



CODE OF CONDUCT / RULE BOOK
(Constituted under guidelines of NCTE, New Delhi)

For

KIIT COLLEGE OF EDUCATION

Managed by

VIDYAPATI SANSTHAN Registered Educational Society

Related to Educational Courses

Approved by NCTE & Affiliated to M.D. University, Rohtak

**KIIT Campus, Sohna Road, Near Bhondsi,
Gurugram- Haryana-122102**

KIIT College of Education is conducting courses of **B.Ed., M.Ed.** and **integrated B.Ed., M.Ed.** for which approval from NCTE was granted to Vidyapati Sansthan Registered Educational Society established in 1969.

The society had resolved during the meeting held on 30-12-2002 vide its meeting no. 145 that the field of education be extended to the NCR area, where it has procured 15 acres of land in Bhondsi area of Gurgaon, that out of which 3 acres of land with specific Khasras be allocated for KIIT College of Education to be the part of whole campus of Vidyapati Sansthan to be known as **KIIT CAMPUS**.

The executive committee of Vidyapati Sansthan resolved to establish KIIT College of Education to be run under the guidelines of NCTE, Haryana & the affiliating university. It was resolved by Vidyapati Sansthan in its meeting to set up an independent body to be known as College Governing Body (CGB) of KIIT College of Education to look after the management of the college for achieving good results and justifying the expectations of the parents and the students for imparting quality education from this college.

It was also resolved that the College Governing Body (CGB) may be constituted which shall administer & manage the affairs of the college for which it has been constituted, and shall, subject to any rules made from time to time in this behalf, will have powers necessary for this purpose.

I. Composition of Board of Governors for NCTE approved institute:-

- (i) The Governing Body shall have at least eleven members including the Chairman and the Member-Secretary. The Registered Society / Trust shall nominate six members including the chairman and the member secretary, and the remaining five members shall be nominated as indicated below:-
- (ii) Chairman to be nominated by the Registered Society / Trust as Ex-Officio Chairman of the CGB.
The Chairman of the Governing Body shall preferably be an educationist of repute who is interested in development of education or at least has demonstrated an interest in promotion of quality education in general.
- (iii) Five Members to be nominated by the Registered Society / Trust.
- (iv) Nominee of the National Council for Teacher Education-Regional Office (Ex-Officio).
- (v) educationist from the Region to be nominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the Chairman of the Council.

- (vi) Nominee of the Affiliating Body / University
- (vii) Nominee of the State Government-Director of Higher Education(Ex-Officio).
- (viii) Educationist from the Region nominated by the Governing Body of the College.
- (ix) Principal / Director of the concerned technical institution (as nominee of the Society / Trust)- Member Secretary.
- (x) Two Faculty Members to be nominated from amongst the regular staff-one at the level of Professor and faculty member.
The number of members can be increased equally by adding nominees of the registered society and by adding an equal number of educationists from the Region keeping in view the interest of the Institution. The total number of members of a Governing Body shall, however, not exceed 26.

II. Powers and Functions of College Governing Body (CGB) of KIIT:-

In exercise of its powers and performance of its functions, the CGB shall be responsible for policy making, coordination and taking measures (including framing rules for its functioning) required for effective management and maintenance of educational standards. The CGB will deliberate, guide and decide on the following related issues:

- i. To nominate/ induct members to CGB in lieu of outgoing members/ inducting new members.
- ii. To be responsible for overall functioning of the College.
- iii. To manage and be overall responsible for property and administrative affairs of the College.
- iv. To consider and approve annual budget, annual A/C, & annual report of the College, budget approval for new projects/ infrastructure requirement and submit the same before VPS for consideration.
- v. To Provide Physical Resource e.g. building, premises and other equipment and resources needed to support the functioning of the College.
- vi. The qualifications, emoluments, procedure of appointment and the specification of the terms and conditions of service of the teaching and non-teaching staff of the Institute.

Note:- Provided that any member who ceases to hold the qualifications by virtue of which he was elected or nominated as member to the CGB shall cease to be a member thereof.

