

**METHODIST COLLEGE OF ENGINEERING AND TECHNOLOGY, HYDERABAD**  
**INSTITUTION MANUAL**

**1. GENERAL**

The College strives towards excellence by imparting essential technical skills as well as a holistic approach towards shaping the students into responsible, worthy students of the future.

It is mandatory that every staff member should go through the norms/rules of the Institution.. He / She is expected to strictly adhere to these rules/norms in order to maintain Quality in the institution. Any staff member acting in violation of these rules/norms is liable for disciplinary action.

1. Every employee should deposit his Original Certificates at the time of joining the Institute. He / She will be allowed to join the Institute only on submission of the Original Certificates.
2. All HODs, Administration Officer, TPO, I/c Exam Cell etc will have to report to the Director/Principal directly. All the faculty, non-teaching staff (technical) should report to the concerned HOD. Other non-teaching staff should report to Administrative Officer.
3. Every Staff Member is encouraged to give new ideas/suggestions for the Development/Improvement/ Better Performance of the college to HOD/Principal.
4. Every staff member should take up the additional responsibilities as assigned by the Principal/Management apart from the normal duties.
5. Every Staff Member (Teaching or Non-teaching) should behave in an acceptable/polite manner with other staff members irrespective of their position and should not insult or embarrass any other staff member.
6. No Staff Member should indulge in any activities either at Institute campus or outside that cause damage to himself/herself and also to the image of the Institute.
7. The concerned departments Heads should bring it to the notice of the newly recruited staff members about the rules and regulations of the Institute and guide them to observe the discipline, acceptable behavior to perform his /her duties and responsibilities in a better way.
8. The college working hours are fixed by the Director/ Principal. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes

before their reporting time. The Faculty Member should leave the college not earlier than 15 minutes after the end of the last hour.

9. All the staff will be required to mark their arrival and departure time in the Biometric Based Attendance Monitoring System machine without any exception.
10. Five minutes grace time will be considered for coming late, except for those faculty members who have First hour class work. However faculty shall not misuse this concession and habitual late coming should be avoided. Repeated late comers shall be liable for disciplinary action.
11. Three one hour permissions in a month, either for late coming or early going can be granted by the Head of the Department for valid reasons. If it exceeds three it will be treated as half a day leave/LOP
12. Staff should be available in the college premises during the entire period of office hours, on all working days.
13. Any staff member wants to go out of the College premises during working hours (except lunch break) shall seek necessary written permission from HOD, for a maximum time of one hour. Such permissions will be counted under the three one hour permissions mentioned at Sl No 11. Further his/her absence i.e. OUT and IN timings are to be recorded in the movement register available with the HOD. Further the Permission slip issued by the HOD is to be produced at the Main gate and also his/her absence i.e. OUT and IN timings are to be recorded in the movement register available at the main gate with out fail.
14. Any staff member leaving the premises during lunch break should register his/her absence i.e. OUT and IN timings, in the movement register available at the main gate with out fail . Otherwise their absence will be treated as unauthorized. All staff have to scrupulously follow this norm.
15. Staff members shall compulsorily wear College ID while in the College premises. They shall also ensure that the students wear their IDs.
16. Staff members shall compulsorily submit their investment details to the Account Section before 7th January each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.

17. The management shall have the right to terminate the services of a faculty member without assigning any reasons, by giving one month notice or paying one month salary in lieu thereof. Similarly a faculty member can leave the college by giving one month's notice or depositing one month's salary. However they cannot leave the college in the middle of the semester.
18. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
19. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely without hurting the feelings of others.

## **2. CONDUCT:**

1. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
2. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions from superior authorities,
3. Every employee shall extend utmost courtesy and attention to all persons while discharging his/her duties.
4. Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.
5. No employee shall be a member , or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.
6. No employee shall engage directly or indirectly in any trade or business or undertake any other employment.
7. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.

## **3. DISCIPLINE:**

1. The Correspondent or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or pending, or a case against him in respect of any criminal offence is under investigation, inquiry or trial.
2. Groupism of any kind shall be absolutely avoided. Staff Members found indulging in such activities are liable for disciplinary proceedings
3. An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug
4. Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
5. The Correspondent shall have the power to terminate the services of a member of the staff of the college, without giving any notice, for any of the following reasons:
  - Serious misconduct and willful negligence of duty
  - Gross insubordination
  - Participation in any criminal offence involving moral turpitude.
6. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Correspondent and shall remain under suspension until further orders.

#### 4. **ANNUAL CONFIDENTIAL REPORT**

1. All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format to the Head of the Department

2. The Head of the departments shall write confidential report for all staff and submit to the Principal/Correspondent for approval.

