOD compulsory if the leave exceeds in a semester	4 days
5	Faculty Attendance Per Month	90 %

14.3 ACADEMIC ACTIVITIES:

Sl.No.	Particulars of activity	Target
1	Submission of Lecture notes for 2 ½ units	Before semester commencement
2	Submission of Xerox copies of lecture notes for 5 units	End of the semester
3	Detailed lesson plan Submission	One week before semester commencement
4	Issue of question bank to student.	On the day of reopening
5	Issue of Lab manual to students	On the day of reopening
6	Minimum no. of students project work per faculty member	1
7	Course file submission by faculty member	End of the semester
8	Personal file submission by the faculty member	End of the semester
9	Minimum publication of Technical paper by a faculty member per year	1

14.4 MAINTENANCE OF LABORATORY FACILITIES:

Sl.No.	Particulars of activity	Target
1	Shortage of consumables at any point of time	Nil
2	Reporting period for equipment repair to Principal's Office after failure	2 days.
3	Reporting period for servicing of computers after failure	2 days
4	Deficiency in equipments as per VTU norms.	Nil
5	Deficiency in software's as per VTU norms.	Nil

14.5 ACADEMIC WORK LOAD TO FACULTY MEMBERS:

Sl.No.	Particulars of activity	Target
1	HOD	1 theory
2	Professor	2 theory
3	Associate Professor	2 theory + 1 lab
4	Assistant Professor	2 theory +2 lab
5	No. of times a teacher can take the same subject continuously	3 times
6	Critical subjects should be taken by	HOD/Professor/Associate Professor
7	First year subjects allotment	Senior faculty members
8	No. of faculty members per batch of 20 students for lab class	2

14.6 CO-CURRICULAR ACTIVITIES:

Sl. No.	Particulars of activity	Target
1	Minimum no. of guest lecture for each class per semester	3
2	Minimum faculty development programme to be conducted by department per year. (3 or 5 days) (In-house or VTU sponsored or Outside agency)	1
3	Minimum no. of Professional societies to be formed ISTE / IETE / IEEE / CSI etc., in each department.	2
4	Minimum MOU with industries in each department.	2
5	Minimum external sponsored projects per year	1
6	Minimum no. of consultancy work per department per year	1
7	Minimum no. of department level conference/seminar/workshop	1 per semester
8	Minimum no. of National / International conference /seminar	1 per year
9	Minimum no. of industries based students project	25 % of Total Project
10	Minimum no of Students paper presentation per semester	25 % of Faculty Strength
11	Deputation of minimum no. of faculty members to conferences / workshop per year	10 % of Faculty Strength
12	Deputation of minimum no. of faculty members to FDP per year	20 % of Faculty Strength

Sl.No.	Particulars of activity	Target
13	No. of students for Industrial training per year	50 % of Students Strength
14	No. of times Students counselling per semester (slow learners)	6
15	Chairs instituted by Department	1
16	Minimum no. of Class wise group counselling by HOD / Senior Faculty members per semester.	2
17	Student Mini Projects Per Department	1
18	Industrial Visits for each class per year	2

14.7 PLACEMENT AND TRAINING - PER SEMESTER

Sl.No.	Particulars of activity	Target
1	MOCK interviews and GD (In-house)	1
2	Personality development programme (In-house)	1
3	Personality development programme (Outside Agencies)	1
4	Career guidance workshop (Outside)	2
5	Aptitude skill development programme (In-house)	1
6	Aptitude skill development programme (Outside Agencies)	1
7	Communication skill Development (In-house)	1
8	Communication skill development programme (Outside Agencies)	2
9	Motivation and counselling lecture by senior faculty members In House	2

Sl.No.	Particulars of activity	Target
10	Computer programming (In-house)	2
11	Entrepreneurship Development	1
12	Aptitude skill test on-line	2
13	One day workshops on placement training	1
14	Guest Lecture on IT, ITES (In-house) per semester	1
15	Guest Lecture on Interviews Tech, personality, other skills (Outside)	2

14.8 STUDENT DISCIPLINE

Sl. No.	Particulars of activity	Target
1	Semester-wise indiscipline student list submission	First week of every month
2	Semester-wise defaulters in record submission in Lab.	0 %
3	Max. no of Absence permitted in Internal Assessments, per student, per semester.	1

14.9 PLACEMENT

Sl.No.	Particulars of Activity	Target
1	Placement of students	75 % of eligible students
2	Minimum no. of On-campus placement interviews	5
3	Minimum no. of Off-campus interviews	15

Sl.No.	Particulars of activity	Target
4	Minimum no. of Companies to be visited per month	1
5	Minimum no. of special guest lecture by HR personnel from IT /Non IT sector. Industries per semester.	2
6	Minimum no. of IT /Non IT company tie ups for accreditation	3
7	Special lecture by Placement Officer on (resume writing, interview technique, IT/Non IT companies profile, nature of placement test by various companies etc. per semester)	10 hrs
8	Mini Interaction with III and IV year students to discuss placement Activities.	Once in a month
9	Presentation to HODs and Senior faculty members on placement Activities.	Twice in a semester

CHAPTER XV

EMPLOYEE DEVELOPMENT POLICY

Faculty Development Policy

Dr. TTIT encourages and facilitates its faculty members through a well structured Faculty Development Policy. The details of the policy are as follows.