- vii. To constitute pension, provident fund, insurance, etc. for the benefit of the officers, academic and the other staff of the Institute.
- viii. To create, any committee or body, department/ centre/ cell, etc., which is considered necessary for the working of the Institute;
- ix. To establish procedure and conditions for taking up consultancy and sponsored research projects;
- x. To form Academic Advisory Council under the guidance of the Director General/Chief Executive.
- xi. Approval of staff requirements, for teaching and non-teaching posts.
- xii. To approve the starting of new courses, closing of existing courses, enhancement/ reduction of seats in existing courses.
- xiii. To monitor and evaluate the teaching programmes in the college and suggest remedial measures, provided that the Governing body will be assisted in this function by the Academic Advisory Council of KIIT College of Education.
- xiv. To approve the recommendations of selection committees for appointment of Principal/ Director, the teaching and non-teaching staff.
- xv. To monitor the deployment and development of the faculty of the College, placement and industry-College interaction activities in the college and suggest remedial measures wherever necessary.
- xvi. To consider and approve the recommendations of the Academic Council, in respect of the conditions and the award of scholarships, prizes or other awards for outstanding students, faculty and staff, etc.
- xvii. To delegate any of its powers /functions to any office bearer or to an employee or a Committee as it may deem fit.
- xviii To perform such other duties and exercise such other powers as may be entrusted to it by the Vidyapati Sansthan.

III. Formation of The Academic Advisory Board :-

A. The Academic Advisory Board (AAB) for KIIT College of Education is structured by inducting representative from Academia, Social field, Research organisations and professionals of relevant disciplines; two senior most faculty members from each department of the college, all the principals of KIIT group of colleges and the Registrar of KIIT Group of Colleges. The members shall be inducted by the Director General/ Chief Executive. Director General or his nominee will preside over the meeting.

B Functions of Academic Advisory Board (AAB):-

- i. To exercise general supervision over the academic matters of the College and to give guidance & directions in this regard.
- ii. To provide guidance in implementing courses of study in accordance with the budget approved and consistent with the functions of the College.
- iii. To make recommendations to the CGB for the establishment/ modification of appropriate organisational structures to implement the courses of study.

- iv. To make recommendations to the CGB on programmes for research and development.
- v. To make recommendations to the CGB for creation and award of scholarships, prizes or other awards.
- vi. To make suggestions for improvement of academic standards for different courses being run by the college.
- vii. To recommend to CGB for creation/abolition/deployment of teaching and non-teaching posts.
- viii. To assess the requirement of teaching posts and to seek sanction for recruitment of the same.
- ix. To consider/ performance evaluation of the faculty and recommend awards/ punishment, including termination of services.
- x. To recommend and place before the CGB, proposals for starting new courses/ abolition/modification of existing courses;/increase/decrease in seats of existing courses.
- xi. To exercise any such powers and perform such functions which may be delegated to it.

IV. Conduct of Meeting of The College Governing Body (CGB) of KIIT College of Education:-

- i. Meeting of the CGB will ordinarily, be held every quarter approximately in the month of March, August and December every year. This will be held by circulating the agenda items at least 15 days prior to the actual date of holding the meetings of CGB. Announcement regarding such meeting will be with the prior approval from the Chairperson of CGB. Chairperson or his nominee will preside over the meeting.
- ii. During the year 1st meeting is to be held in about the month of March. The main agenda for discussion and approval of CGB will be related to the estimated budget for the ensuing year starting from 1st April of the coming year. However other items will be mentioned in the circular on getting approval from the Chairperson.
- iii. Five of the members shall form the quorum.
- iv. Every decision of CGB shall be adopted by a majority of the votes of the members present. In case of tie, the Chairperson shall have the casting vote in addition to his own as member.
- v. The minutes of the meeting shall be recorded on the sheets of paper which will be pasted on the minutes register duly signed by the secretary and the Chairperson of the CGB.
- vi. Amendments to motions on the agenda and new proposals can be moved at an ordinary meeting with the permission of the Chairperson.
- vii. Notice of a motion or resolution to be included in the agenda of meeting of the CGB must reach the secretary not less than five clear days before the

meeting. It will be included in agenda at the discretion of the Chairperson.

The minutes of meetings shall be circulated to the members of the CGB, within 15 days of the conduct of meeting.