## **5. LEAVE RULES**

1. Every Staff Member can avail leave with prior permission of the concerned HOD and should make the necessary alternative arrangements for their work. However, in case of emergencies, he /she may inform the HOD over phone and obtain necessary permission and should apply leave immediately on resuming to duties.
2. Leave shall not be availed as a matter of right. The competent authority alone shall have the right to sanction it or otherwise.
3. Any staff member shall not normally absent himself / herself from his / her duties without prior permission from HOD / Principal
4. A Leave letter should be submitted in advance and approval must be obtained prior to availing leave
5. Leave of any kind shall not be granted when the services of the staff are needed for the institution / university
6. In case of absence on medical grounds, intimation should be sent to the Principal / Designated Authority within 12 hours of start of medical attention and a Medical certificate shall be produced at the time of joining after leave
7. For the purpose of the Leave Rules, the employees shall be classified as Teaching and Non-Teaching.
8. A Leave account shall be maintained for each employee in the prescribed form.
9. Leave of any kind shall not be granted for continuous period exceeding 2 years. Prefixing or suffixing any kind of leave is allowed with vacation, with prior approval.
10. Any kind of leave may be granted in combination with or in continuation with any other kind of leave, with prior approval.

All employees are eligible for sanction of the following leaves.

### **5.1 CASUAL LEAVE:**

1. All regular Employees of the college who have completed one year service from the

date of joining shall generally be entitled to 15 days of C.L. per calendar year, subject to any changes from time to time. 15 CLs will be credited to the employee account in four quarters i.e., 4 leaves in first quarter, 4 leaves in second quarter, 4 leaves in third quarter and 3 leaves in last quarter. C.L. for Half day can also be granted.

2. The maximum number of leaves availed in a quarter will be limited to 4. Unused leaves in previous quarters will be carry forwarded to the subsequent quarters and can be availed. However, CLs cannot be carry forwarded to the next calendar year.
3. Principal, at his discretion, may also permit C.L. to be suffixed, prefixed or sandwiched with other public holidays provided the total duration does not exceed 10 days. In case this stipulation of 10 days is exceeded, the total period will be debited to other leave including L.O.P. to which they are eligible.
4. For contract/adhoc staff and staff who have put in less than one year service in the college, one C.L will be granted per month. The unused leaves in previous months will be carry forwarded to the subsequent months and can be availed.

## **5.2 COMPENSATORY LEAVE:**

1. Teaching / Non-Teaching Staff including ministerial staff shall be entitled for compensatory leave on the specific direction or recommendations of the Head of the Institute or Head of the Department whenever they are required to work on a Holiday / Holidays with prior approval, to a maximum of 10 days per calendar year. Such leave will have to be utilized during that calendar year only with prior approval. This will not apply to the work of University Examinations / other duty which is remunerative.

## **5.3 ON DUTY LEAVE:**

1. OD will be granted when faculty members are required to go out on official duties or to participate in seminars, etc. as approved by the Principal/Designated Authority. When staff members go for examination work for Universities other than Osmania University, OD will not be granted.
2. Number of days of OD is limited to two weeks in an year at the rate of one week per

semester (which includes seminars/workshops/conferences/FDP). This will be granted only on production of attendance Certificate from the said University / Institutions.

3. If OD is availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.
4. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

#### **5.4 VACATION LEAVE**

1. The staff members who are eligible for vacation, can avail the vacation leave as per the circulars issued from time to time , indicating the vacation slots for winter / summer vacation to ensure smooth functioning of the institution.
2. While calculating the vacation leave, all intervening declared holidays and Sundays will be included.
3. The faculty members have to attend the examination or any other confidential work assigned by the college / university without fail though they are on vacation leave.
4. If any member of staff is required to work during the entire vacation by written orders of Principal, he / she will be eligible for earned leave. If he / she has not availed the full vacation he /she is entitled for E.L/CCL for part of the vacation not availed.
5. The Earned Leave for not availing vacation is computed at the rate of 1:2, i.e., one day's leave for every two days of eligible vacation leave. Such consideration rests solely at the discretion of the Principal/Designated Authority.
6. Vacation leave can either be suffixed or prefixed only with casual leave
7. Any unused part of VL cannot be carried over to the next academic year

##### **5.4.1 Vacation Leave For Teaching Staff**

Both teaching and non-teaching Staff are eligible for vacation leave. The following is the eligibility criterion for vacation leave.

Employee status	Completed Service	Vacation Leave Eligibility
Faculty	Two academic years	6 weeks
	One academic year	4 weeks
	One semester	2 weeks

	Less than one semester	Nil
Non-Teaching staff	Two years	4 weeks
	One year	2 weeks
	6 months	1 week
	Less than 6 months	Nil

### **5.5 LOSS OF PAY LEAVE**

1. If any staff member is absent from duty without prior permission, such period of absence will be considered as LOP
2. If the quantum of LOP is more than 10 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.
3. Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing VL in the semester in which the second break in service occurs
4. Any staff member avails leave in excess of the prescribed limit shall be deemed to be on Loss of Pay (LOP)
5. At the discretion of the Principal and the Managing Committee, extraordinary leave on loss of pay may be granted to an employee when He /She is not eligible for any other leave or when the employee himself / herself applies for such leave irrespective of the title for any other leave
6. Such leave may be granted for a regular employee for a period not exceeding 6 months at a time. Extension of such leave may be granted from time to time subject to a maximum of two years at a stretch.
7. Absence on such leave will be treated as break in service for the purpose of granting increment. The increment gets postponed for the period of such leave.