15.1 Faculty Development Scheme

Dr. TTIT has introduced Faculty Development Scheme for regular appointment to take care of research and development of faculty members.

15.1.1 Research Financial Support Scheme

The institute encourages faculty members to carry out high quality research and publish in classified journals. The research support scheme is intended to fund research proposal with well defined deliverables from regular faculty member of Dr. TTIT. Faculty members have to submit a detailed proposal of their project to avail this scheme.

15.1.2 Incentives to Pursue Higher Education

Faculty members are encouraged to pursue higher education viz., M.E. / M.Tech / Ph.D. programme under the following scheme.

- i. M.E. / M.Tech Part-time – Evening class.
- ii. M.E. / M.Tech Part-time – Week end days classes.
- iii. Ph.D. – Part-time programme.

15.1.3 Special Casual Leave (SCL) Facilities to Pursue Higher Education

- i. M.E. / M.Tech – SCL to attend class on week end Saturdays.
- ii. M.E. / M.Tech – SCL to write University Exam on week days.
- iii. Ph.D. – SCL to attend course work on week days.
- iv. Reduced work load for teachers pursuing P.G. programme

15.1.4 Financial Assistance

- i. One time Registration fee paid by the college for Ph.D
- ii. INR 5000 p.a will be paid for publication of papers in journals/conference.

15.1.5 Faculty Development Programme, Workshops and Conferences Etc.

- i. Faculty members are encouraged to attend Faculty Development Programme, Seminars, Symposia, Workshops and Technical meets to improve their technical skills. The Registration fee, TA and DA and other expenses are borne by the college.

15.1.6 Cash Prizes for Good Academic Performance

The faculty members are given cash prize of INR 5000 for their academic achievements in the University Examinations for achieving highest percentage of results in their subjects.

15.1.7 Cash Prizes for Technical Paper Publications

The expenditure towards travel, boarding and lodging, Registration fee etc are given to faculty members, who attend National / International Conferences to present their Technical Paper. In addition cash awards are given for those papers selected for prize and medals.

Cash prizes will also be awarded for papers published in National/ International Journals.

15.1.8 Cash Prizes for Regular Attendance and Best Performance

The management encourages the faculty members by giving three days salary as cash prize for those who are not availing CL during semester working days. Further, the HODs and the faculty members will be rewarded for their best performance in every academic year.

15.1.9 Cash Benefits for In-House Trainers

Faculty members are encouraged to train the students in value added courses. The Management will give incentives to the in-house trainers based on the number of hours taken in each course.

15.2 Non Faculty Development Policy

The Non-Faculty personnel are encouraged to develop to their fullest potential and character, capacity, performance and achievements. The details of the policy are as follows

15.2.1 Non Faculty Development Scheme

Dr .TTIT has introduced Non Faculty Development Scheme for regular staff allowing them for higher studies (part time courses) and professional training.

Dr. TTIT will provide following facilities;

- Flexibility in working hours.
- Special casual leave during examination period.

ANNEXURE

References

1. Duties and Responsibilities of Dr.TTIT Employees.
2. Karnataka Civil Service (General Recruitment) Rules, 1977.
3. Karnataka Civil Service (Probation) Rules, 1977.
4. Karnataka Civil Service (CCA) Rules, 1957.
5. Karnataka Civil Service (Conduct) Rules, 1966.
6. Karnataka Government Servants (Seniority) Rules, 1957.
7. All India Council for Technical Education Act, 1947 and Regulation made there under.
8. Cadre & Recruitment Rules for Government Engineering College, Polytechnics and the Department of Technical Education.
9. All India Council for Technical Education & State Government Pay Scale Books.
10. Visvesvaraya Technological University service rules for the employees.

Duties and Responsibilities of Principal

The principal is responsible to the Governing Council for all academic, administrative and financial matters of the college.

Teaching as per AICTE norms.

He is to function as the Member Secretary of the Governing Council (GC).

To be a link between Governing Council and President on one hand & the college administration, staff and students on the other hand.

To provide the interface to project the activities of the college as decided by the Governing Council / GVET to all external agencies

As the principal is the Member Secretary of the Governing Council, he is the functionary legally responsible on behalf of the college in all matters.

To transact matters pertaining to academic and administration with all the departments and organizations concerned by bringing to the notice of Management/ President.