V. Conduct of Meeting of the Academic Advisory Board (AAB):-

- i. The meeting of Academic Advisory Board (AAB) will ordinarily be held once a year. Special meeting can be convened by the Chairperson whenever necessary.
- ii. The Registrar shall ordinarily circulate the meeting notice of AAB at least 15 days before the meeting of the Academic Advisory Board. The meeting notice will include the agenda items of the meeting.
- iii. In case of special meeting, the Registrar will circulate the notice of time, place and agenda items of the meeting.
- iv. Five of the members shall form the quorum.
- v. Decisions in AAB shall be taken by a majority of the vote of the members present. The Chairperson shall have a vote as a member and also a casting vote in case of tie.
- vi. Notice of a motion or resolution to be included in the agenda of meeting of the Academic Advisory Board must reach the Registrar not less than five clear days before the meeting. It will be included in agenda at the discretion of the Chairperson.
- vii. Amendments to motions on the agenda and new proposals can be moved at an ordinary meeting with the permission of the Director General.
- viii. The minutes of the meeting shall be recorded in writing signed by the Member Secretary and countersigned by the Registrar.

The minutes of the meeting of the Academic Board having been duly confirmed, (Signed by the Director General) shall be circulated to the members of the Academic Advisory Board, ordinarily within 15 days of the meeting.

VI. Procedure for Purchase and Accounting:-

- i. The purpose of these rules is to lay down procedures for purchase and accounting of store.
- ii. Store be divided into two categories:
 - A. Dead stock - Stores of permanent nature (non consumable) and treated as assets.
 - B. Consumable Stock- Stores which get expended / used and are fast - moving.
- iii. Every effort shall be made to purchase and store at competitive rates, in bulk, so as to reduce transportation cost and insure ready availability.
- iv. For consumable stores, the purchase and Store Officer (PSO) shall maintain

- a record of "Minimum Stock Level" (MSL) which shall be equivalent to one month requirement.
- v. On stock level reaching MSL the PSO shall initiate proposal for purchase of stores required for ensuing three months.
 - vi. All purchases will be recorded in the stock register by the individual sub-stock incharge.

Local purchase and issuance for consumption / use:

- i. To meet emergent requirements local purchase duly recommended by Administrative Officer and sanctioned by Principal up to an amount of Rs. 10,000/- may be allowed.
- ii. Such purchases are allowed without quotation however bills must be verified.
- iii. Imprest amount as advance may be drawn and same got regularized within 10 days of advance being drawn.
- iv. In case of non-regularization of advance within the stipulated time frame the same shall be deducted from the salary of the individual receiving the advance.
- v. A second imprest advance shall not be sanctioned until the previous advance is regularized

Purchase up to Rs. 100,000/-

- i. The Principal may sanction purchase up to Rs. 100,000/-
- ii. The department proposing the purchase shall originate the demand justifying the requirement and indicate the estimated cost of stores. The same shall be verified / recommended by AO prior to sanction.
- iii. Quotation (minimum 3) shall be obtained by the intending department.
- iv. On sanction by the Principal, the PSO shall place order for purchase of stores.
- v. On receipt of stores the HOD and PSO shall inspect the stores for quality and quantity and record their remarks.
- vi. All such purchases shall be regularized and payments made within 15 days of sanction.

Purchase above Rs. 100,000/-

- i. Such purchases shall be made through duly constituted Purchase Committee consisting of minimum three members. A permanent purchase committee and its Chairman be constituted by the Director General. The purchase committee shall co-opt. additional expert members as and when needed.
- ii. The department proposing the purchase shall originate the demand justifying the requirement and indicate the likely expenditure involved.
- iii. The proposal shall bear the signature of the HOD, recommendation of AO and the Principal.
- iv. The proposal shall be sanctioned / approved by the Director General / Chief Executive.
- v. On getting the approval, the purchase committee shall:-

- (a) Call for minimum 3 sealed quotations.
- (b) Open and scrutinize the sealed quotation received.
- (c) Finalize purchase from the supplier willing to supply stores of the desired quantity and quality and at cost effective rates.
- (d) Record minutes of the meeting and all members shall sign the same
- (e) Reasons, if any, for purchase at rates other than the lowest quotations must be recorded.
- (f) Make available all documents to the PSO for placing of order and effecting purchase.
- (g) On receipt of stores the purchase committee shall inspect and ensure that the delivered material is in accordance with the requirement, thereafter the approval for payment. Deviation in any form shall be enquired into.
- (h) Bills and connected documents duly completed shall be made available to the accounts department within a week and payments cleared within 15 days from date of payment approval by purchase committee.