### **5.6 STUDY LEAVE (EXTRA ORDINARY LEAVE FOR STAFF)**



1. Leave on loss of pay for higher studies may be granted only after 5 years of Regular Service.
2. For Ph.D., and for Post Doctoral -- 2 years or equal to the period normally required for completion of a particular course not exceeding 2 years.
3. Employees who go for Higher studies in India / On Foreign Assignments / Foreign scholarships have to execute a bond to serve the Institute for a period of 2 years immediately after return or equivalent to study period after completion of his/her studies assignment etc., to be fixed by the Management or in lieu thereof they have to pay salary for the equivalent period of study, assignment etc., or as fixed by the Management.

### **5.7 MATERNITY LEAVE**

1. The married female employees who have completed two year of service from the date of joining / ratified are entitled for grant of Maternity leave for a period not exceeding 90 days at a time during her confinement (both pre-natal and post natal period but together) and only for two occasions in the entire period of her service. The payment for the maternity leave shall be restricted to half-pay and will be paid only after joining the duty
2. The decision of the Principal / Designated Authority will be final in sanctioning of maternity leave.

### **5.8 LIEN / DEPUTATION**

1. Lien / Deputation may be granted, depending upon staff position, and entirely at the discretion of the Principal / Management to work elsewhere for a period of 2 years, extendable in exceptional cases, only when an employee has put in more than 5 years of Regular Service.

## **6. POWERS OF THE CORRESPONDENT**

1. The Correspondent shall be the Chief Executive of the Institute.
2. He will operate college bank account jointly with Principal/Director
3. He shall plan the phase wise development of the institute and execute the same in consultation with the concerned bodies.
4. He alone is competent to accord permission to senior staff to leave head quarters during the leave and vacation He is the Competent authority to make appointments in the institution based on the recommendations of various committees subject to the

procedure laid down by Governing Body and affiliating university for selection of candidates particularly teaching posts.

5. He is empowered to sanction earned leave and annual increments to the staff in the relevant scales.
6. He is empowered to delegate his power to the Principal, Director and Heads of the Departments, Administrative Officer or any other officer to sanction casual leave / earned leave in respect of the employees of the Institute.
7. He is empowered to impose the following penalties for non-performance or indiscipline of both teaching and non teaching staff of the college:
  - i) Censure( warning)
  - ii) With holding of promotion
  - iii) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders.
  - iv) With holding of increments of pay.
8. Subject to the budget provisions made for the specific purpose, he can incur expenditure in accordance with such procedure as made by the Governing Body from time to time and re-appropriate funds between different heads within a department without affecting the total sanction of the grant for that department. Every such re-appropriation shall be reported as soon as possible to Governing Body.
9. He is empowered to delegate some of his powers to Principal/Director or any other officer to ensure faster decision making, during exigencies.

#### **6.Powers and Duties Of the Director/Principal**

1. He will directly report to the Correspondent
2. He is the controlling authority of the institution
3. He will operate College bank Account jointly with Correspondent
4. To monitor the daily cash book register and monthly reconciliation of cheque

5. To monitor all financial transaction
6. To implement and monitor all the academic activities as prescribed by the Affiliating University & AICTE
7. To supervise the admission process
8. To prepare agenda for conducting meetings such as Governing Body, Academic Committee, and carryout follow-up actions
9. To conduct meetings of Heads of the Departments periodically
10. To conduct staff meetings
11. To monitor the duty of AO and supervisors in providing general amenities for students and employees.
12. To prepare reports of various activities and also the annual report of the institution.
13. To take necessary steps to get extension of approval from AICTE and affiliation from the University, in time, and submit Compliance reports to AICTE & University
14. To regulate and maintain the student discipline in the campus
15. To oversee the regular conduct of classes
16. To sign the transcripts of students applying for higher education.
17. To sign various kinds of certificates issued to the students.
- 18 To act as Chief Superintendent of University Examinations.
19. To attend all the meetings organized by the affiliating University
20. To constitute and organize meetings of various committees to monitor the academic and related activities of the college
21. To assist the Secretary and Correspondent in all legal matters
22. To provide necessary inputs to the Correspondent and the Governing body as and when desired

## **7.ADMINISTRATIVE WING**

The principal is supported by the Administrative officer and other supporting staff.