To obtain approval of the President on behalf of the Governing Council subject to the ratification of Governing Council for any urgent action to be taken by any authority authorized by President wherever necessary in consultation with the regarding the administration of the college

- 5.3.10. To oversee the service records of faculty and non-teaching staff and get the service records periodically updated through Principal and respective heads of units. The time gap in the entry of such service register should not exceed one year and get it verified by the concerned staff at the end of the financial year.
- 5.3.11. To write the confidential reports of all the faculty and maintain them in his custody. However then on CR's-teaching of faculty (Except class IV) will be written by concerned HOD and submitted to the principal for compliance and safe custody.
- 5.3.12. To oversee and ensure that the academic and administrative functioning of the college is smooth and satisfactory.
- 5.3.13. To interact with all external agencies such as industries and other professional organizations as could be decided by the Governing Council /Trust in Consultation with President.
- 5.3.14. To take necessary legal advice and follow up action whenever required on behalf of the college.
- 5.3.15. To interact and pursue for effective and fruitful follow up of all matters concerning the academic, financial, & administration of the college in consultation with President. To his extent, to have close liaison with the State, Central Government Department, AICTE

and Universities.

- 5.3.16. To conduct periodic review meeting with the faculty and the administrative staff of the college to ensure effective internal follow up of all matters discussed at such meetings.
- 5.3.17. To act as recommending authority for all tours of all faculty and staff members recommended by concerned HODs excluding himself to keep the Principal and President informed of all such approved tours.
- 5.3.18. To act as sanctioning authority for all the leave exceeding 5 days of all staff members excluding himself and to keep the Principal and inform to President the position in matter.
- 5.3.19. To sanction delegate's and permission for staff to present papers at National Conferences in consultation with HOD.
- 5.3.20. To obtain the approval of the President for the participation at International conferences.
- 5.3.21. As regards participation in other activates outside the normal schedule of the college, prior intimation is to be given to the President.
- 5.3.22. To ensure admission of students as per the norms prescribed by University/AICTE and also the state Government within the stipulated time schedule and obtaining the approval of the appropriate authorities for such admissions.
- 5.3.23. To ensure effective and satisfactory conduct of the academic activates by continuous monitoring of faculty and other facilities available and to put up proposals to the President for provision of necessary facilities such as staff requirements, purchase of equipment, books etc., through properly coordinated committees appointed for this purpose.
- 5.3.24. To prepare Budget Estimates for capital and recurring expenditure in consultations with Vice-Principal, HODs and Accounts Head.
- 5.3.25. To ensure maintenance of proper discipline both among students and staff.
- 5.3.26. To attend to the problems of the staff and students through appropriately constituted committees for prompt Redressal.
- 5.3.27. To ensure proper maintenance of the campus and arrangements for security for the assets of the institution.
- 5.3.28. To attend to all matters pertaining to the GC. To arrange for the preparation of agenda and the meeting of the GC in consultation with the President. To prepare the draft minutes of GC meetings for final approval by the Chairman. To take suitable steps for the implementation of the resolutions of the GC meetings and convey to the GC the actions taken by him of the College in consultation with the President.

Perform any other function that may be assigned by President from time to time.

5.5. Duties and Responsibilities of Vice –Principal.

- 5.5.1. During leave or vacancy of Principal, the Vice- Principal shall discharge all the duties and responsibilities of the Principal.
- 5.5.2. To be link between the Principal on one hand and HODs, Staff & Students on the other hands in respect of academic activities.
- 5.5.3. To scrutinize all the proposals on academic matters carefully and then submit to the Principal.
- 5.5.4. To conduct seminars, Workshops and Conferences with the assistance of the concerned department.
- 5.5.5. To assist in preparing project reports for submission to AICTE and other funding agencies with the help of concerned department.
- 5.5.6. To monitor the activities for conduction of classes and examinations.
- 5.5.7. In charge of Co –Curricular and Extra –Curricular activities.
- 5.5.8. To maintain campus discipline.
- 5.5.9. To interact with Parents.
- 5.5.10. To make arrangements to conduct Faculty Development Programmes/Seminars / Conferences.
- 5.5.15. To ensure Research and Consultancy activities in all departments.
- 5.5.16. Any other work entrusted by the Principal / Management.

5.6. Duties and Responsibilities of Dean

- 5.5.1. During leave or vacancy of Principal and the Vice- Principal, Dean shall discharge all the duties and responsibilities of the Principal.
- 5.5.2. To be link between the Principal on one hand and HODs, Staff & Students on the other hands in respect of academic activities.
- 5.5.3. To scrutinize all the proposals on academic matters carefully and then submit to the Principal.
- 5.5.4. To monitor the activities for conduction of classes and examinations.
- 5.5.5. In charge of Co –Curricular and Extra –Curricular activities.
- 5.5.6. To maintain campus discipline.

- 5.5.7. To interact with Parents.
- 5.5.8. To monitor Teaching activities as per schedule.
- 5.5.11. To Prepare Calendar of Events/Time Table. Curricular development, Accreditation, Affiliation and LIC Inspections.
- 5.5.12. To monitor internal Evaluation/University Examinations.
- 5.5.13. To make arrangements to conduct Faculty Development Programmes/Seminars /Conferences.
- 5.5.17. Departmental Plan of work and performance report from faculty.
- 5.5.18. To ensure Training/Research and Consultancy activities.
- 5.5.19. To ensure faculty evaluation by students, corrective action and counselling.
- 5.5.20. To monitor and ensure fee collection from students
- 5.5.21. Any other work entrusted by the Principal / Management.