### **7.1 Duties and Responsibilities of Administrative Officer**

1. He has to coordinate all the activities of the college in consultation with Principal/Director
2. All the non-teaching staff of Administrative Office is under his control

3. He should allot the duties to all the Administrative staff in consultation with the Principal/Director and monitor their day to day work
4. He has to monitor and update list of employees and their personal files (both teaching and non-teaching)
5. Should sanction the leaves and vacation for administrative and ministerial staff
6. Monitoring the leave records of the staff
7. He should interact with the parents, students and solve their administrative problems.
8. He has to make the rounds of the entire college at least once in a day and monitor cleanliness, general maintenance and repairs
9. He should take care of the assets of the Institute. He should see that the assets are properly safe guarded.
10. He shall dispose of routine correspondence not involving policy matters.
11. He should sign the cash books and all subsidiary records relating to them.
12. He should monitor the attendance of all the employees through biometry at the end of the month and ensure payment of salaries to the employees on time.
13. Should recover any loans and advances from staff members.
14. Monitoring the issue of stationery and maintenance of concerned records.
15. He shall be the custodian of the original certificates of all staff members.
16. He shall plan and procure the requirements for the college and departments in consultation with department heads and Principal/Director.
17. Shall monitor the payment of all bills like electricity, water, telephone etc and also monitor PF, ESI,PT and other mandatory payments as guided by the Principal/Director
18. He shall supervise the issue of certificates to students like bonafide, T.C, bus passes etc
19. Supervise and monitor the student admissions in all categories
20. Obtaining the approvals of the student admissions from Convener of admissions/TSCHE/Osmania University.
21. Shall Monitor the general correspondence with University and other regulatory authorities
22. Shall Monitor the submission of required information to AICTE every year
23. Shall monitor the information to be submitted to AFRC
24. Shall maintain the Service registers for all the employees

## 7.2 OFFICE

1. Normally, the office of the institution shall be divided into the following sections:-

- Admissions
  - Accounts and Audit
  - Administration and services
  - Students welfare and scholarship including Educational loans
  - Stores
  - Tappals (Inward and Outward)
  - Examinations
  - Watch and Ward.
2. The principal in consultation with administrative officer shall allocate work among the administrative staff based on the work-load in the institution. However, it does not preclude the principal from entrusting such items of work which may require the involvement of more than one staff member to meet the urgency.
3. The following are the General duties and responsibilities of each section in the office.

### **7.2 DUTIES OF ACCOUNTS AND AUDIT SECTIONS:**

1. Preparation of Budget Estimates and Reserved Estimates.
2. Maintenance of contingent register
3. Maintenance Cash books
4. Payment of Salaries.
5. Re-conciliation of expenditure and receipts every month with banks
6. Fee Collection watch register
7. Safe Custody of Security Bonds, Title Deeds, Lease Deeds, E.M.Ds, D.Ds, Cheques etc.,
8. Collection of all fees from the students and Remittance into related accounts.
9. Remittance of fee payable to University Affiliation, Registration and Fee remittable towards "other Services "
10. Shall return the deposits to the students at time leaving the institution

### **7.3 Administration and Services Section**

1. Appointments of staff as per university /AICTE Rules.
2. Maintenance of Personal files for all the members of establishment.
3. Convening staff selection committee meeting
4. Sanction of Annual increment.
5. Fixation of Pay.
6. C.L. Account Register
7. Monthly Vacancy returns.
8. Maintenance of a register of employees placed on turn duties on Public Holidays.

9. Furnishing attendance particulars to Accounts Branch.
10. To collect and preserve the original certificates submitted by staff students under proper acknowledgement.

### **7.3 Admissions**

1. Assistance to Admission officer at the time of admission and maintenance of admission register.
2. To Collect original certificates from the students
3. To prepare category- wise students lists .
4. Preparation of T.Cs, C.Cs on course completion.

### **7.4 Student's welfare and Scholarships:-**

1. Preparation of proposals for all types of scholarships and forwarding of all applications duly filled in to the concerned sanctioning authorities before the due date.
2. Cash book for scholarships.
3. Preparation of cheques to be issued to students, towards scholarships, pocket money, book grant etc.,
4. Preparation of acquaintances and prompt submission to the concerned sanctioning authorities together with undisbursed scholarships amount by means of cheques / draft as the case may be.
5. Student's problems.

### **7.5 Stores:**

1. Store keeper is the custodian of the stores of both consumable and non-consumable stores received from time to time.
2. He will maintain central stock register in which the details of the stores received as per the bill will be entered and the signature of the stores officer and principal will be obtained.
3. He will work under the supervision of stores officer to be nominated by the principal and attend to
  - The preparation of comparative statement of quotations and supply orders.
  - Issue of stores on an indent approved by the Head of the institution.
  - Posting of entries as per the indent in the concerned stock register which will be verified by the stores officer and periodically checked by the principal.

- Maintenance of consumable and non-consumable stock register.
- Posting of entries in the concerned stock register from central stock register.
- Maintenance of un-serviceable articles register and disposal of un-serviceable articles.

#### **7.6 EXAMINATION-WING:**

1. Principal in the capacity of Chief Superintendent will be assisted by Examinations in charge designated from the teaching category.
2. He will be assisted by one/two Junior Assistants.
3. The Exams clerk shall initiate the work as per the almanac of the University

#### **7.7 Tappals, Inward and Outward:**

1. Inward register for registration of currents and distribution to various sections.
2. Dispatch Registers.
3. Maintenance of Stamp Account.
4. Local Delivery Register.
5. Register of Tappals received by Registered Post.
6. Any other work assigned by Principal.

#### **7.8 Watch and ward:**

1. The security personnel/agency is alone responsible for prompt arrangement for security to the institutional property.
2. The agency shall provide 24/7 security.
3. Receiving the tappals, after office hour and handing them over to the Administrative officer.
4. Watch over the key-board and use of the keys whenever required in the exigencies of work.
5. Reporting of any loss of property etc., in the office after office hours.

NOTE: In addition to those listed, Principal may assign any other work-load when the situation demands.

#### **8. Duties and Responsibilities of the Supervisor**

1. The Supervisor shall report to the AO

2. To assign and monitor the work of Lab attenders and Kamatans.
3. To maintain the upkeep of all the class rooms, laboratories and the campus
4. To monitor the movement of students during the class hours and lunch time
5. To know the day to day requirements from the HODs
6. To monitor the work of Scavenger
7. To arrange for drinking water in all the buildings

#### **9. Duties and Responsibilities of Librarian**

1. Book selection and acquisition
2. Planning and developing the library
3. Orienting the users towards effective utilization of library services.
4. Cataloging and indexing and classification of books and periodicals.
5. Computerization of library books

##### **9.1 PROCEDURE :**

1. At the beginning of a semester, the librarian should send a note to all HODs to furnish list of books with quantity to be stocked for issue/ reference to students and staff.
2. On receipt of lists from the HOD/Coordinator, the librarian should check whether required books in required quantity are available in the library, whether in sufficient quantity and indicate accordingly.
3. The Indent should then be sent to the HOD/Coordinator for approval and to indicate amended quantities.
4. On receipt of the approved Indent the librarian should then forwarded it to the Principal/Director for approval.
5. On receipt of approved Indent from the Principal, the librarian should float inquiries for purchase of books with details of the books.
6. On receipt of quotations from suppliers, a comparative statement should be prepared and submitted to the Committee constituted for the purpose along with the quotation and books Indent for finalizing the supplier.
7. On receipt of approved comparative statement, a purchase order should be prepared and sent to the supplier.



8. On receipt of books shall append stock entry on the reverse side of the bill and forward to Accounts Section for payment.
9. He/ She shall maintain issue registers promptly.
10. He / She collect fine from the Students for the delay in returning the books or loss of books and shall transfer the amount to the Accounts Section.
11. The Librarian shall initiate action for Annual Physical Verification of library before 31<sup>st</sup> March of every year.

### **9. Duties and Responsibilities of the Heads of the Departments**

HOD is responsible for conducting all academic programs of the Department as per the norms of affiliating University. In pursuance of above objective he/she is required:

1. To formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.
2. To ensure the maintenance of laboratories in good order to provide Training to the students as per the norms of OU and at par with industry standards.
3. To train and update the faculty to deliver good instruction to the students.
4. To monitor the staff attendance and leaves.
5. To monitor the regular conduct of classes
6. To conduct Internal Assessment examinations in collaboration with the In-charge of the Examination cell
7. To arrange for invigilators based on the requirement for conduct of all examinations
8. To ensure proper evaluation of student's performance and take Remedial action to improve the performance of slow learners
9. To maintain harmonious relations between students and faculty while ensuring discipline and ethical behavior of students
10. To maintain the general upkeep of the department and the laboratories
11. Sending the laboratory and other requirements of the department to the Principal/Director from time to time
12. To indent required number of books, journals/periodicals in the beginning of the academic year for Institute library.
13. Appoint a faculty member as in-charge of the departmental library and ensure that the faculty in-charge maintains the record of books, journals and magazines
14. Obtain and monitor the feedback from the students about teaching and other related academic issues
15. Analysis of the of the feed back along with the action taken report are to be maintained

16. Appoint faculty members as Class coordinators, examination coordinator, timetable coordinator, Lab in-charges and training & Placement coordinator
17. To appoint faculty as student counselors/mentors so as to meet the academic and personal needs of Students and also to monitor their progress from time to time.
18. To finalise the projects for students in consultation with the faculty
19. To maintain the movement register of the staff during the working hours
20. Maintain all relevant files in the department
21. Instruct the faculty to maintain the course files and monitor these files periodically
22. Maintain a record of details of the Paper Presentations/Publications/Seminars, conferences and workshops attended by the faculty and students.
23. Maintain a departmental events register indicating all the events organized by the department, like, guest lectures, seminars, workshops, exhibitions etc.
24. To Obtain the self-appraisal reports of the staff members at the end of each academic year (Teaching & Non-teaching) and forward the same to the Principal/Director along with their confidential reports