5.7. Duties and Responsibilities of the Head of Department (HOD)

- 5.6.1. Teaching as per AICTE/VTU norms.
- 5.6.2. Student's assessment, evaluation and conduction of examinations.
- 5.6.3. To ensure prompt compliance of university requirements as regards departmental assignments and evaluation system.
- 5.6.4. To encourage and plan schemes of collaborations, consultancy with industry and other professional organizations and designated authorities.
- 5.6.5. To ensure proper maintenance and upkeep of the department.
- 5.6.6. To plan and prepare proposals for the development of the department.
- 5.6.7. Monitoring and conduction of regular classes as per the time table and to ensure the conduction of classes as per lesson plan.
- 5.6.8. Conduction of regular Departmental Meeting in order to review the performance of the academic and other Co -Curricular activities of the department.
- 5.6.9. To prepare the requirements about the procurement of Equipments, purchase of Consumables and other Requirements of the Department.
- 5.6.10. To monitor duties of Faculty and non -teaching staff of the department.

- 5.6.11. To maintain contact with Industry, Govt. Department and Govt. Agencies, so that Research activities and modernization of laboratories are achieved.
- 5.6.12. To monitor student's academic progress and arrange for Teachers -Parents meeting.
- 5.6.13. To ensure prompt inter Departmental activities and support by extending the necessary co-operation and facility whenever required as per requirements of University and other Agencies.
- 5.6.14. To ensure the appraisal of the Faculty by the students and to send the consolidated report to the Principal.
- 5.6.15. To write the confidential reports of all Teaching and Non -Teaching Staff and Submit to the Principal every year.
- 5.6.16. Any other work entrusted by the Principal/Vice-Principal/ Dean.

5.7. Duties and Responsibilities of Professor/Associate Professor

5.7.1. Associate Professor:

- 5.7.1.1. Teaching as per AICTE/VTU norms.
- 5.7.1.2. Instruction and conduction of experiments in laboratory.
- 5.7.1.3. Student's Assessment, Evaluation and Conduction of Examinations.
- 5.7.1.4. Research Activities and Research Guidance.
- 5.7.1.5. Lead any Consultancy Projects and Extension Services.
- 5.7.1.6. Innovation in Teaching, Laboratory work and Instruction Materials.
- 5.7.1.7. Continuing Education Activities.
- 5.7.1.8. Academic and Administrative Planning and Developmental Work at the Departmental Level and assisting at Institutional Level.
- 5.7.1.9. To ensure training of faculty members in his/her subject of Specialization.
- 5.7.1.10. -Student counselling and Interaction.
- 5.7.1.12. Co - curricular and extra -curricular activities.
- 5.7.1.13. Conduction of Workshops/Seminars/Conferences and liaison with industry and R&D organizations.
- 5.7.1.14. Preparation and Submission of Project Proposals to obtain External Financial Assistance.
- 5.7.1.15. Conducting bridge courses for Slow Learners.
- 5.7.1.16. In addition to the above, the teacher shall co-operate faithfully with HOD, Principal, Vice-Principal, Dean and other members of the teaching staff in order to promote an

atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of department and Institution.

5.7.2. Professor:

In addition to the above (5.7.1), Professor will have the following additional responsibilities.

5.7.2.1. Directing and helping faculty in Both PG&UG Courses in his/her Field of Specialization.

5.7.2.2. Assisting HOD in Policy Planning and Monitoring.

5.8. Assistant Professor:

5.8.1. Teaching as per AICTE/VTU norms.

5.8.2. Instructions and conduction of experiments.

5.8.3. Students Assessment, Evaluation and Conduction of Internal tests & University Examinations.

5.8.4. Involving in Consultancy and R & D activities

5.8.5. Developing Resource Materials and Lab Manuals.

5.8.6. Involving in Co –Curricular and Extra –Curricular Activities.

5.8.7. Proctoring, Mentoring and Guidance to the students.

5.8.8. Assisting in Conducting of Seminars, Workshops, Training, Conferences and Collaboration with Industries.

5.8.9. Assisting in Departmental Administration and other Developmental Works.

5.8.10. In addition to the above, the teacher shall co –operate faithfully with HOD, Principal, Vice-Principal, Dean and other members of the teaching staff in order to promote an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of department and Institution.

5.9. Workshop Staff/Laboratory Staff

The various workshops should be under the overall change of the workshop superintendent. The workshop superintendent shall be of the rank of an Assistant Professor. The Foreman shall be of the level of Assistant Professor.

5.9.1. Workshop Superintendent:

The Workshop Superintendent shall be of the rank of an Assistant Professor from the department of Mechanical Engineering. He is the Head of all the workshops of the college and is responsible to the Head of the Department in all matters concerned to men, materials, machines and maintenance in workshops and services to various departments.

The job description is as follows:

- i. Planning, scheduling, organizing, coordinating and monitoring workshop/ Laboratory classes.
- ii. Plan, deliver and evaluate theoretical & workshop instructions.
- iii. Design, develop and test instructional materials and tasks for skill training.
- iv. Plan and organize staff development programmes for workshop staff.
- v. Procurement and commissioning of plant and equipment in the workshops.
- vi. Procurement and storage of raw materials, tools and instruments.
- vii. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- viii. Advise and assist students and faculty in fabrication of their projects.
- ix. Manage the maintenance of equipments and tools in the shops including preventive and breakdown maintenance, lay down safety procedures.
- x. Participate in professional development activities.