### **9.1 Specific duties**

25. To ensure that all classes are held as per the time - table. He/She should make alternate arrangement for the class work of teachers absent on that day. He/She should recommend for disciplinary action against those availing leave without prior arrangement for class work.
26. To verify the student attendance registers at the end of every week to check proper marking of attendance and implementation of lecture plans.
27. Arrange to display the attendance of all the students of all classes every month on or before 5<sup>th</sup> of every month.
28. To go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
29. To convene meetings of Faculty every fortnight to review the academic activities
30. Plan the vacation schedule of the staff in such a way that at any given point of time at least a few staff are available and all the faculty and non-teaching staff resume duty before one week of commencement of class work/academic year

### **9.2 Academic and R&D activities of the Department.**

31. To arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent academicians who could be invited to deliver guest lectures.
32. To organize conferences/seminars/workshops/FDPs periodically
33. To monitor students' development and problems through Feedback and counseling.
34. To motivate and encourage the faculty to take up

- a. R&D Work on industrial problems and Projects
  - b. Publication of News letters
  - c. Organizing & Coordinating consultancy service
  - d. Testing/repair services of instruments and equipment
  - e. Industry institution interaction
  - f. Dissemination of knowledge through guest lectures
  - g. Preparation of project proposals for funding
35. To provide the required information to the Principal/Director from time to time
36. To nominate the senior most faculty as in-charge head in his/her absence
37. Any other duty as assigned by the Principal/Director

## 10 Duties and Responsibilities of Faculty:

1. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
2. All faculty members are advised to wear decent clothes in order to command respect from the student community.
3. Faculty should ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD.
4. The work load of all the staff shall be fixed by the management as per the AICTE/University norms.
5. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.
6. Once the subject is allotted the Faculty Member should prepare the lesson plan for the entire semester
7. Course files are to be maintained by all the faculty members as per the norms. **(The course file generally consists of List of registered students, Individual Time Table copy, Lecture Session Plan Display, Lecture Session Plan Execution, brief lecture notes, hand outs, Assignment / tutorial sheets Attendance, previous year university question papers, OHP sheets, class test/exam question papers and answers, two model answer scripts for each test/exam, feedback analysis report etc.,)**

8. The Faculty Member should get the lesson plan and course file - approved by HOD and Principal.
9. The Faculty Member's Teaching Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
10. It is the primary responsibility of the teacher to enforce strict discipline in the class room.
11. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
12. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
13. The Faculty Member should engage the class for full duration and should leave the class only after ensuring the arrival of the concerned teacher for the next class.
14. The Faculty Member should mark the student attendance regularly in the class. Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday without fail
15. In case of habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the Class coordinator/HoD.
16. The Faculty Member should properly plan the lecture well before going to the class
17. The Faculty Member should make use of other teaching aids in addition to chalk and talk method. ICT is to be widely used to sustain the students interest in the class room.
18. The Faculty Member should encourage students asking doubts / questions.
19. The Faculty Member should get the feedback from students and modify / adjust the teaching methodology accordingly.
20. The Faculty Member should take care of slow learners and pay special attention to their needs.
21. In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students well in advance of actual class.
22. He should give assignments to the students regularly and monitor the same by verifying the notes of the students. He also should impress upon the importance of assignments.

23. The Faculty Member should cultivate the habit of including humor in the lecture, to break the monotony.
24. The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
25. The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
26. The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the class room teaching may be useful for the student community at large.
27. The Faculty Member should refer to more books in addition to the prescribed textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.
28. The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialization and keep oneself abreast of latest advancements.
29. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
30. The Faculty Member should make himself/ herself available and accessible to the students in the department during the working hours for clearing their doubts if any.
31. The Faculty Member should motivate the students and bring out the creativity / originality in the students.
32. Internal guides of projects are required to pay surprise visits to sites for out-house projects (without the knowledge of students) to ensure students' attendance. Regular contacts with Industry Guides shall be maintained. Internal project guides shall obtain a confidential report of the student/group along with evaluation of the project report from the Industry/External project guide.
33. Faculty Members are expected to update their knowledge by attending seminars/workshops/ conferences , after obtaining necessary permission from the Principal/Management.

34. Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
35. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
36. Whenever a Faculty Member intends to take leave he/she should get the leave sanctioned in advance after making alternate arrangements for class / lab / invigilation. Only in case of emergency, the HOD or the next senior faculty must be informed on phone with appropriate alternate arrangements planned.
37. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
38. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Director/Principal in academic, co-curricular or extracurricular activities.
39. Taking into consideration the necessity of usage of mobile phones these days, it is difficult to ban the mobile fans in the campus. However, the College strictly prohibits its use in places such as Classrooms, Labs, Library, Reading Room, corridors of College building and Examination Halls.
40. If a student is found violating this norm, the faculty/staff shall report the matter to HOD.
41. The faculty members shall not use mobile phones during the instructional hours. However they may use them in their cabins.
42. He should always act as source of inspiration to the students and encourage the students to work and perform better and never loses heart and get discouraged under any circumstances

#### **11 Duties of Class Coordinators:**

1. To guide the students about rules of attendance (general), Industrial Visits, sports, etc.
2. Address students' queries
3. Meeting the parents of students, especially defaulters.
4. To inform the HOD about making alternate arrangement for lectures and practicals when a faculty is absent.
5. To coordinate with the Attendance Committee of the department to update attendance

6. To collect information regarding slow learners from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
7. Identify good students and motivate them to excel.
8. Update data regarding students' achievements in academics, sports, extracurricular activities etc.
9. Any other duty as assigned by the HOD / Director/ Principal
10. Addressing the personal and emotional problems of the students through interaction with mentors

## **12 INSTRUCTION MANUAL FOR LABORATORY WORK**

### **12.1 Lab Faculty**

1. All the faculty assigned with the lab duty must be present in the lab throughout the duration of the lab session without fail
2. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
3. Faculty members should not to leave a lab session unattended, when students are present. In case of emergency, a faculty member shall make alternate arrangements either with other faculty or lab assistants to monitor the lab session during their absence.
4. The lab observations/records must be corrected then and there or at least by next class
5. The performance of the student in the lab is to be continuously assessed

### **12.2 Lab In-charge faculty**

1. To maintain the Dead Stock Register and Consumable Registers.
2. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
3. To plan for the procurement of equipment for the coming term well in advance.
4. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily
5. To organize the laboratory for oral and practical examinations.
6. To hold those responsible for any breakage / loss etc. and recover costs.
7. To ensure the cleanliness of the lab
8. In order to prevent theft/damage, the Lab In-charge shall take the following action:

9. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same
10. Lab Assistants in turn shall note down the missing items in the respective Lab Register.

### **12.3 INSTRUCTION MANUAL FOR TEACHING ASSISTANTS/LAB ASSISTANTS**

1. The Lab. Assistants are required to assist the respective Lab In-Charge and lab faculty for smooth functioning of the laboratories.
2. Lab Assistants shall be available for maintenance and care of resources/services of the institute.
3. All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.
4. They should maintain the Stock Register, bills file and breakdown registers for equipment of the lab. He/She also should monitor:
  - Stock registers (consumables & non-consumables) should contain the details of equipment/material received. Bills file should contain the Original or copy of the bills of the equipment/material received for the lab.
  - Breakdown register should be maintained in each lab and whenever equipment is not working should be noted and when it is repaired and working should also be noted.
  - The Lab-in-charge should readily possess the list of equipment/material available in the lab along with price in a file for administrative purpose/inspection by OU, AICTE and State Government.
5. He / She should ensure that every Lab should contain the list of experiments, charts, time-table of the Lab. List of Names of faculty-in-charge of the lab, faculty and non-teaching staff dealing the lab. Lab manuals should be made in every Lab.
6. Lab Assistants in coordination with Lab In-charge should display
  - (i) List of Equipments/software



- (ii) List of Experiments
- (iii) Lab Time Table
- (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- (v) Any other assignments as given by HOD/Principal/Director.

### **13 Duties and Responsibilities of Training and Placement Officer (TPO)**

1. Develop data bank of all the students
2. Organize training programmes to students in the development of soft skills.
3. Conduct mock interviews / group discussions by inviting experts from industries or organizations.
4. Invite eminent persons from industries for conducting counseling sessions for the students/ guest lecturers /personality development programmes etc.
5. Organize programmes to create awareness among the students about the procedures and requirements of higher education in abroad.
6. Educate the students about employer requirements.
7. Maintain interaction between the institute and industry
8. Organise campus selections.
9. Organise awareness programmes on self employment schemes.
10. Maintain personal contact with employer organizations.
11. Conduct / organize placement drives, personality development programmes, entrepreneurship programmes etc.
12. Maintain the alumni record and organize alumni meet.
13. Should collect the feedback from the employers about the performance of our students in the organization.
14. Maintain the placement records of students
15. Should do any activity complementary and supplementary to the main activity.