5.10. Laboratory Staff

For all the departments except Computer Science department, the laboratory staffs are categorized as follows.

- i. Foreman
- ii. Instructor
- iii. Assistant Instructor
- iv. Mechanic
- v. Helper

5.10.1. Foreman

The Foreman should report to the HOD in all matters connected with the Laboratory instruction, proper utilization of men, materials and machines and maintenance of Laboratories under his control.

The job description is as follows:

- i. Erection/Installation/Commissioning of plant and equipment.
- ii. Procurement/Storage/Accounting of raw materials, tools and instruments.
- iii. Planning, Scheduling, Organizing, coordinating and monitoring Laboratory instructions and tasks.
- iv. Arranging for the issue of raw materials, tools and equipment for conducting Lab

experiments.

- v. Plan, deliver and evaluate theoretical and Laboratory instruction.
- vi. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- vii. Arrange for preventive and breakdown maintenance.
- viii. Assist students and faculty members in the fabrication of their projects.
- ix. Participate in professional development activities.
- x. Assist the faculty in charge of laboratory in certain functions as and when necessary.

5.10.2. Instructor:

The Instructor should report to Foreman / faculty member in charge in all matters connected with the laboratory instruction, proper utilization of men, materials and machines and maintenance of laboratory under his control.

Job description

- i. Procurement/Storage/Accounting of raw materials, tools and instruments.
- ii. Issue of materials/tools/equipment for shop jobs.
- iii. Plan, deliver and evaluate shop instruction.
- iv. Guide the students in the performance of practical tasks and skill exercises.
- v. Inculcate safety procedures and safety practices among students
- vi. Supervise the maintenance of tools and equipment including preventive and breakdown maintenance.
- vii. Maintain all documents related to the labs.

Assist the students and faculty members in conducting experiments/practical work/research work.

5.10.3. Assistant Instructor:

The Assistant Instructor should report to the Foreman /faculty member in charge in all matters connected with the laboratory instruction, proper utilization of men, materials and machines and maintenance of laboratory allocated to him. His job description is same as Instructor.

5.10.4. Mechanic:

The Mechanic is responsible to the Assistant Instructor/Instructor of the laboratory in all the matters concerned with instruction, utilization and maintenance of instruments, equipments and materials in the laboratory allocated to him.

The job description is as follows:

- i. Assist the Assistant Instructor in his work.
- ii. Guide the students in their practical classes to complete the experiments.
- iii. Assist students and faculty members in the fabrication of their projects.
- iv. Assist the Asst. Instructor/Instructor in minor repairs of the instruments/equipments.

5.10.5. Helper:

The helper shall be responsible to the Mechanic/Assistant Instructor and the faculty members of the laboratory.

The job description is as follows:

- i. Cleaning of apparatus, tools/instruments, equipment and accessories.
- ii. Assist the mechanic/Assistant Instructor / Instructor in their work.

5.11. Computer Centre Technical Staff

5.11.1. System Administrator

The Qualifications for the post of System Administrator shall be computer degree holder with an additional requirement of having undergone a training course/diploma in the management of computer or having a work experience of at least two years in the management of a computer center. The system Administrator shall be responsible for planning and execution of an effective and optimum utilization of computer hardware and software as well as their upkeep and maintenance.

5.11.2 System Analyst

The system Analyst shall be full time post with an additional requirement of having undergone a training course/diploma in management of computer. He /She shall have a teaching load. The system Analyst is responsible to the HOD of Computer Science and System Admin and all the activities associated for effective and optimum utilization of computer hardware and software, their upkeep and maintenance.

5.11.3 Computer Programmer

Computer Programmer will report to System Analyst/HOD Computer Science. Computer Programmer is responsible to develop the programs for a problem in consultation with a faculty concerned. He has to debug and execute the developed program. He is also responsible for upkeep of the computer lab.

The job description is as follows:

To Assist the System Admin/System Analyst, staff and students in writing computer programs, debugging source programs, executing the computer programs and obtaining computer outputs.

5.11.4. Computer operator

The computer operator is responsible to the system manager and the system analyst in all matters connected with the operation of computer system and peripherals.

The job description is as follows:

To assist the programmer, students and staff in execution of the computer programs and obtaining the computer output results and in the use of computer peripherals such as printer and plotter.

5.12. Library Staff

The Library staffs are categorized as follows.

- (i) Senior Librarian
- (ii) Assistant Librarian
- (iii) Library Assistant
- (iv) Library Attendants.

5.12.1. Senior Librarian/Librarian

The Chief Librarian/Librarian is responsible for planning and development. The Chief Librarian/Librarian of the college provide the necessary library facilities to the students and staff of the college. He will report to the Principal in all matters connected with the library activity.

The job description is as follows:

- i. General Administration.
- ii. Budgeting.
- iii. Books/Periodicals/Video tapes selection and acquisition.
- iv. Planning and development of the library.
- v. Supervising of cataloguing and indexing.
- vi. Arranging for book binding.
- vii. Supervising the usage of e –journals and e –library facility.

5.12.2. Assistant Librarian

The Assistant Librarian is responsible to the Chief Librarian/Librarian in all matters connected with the library.

The job description is as follows:

- i. Assisting the librarian in his work.
- ii. Cataloguing and classification of books and periodicals.

5.12.3. Library Assistants:

The Library Assistant is responsible to the Assistant Librarian and the Chief Librarian/Librarian.

The job description is as follows:

- i. Issue and receiving of books
- ii. Restoring the books and periodicals
- iii. Maintenance of reference library, reading room and e-library facility.

5.12.4. Library Attendants:

The Library Attendants are responsible to the Chief Librarian/Librarian

The job description is as follows:

- i. Checking at the entrance.
- ii. Control at the property counter
- iii. Labelling/pasting.
- iv. Maintaining and upkeep of library
- v. Binding of books.

5.13. Placement & Training Department:

The department of placement and training consist of

- i. Placement & Training officer.
- ii. Data Entry Operator.
- iii. Helper.

5.13.1. Placement & Training officer:

The Placement and Training officer should of the cadre of a Professor and this post must treated as a non -vacation post. The officer shall have a teaching work load of 4 contact hours/week. The placement and training officer should maintain a good liaison with industry in and around the place of the campus. He should conduct annual survey of job requirements in the industries, research and service organization. He should arrange for training for students, campus interviews, in plant training and also arrange to get in final year students. He should create data bank of personnel who are experts in their respective fields from industries/research /Service organizations and invite them to the institution to deliver lecture for the benefit of students and staff members. He should arrange for training to staff members in industries/research/service organizations.

He must help in organizing effective industrial training and field visit for staff and students and render assistance to students in getting apprentice training and suitable placement in Industries/Research/Service organizations.

5.13.2. Data Entry Operator:

The data entry operator is responsible for entry of relevant data of students, data pertaining to the soft skill trainers, experts in industries/research/human resource personnel of various industries.

5.13.3. Helper:

He will be assisting the placement and training officer in all placement and training activities.

5.14. Physical Education Department:

The physical education department consists of

- i. Physical Education Director (PED)

- ii. Helper/Ground maintenance staff

5.14.1. Director: The PED is responsible for planning and development of sports and games in the college. The PED will provide all necessary sports facilities to the students and staff of the college. He will report to the Principal in all matters connected with the physical education department.

The job description is as follows:

5.14.1.1 He shall organize various physical fitness exercises to the students from time to time. He shall coach the students either before or after the class hours in the morning and evening.

5.14.1.2. He will be responsible for conduct of tournaments and athletic meets at the college; impart coaching and /or training to the students to participate in inter – collegiate and /or inter - university competitions, and also National and International competitions.

5.14.1.3. The Director of Physical Education shall arrange for sports meet and other coaching camps for the students.

5.14.1.4. The Director of Physical Education shall be responsible for selection of a team of talented students to represent the college for various sports events and motivate them to win trophy, shield, medals and other prizes.

5.14.1.5. He shall discharge any other functions and accomplish any other duties and assignments allocated to him from time to time by the Principal or any other higher authorities.

5.14.1.6. He is the Member –Convener of the sports committee and makes arrangement for Periodical meeting of the sports committee and prepares the minutes of the meetings.

5.14.1.7. He is responsible for maintenance of the Day Book, Stock Book in the department.

5.14.1.8. The Director of Physical Education shall arrange for conducting annual periodical stock verification of sports materials and other equipments and submit annual stock verification reports to the principal with his specific findings, if any difference is noticed between book balance and physical balance the same may be entered in annual stock verification report in shortage column through the sports committee.

5.14.2. Helper:

- i. Helpers are responsible to the Director.
- ii. They should upkeep the indoor and outdoor field.
- iii. They should help in conduction of all games, sports activities including tournaments.

5.15. Estate Department:

The Estate Department is headed by a Estate Manager. He is responsible for all maintenance of buildings, Land scaping , garden, electrical, drinking water, water management, scavenging and general maintenance works. The following are the cadres in Estate department.

- i. Estate Manager.
- ii. Maintenance Supervisor
- iii. Junior Engineer.
- iv. Helpers.
- v. Scavengers

5.15.1. Estate Manager

The estate manager will report to Principal / Vice principal in all matters concerned with the upkeep and maintenance of buildings, water supply and sanitation, electricity, utility places, maintenance of gardens, repairs, scavenging, minor alteration etc.

5.15.2. Supervisor

The Supervisor is reporting to the estate manager and assists him in getting all the assignments given to him.

5.15.3. Junior Engineer (Civil and Electrical)

The Junior Engineer will report to Principal/Vice Principal/ Estate manager and is responsible in all aspects concerned with upkeep of the campus both construction work of the Institution and electrical work and maintenance.