#### 14 Guidelines / Instructions to the students

1. All the students should strictly adhere to the college timings and attend all the classes without fail as per the timetable
2. All the students should attend the classes from the First Day of the Academic year/Semester as given by the almanac without fail.
3. Students will be permitted into the classes only up to 10 minutes from the start of the first hour. All the students should wear decent, formal dress.
4. Students will not be allowed to enter the college premises without the ID card, issued by the college. Wearing of an ID card is mandatory, as long as a Student is in the campus.
5. In case of a loss of the ID card, student should apply for a fresh ID card by paying the prescribed fee in the office. For a short duration, a duplicate ID card would be issued, which should be produced on demand
6. Students will not be allowed to appear both for Internal and University examinations without the ID card
7. Ragging is strictly prohibited inside and outside the campus. Any cases of ragging should be brought to the notice of the Principal/ Director/ Head of the Department immediately.
8. Students should not use cell phones in the class rooms and laboratories. If any student is found using a cell phone, it will be confiscated.
9. Students should park their vehicles only at places earmarked for the student parking
10. Students are not allowed to go out during lunch time. Either they should get their lunch box while coming to the college or have food in the canteen.
11. Only hostlers will be allowed to go out during lunch time after depositing their ID cards with the security, at the gate. They can collect their ID's immediately, when they come back after the lunch time.
12. During the class hours students are not allowed to go out or move in the campus. They are allowed to leave the campus during working hours, only in case of emergency, after obtaining written permission from the Head of the Department / Principal / Director/ Dean.
13. Any student present in the fore noon is found absent in the afternoon, (without prior permission) would will be marked absent for the whole day.
14. The attendance of all the students is marked online by the teachers and is communicated to all the students at the end of the day. The information about the student attendance will be communicated through SMS to the parents periodically
15. It is to be noted that 75% attendance is mandatory in all the semesters. Students who do not maintain the prescribed attendance will be detained and will not be allowed to write both internal and end semester examinations.
16. Students are instructed to pay the prescribed college fees like tuition fees, affiliation fees etc. before the commencement of the academic year

17. Students should register their own Mobile numbers, email ids along with their parent's mobile numbers and email ids correctly, as this information will be uploaded in the data base, which is used by the college to monitor their academic performance.
18. Students should download the attendance app in their mobiles and monitor their attendance online every day. They can also monitor the uploaded circulars, assignments, teaching material and other web resources through the app.
19. Messages will be sent (SMS) to the parents of all the students indicating the attendance of their wards through the registered mobile numbers of the parents. They have to regularly monitor the messages received and contact the class-coordinators whenever necessary.
20. Parents can also access the daily attendance of their wards through the app, by using the user id and password provided to their wards. Parents are advised to be in constant touch with the Head of the Department/Class-Coordinator.
21. The students should be attentive during the class and note down important points and examples given by the teacher. Preferably they should read the lessons to be taught in advance, which will help the students to understand the theme much better
22. They should carefully go through the procedure of the experiments during the lab sessions and should conduct the practicals successfully. One should carefully note down the readings during the practicals. He/She should write the record of the Lab on the same day itself, as continuous assessment of lab work is in vogue
23. The students must constantly interact with their designated mentors and also class coordinators and appraise them of their academic and personal problems
24. The students should represent to the HOD /Principal/Director for their problems with regard to classwork /Lab work and other infrastructural facilities.
25. The students should have a day planner, week planner, year planner and life planner. As planning is the key to Success.
26. They should regularly visit the Library and should refer as many books, journals, magazines as possible and use the free time at Institute.
27. The Library will be kept open from 8.30 AM to 5.00 PM on all working days.
  - Each student will be issued 3 library cards. Using these, a student can borrow books from the library.
  - The borrowed books should be returned before the due date. Otherwise a penalty of Rs. 1/- Per day will be levied.
28. In addition to the library cards, under the Book-Bank scheme, students can enroll their names by making a onetime payment of Rs. 4000. Under this scheme a student will be given one recommended book per subject, at the beginning of the semester. Student can

keep these books with them till the end of the semester. Fresh books will be given for the next semester after they return the books issued earlier.

29. Students should participate in all the curricular, co-curricular and extra-curricular activities organized in the department/college.
30. Whenever the college organizes remedial/review classes all the students should attend without fail
31. Students should attend the classes conducted for Personality Development and Employability enhancement skills without fail.
32. They should actively involve and participate in Technical and Cultural activities being held in the Institute
33. Students should register and attend all the Campus Recruitment drives and Job melas organized at the college

## **15 Very Important – Malpractices in Examinations**

1. It is to be noted that indulging in any kind of malpractices in the University examinations, is a serious offence and severe punishment will be awarded by the University in all such cases
2. **Types of malpractices** - Possession of hand written slips/printed material; writings on hall tickets, on hands or any other body parts or clothes; conversation with other students in the examination hall; copying from other's answer books; carrying electronic gadgets other than permitted calculators; misbehavior with the persons on examination duty and impersonation, etc.
3. As per the existing University rules, if a student is found indulging in any kind of malpractices as listed above, in any of the papers, his/her result of all the papers of that semester including practical papers will be cancelled
4. In case a student is involved in impersonation, in addition to the above punishment a police case will be booked