5.15.4. Helpers

Consists of electrician, mason, plumber & carpenter etc. The Maintenance Attendants consist of persons for housekeeping, sanitary workers, Security personnel and garden workers. They are responsible to the Junior Engineer, Maintenance Supervisor in the work assigned to them.

5.16.1. Administrative Officer

- 5.16.1.1. Administrative Officer (AO) is Head of the Administrative wing of the college. AO is reporting to the Treasurer and President in overall administration and specifically responsible for financial, purchase and stores, transport section, Hostel and mess and GC.
- 5.16.1.2. To be the custodian of service records of all staff (teaching and non – teaching).
- 5.16.1.3. To assist the Principal in all matters pertaining to the GC, State Government, Central Government and other agencies connected with the college.
- 5.16.1.4. To supervise the working of all the sections of the administrative wings.
- 5.16.1.5. To arrange for Scholarship of students of all categories.

5.16.1.6. To assist Principal in all legal matters connected with the institution.

5.16.1.7. To attend any other work that will be assigned by the Management

5.16.2. Accounts Head

5.16.3.1. To keep all financial matters pertaining to the college in order and up to date.

5.16.3.2. To attend financial matters with specific reference CET & DTE.

5.16.3.3. To prepare Budget statements and attend to follow up matters pertaining to budget provision.

5.16.3.4. To attend matters pertaining to Grants with specific reference to state Govt., Central Government, MC&ET Educational Trust and other Agencies.

5.16.3.5. To attend matters pertaining to Audit.

5.16.3.6. To attend AC/DC bills of examinations.

5.16.3.7. To prepare Annual Report of accounts.

5.16.3.8. To verify (day-to-day) the relevant financial registers, cash book, General Ledger etc.

5.16.3.9. To verify and admit bills, vouchers etc.

5.16.3.10. To attend financial matters pertaining to the Buildings Section.

5.16.3.11. To attend any other work entrusted by AO/Vice-Principals/Principal.

5.16.3.12. To attend regular check on, receipt & expenditure.

5.16.3.13. To prepare the salary bills of the employees including various deductions.

5.16.3.14. To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible in scrutinizing the bills of building, Equipment, consumables etc. and attending matters pertaining to the maintenance of the bills, like water & power bills. They are also responsible for obtaining the various scholarships from different authorities and distributing them to the students. They maintain fee ledgers, refund registers, bank accounts, cash book, etc. They prepare monthly and quarterly income and expenditure statements and assist for the annual budget preparations. They attend to the provident fund, income tax, professional tax and other statutory deductions. Direct central assistance grant received from the Karnataka Govt. and other organization is to be properly accounted.

5.16.4. Superintendent (Examination)

5.16.4.1. To attend all matters pertaining to the conduct of University examinations both

theory and practical.

- 5.16.4.2. To attend all matters pertaining to students taking University examinations like receiving applications forms, sending them to university, sectional marks dispatch to university etc.
- 5.16.4.3. To prepare AC and DC Bills in respect of both theory and practical exams.
- 5.16.4.4. To attend all matters pertaining to the results of university Examinations.
- 5.16.4.5. To attend matters pertaining to all Examinations.
- 5.16.4.6. To attend to results analysis to be sent to MC&ET.
- 5.16.4.7. To attend to the entry of enrolled students and the same to be sent to the University.
- 5.16.4.8. To attend to supervision work of case workers.
- 5.16.4.9. To review the weekly pending cases and brings them to the notice of the next superior.
- 5.16.4.10. To give opinion for all the files duly quoting the rules.
- 5.16.4.11. To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for receiving the Examination application form, scrutinizing and forwarding to the university with relevant details. Receive the application from for revaluation, rejection of results, repeaters and process them accordingly.

Preparation of question paper requirements, seating arrangements for the examinations, forwarding the answer script bundles to the university, preparation of the remuneration bills both for practical and theory examination. Issue of course completion certificates, marks cards and preparation of statistical data required by the university.

5.16.5. Superintendent (Stores)

- 5.16.5.1. To take all steps necessary for receiving / procuring and storing of all types of equipments and consumables as required by the respective departments of the college including administration.
- 5.16.5.2. To take all steps necessary for annual stock verification of all stocks in store.
- 5.16.5.3. To take all steps necessary for the repair / servicing and / or disposal of all the unserviceable and / or redundant plant, equipments and other articles or fixtures including office equipments, which are returned to the stores from the departments.
- 5.16.4.4. To take steps for the writing off items as and when such occasion arise and prepare breakage reports list of unserviceable articles and disposal of the same.

- 5.16.5.5. To take steps for renewal of all licenses of items in stores as applicable.
- 5.16.5.6. To maintain all registers of the section in satisfactory / prescribed manner and make them up to date, by recording the respective receipts and issues, meticulously.
- 5.16.5.7. To maintain day book and other stock regarding goods received.
- 5.16.5.8. To attend processing of several schemes pursued by the college like central assistance scheme etc.
- 5.16.5.9. To attend all AC and DC bills. To process all the bills of the items purchased and taken on stock in stores.
- 5.16.5.10. To take all steps concerning the furniture of the college like (a) ordering and passing the bills (b) numbering and noting the location (c) entry in the registers etc. (d) stock taking etc.
- 5.16.5.11. To take all steps regarding stationery requirements of the college like (a) ordering and passing the bills (b) entry in the registers both input and output (c) Receiving and issuing the item against the relevant purchase orders and indents as applicable.
- 5.16.5.12. To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for obtaining quotations, placing orders, passing all types of bills including AC/DC, Central assistant scheme. Maintain furniture/stationery issue register, stock ledger and unserviceable items register

5.16.6. Superintendent (Admission & Academic)

- 5.16.6.1. All matters pertaining to admission of students to the college at all levels in line with the norms of the University, State and Central Government.
- 5.16.6.2. All works connected with VTU, DTE, and AICTE & State Government in relation to the admission of students.
- 5.16.6.3. Maintenance of student's records.
- 5.16.6.4. Preparing reports and supply of information in relation to all statutory bodies.
- 5.16.6.5. To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload, number of case workers will be assisting the superintendent in

discharging his/her responsibilities. The case workers are responsible for admitting and collecting the fees at the beginning of the academic year. Preparation of the eligible candidate list and forwarding it to the concerned departments. Attending to various inspection committees like LIC, AICTE and furnishing the all details required by them.

5.16.7. Superintendent (Establishment)

- 5.16.7.1. To ensure that all papers pertaining to the staff of the college (Teaching and Non – Teaching) are kept in order and update, in relation to schedule, recruitments, leave matters, pay scales, promotion, seniority list, and in- charge arrangement.
- 5.16.7.2. To ensure that all papers pertaining to GC meetings are kept in order and update agenda, meeting notice, proceedings and action on resolutions of the GC meetings.
- 5.16.7.3. To take steps for the issue of necessary office orders and subsequent follow up matters.
- 5.16.7.4. To attend to schedule of establishment charges, classification registers, vacancy, issue of advertisements, filling of vacancies, posting, GC and sub-committee meetings (including staff selection committee), appointment orders, matters pertaining to study leave, deputation of staff for higher studies, matters pertaining to pay scales, issue of office orders, verification of personal files & service registers, pay rolls, matters pertaining to in –charge arrangement, matters pertaining to cadre and recruitment rules & matters pertaining to promotion & seniority list.
- 5.16.7.5. To review the weekly pending cases and brings them to the notice of the next superior.
- 5.16.7.6. Should give his opinion for all the files duly quoting the rules.
- 5.16.7.7. To maintain inward and outward dispatch register
- 5.16.7.8. To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload, number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for various service related matters of the employees.



Dr. T. THIMMAIAH INSTITUTE OF TECHNOLOGY

Faculty Appraisal Form (20 - 20)

Employee Name		Employee ID No.	
Department			
Highest Qualification		Date of Joining	
Present Position		Held from	
Email		Phone / Mob No.	
Experience	Teaching	Research	Industry
			Total

1. COURSE FEEDBACK AND RESULTS (20)

Courses Handled in ODD Semester		Students Feedback %	Final Results %	HOD's Remarks
Sl No.	Theory Courses			
1				
2				
3				
Courses Handled in EVEN Semester		Students Feedback %	Final Results %	HOD's Remarks
Sl No.	Theory Courses			
1				
2				
3				

II RESEARCH, DEVELOPMENT AND CONSULTANCY (15)

a)	Number of Conferences / Workshops organised or attended		
b)	Number of talks delivered in Workshops / Conferences held either within or outside the college. (Enclose copy of supporting Document)		
c)	Number of Books / Book Chapter Authored / articles - peer reviewed		
d)	Number of Publications in International Journals / Conferences	Being First Author	
		Being Second / Third	
e)	Number of Scopus or DBLP Indexed Publications	Being First Author	
		Being Second / Third	
f)	Consultancy / Patents / Funded Projects		

III ADMINISTRATIVE SUPPORT TO DEVELOPMENT ACTIVITIES (15)

Sl. No.	Development Responsibilities (Please list only those where you have made significant contribution)	HOD's Remarks
1		
2		
3		
Sl. No.	Institutional Responsibilities (Please list only those where you have made significant contribution)	HOD's Remarks
1		
2		
3		
Score Obtained from Faculty Appraisal by the HOD (Maximum 50)		

Signature of the Faculty

IV FOR THE USE OF HEAD OF THE DEPARTMENT (50)

Attitude and Commitment to Department and Institutional Development (Maximum : 25)		
1	Contribution to College level development Activities	
2	Contribution to Department level development Activities	
3	Attitude / Behaviour / Discipline / Punctuality	
Regular Teaching and Examination works (Maximum : 25)		
1	Preparation of Course Material	
2	Dedication of Conducting Theory and Laboratory classes	
3	Examination / Test Duties/ Question Paper preparation / Evaluation	
		Total Score Obtained for 100:
Brief Remarks of the HOD		
Annual Increment : Recommended / Not Recommended		Signature of the HOD

V COMMITTEE REMARKS

Annual Increment : Approved / Not Approved		
Dean (Administration)	Vice Principal	Principal