Payments:

- i. Except in the case of imprest advance, all payments shall be made by crossed cheques.
- ii. Normally advance payment to the supplier shall be avoided. However this can be relaxed by the Director General / Chief Executive and advance up to maximum of 25 per cent of the estimated cost of the proposed order for supplies can be made.

Accounting of Stores:

- i. The PSO shall be responsible for proper receipt and issue of stores. Losses/damage will be immediately reported, enquired into and responsibility fixed.
- ii. Annual verification shall be carried out every year and proceedings thereof prepared and presented to the Director General.

Record of Approved Vendors:

The PSO shall maintain a list of vendors approved by the Director General / Chief Executive and registered with the Institute. Every effort shall be made to broad base the list of approved vendors to bring about competitiveness.

**VII. Service Rules for KIIT College of Education Employees:
The Ethos of the KIIT College:-**

The Educational Institute is a temple of wisdom and learning brought into existence by Vidyapati Sansthan Registered Education Society for intellectual,

emotional and social development formation of students sent to its August portals. A person who chooses a teaching career assumes the obligation to conduct herself / himself at all times in accordance with the highest standards of teaching and the nobility of the profession. The teacher shall continually aim at quality and excellence in his / her work and conduct and will endeavour constantly to set an example which will command respect of the pupils, parents, his/ her colleagues and the society at large.

A teacher is a beacon of light in the purest sense of the word and a torch bearer to the pupils in their learning years. Teaching, in its true sense, is not merely communicating knowledge on specific subjects but also helping the students to grow to their fullest stature, to develop suitable qualities and attitudes and to unfold their personality to do this, what matters most is the personality of the teacher.

I. Appointments of Faculty, Non-Teaching & Working Class of Employees and the Code of Conduct & Norms of Services:-

This compilation of rules, regulations and procedures aim at providing the foundation for an efficient-system-based management:-

Part I deals with service Rules and Part II lays down rules for administrative functioning.

Designation and appointments referred to in this context, are as existing till date. Governing Body / Management reserves the right to effect changes as required.

A. No Employee Teaching or Non-Teaching Shall:-

- i. Knowingly or willfully neglect his / her duties.
- ii. Propagate sectarian outlook, or incite or allow any student to indulge in communal or sectarian activity.
- iii. Discriminate against any student or any other person on the ground of caste, creed, language, or place of origin, social and cultural background or any of them.
- iv. Cause, or incite any other person to cause any damage to institute property.
- v. Behave, or encourage or incite any student, teacher and any employee to behave in a rowdy or disorderly manner in or outside the institute premises.
- vi. Be guilty of misbehaviour or violence towards any parent, guardian, student or other employee of the Institute.
- vii. Involvement in any type of anti-national activities.

B. No Faculty staff, in addition to the above shall:

- i. Indulge in, or encourage, any form of malpractice connected with examination or any other activity.
- ii. Make any sustained neglect in correcting term or assessment or exam work by the student.
- iii. While being present in the college absent himself except with the previous permission of the principal from the class / lecture which he /she is required to attend.
- iv. Accept any job of a remunerative character from any source other than the Institute or give private tuition to any student or other person or engage himself in any business, without written permission of principal / CGB.
- v. Prepare or publish any Book(s) commonly known as guides, or assist, in the publication other than those brought out by the institute.
- vi. Enter into any monetary transaction with any student or parent nor shall he / she exert his / her influence for personal ends, nor shall he /she conduct his /her personal matters in such a manner that he / she has to incur debt beyond his / her means to repay.
- vii. Accept, or permit any member of his family or any other person acting on his behalf to accept, any gift or receive advantage from any student, parent or any person with whom he has come into contact by virtue of his being in the college.

C. All Employees shall:

- i. Abide by the rules and regulations of the Institute and also show due respect to the constituted authority.
- ii. On every working day sign / mark the staff attendance register / biometric, at the time of arrival and leaving and be ready at least, five minutes before the commencement of classes.
- iii. Be responsible for the discipline of students even outside the classrooms but inside the campus.
- iv. Supervision during the break is vital for protection of the students. An employee can be allotted such duties to maintain discipline and orderliness.
- v. Be responsible for the institute property for its use, care and maintenance.
- vi. Encourage every one including the students in maintaining their institute and surroundings, clean.
- vii. Avoid disturbing the harmony, good relations and friendly atmosphere in the institute by any form of speech, action or omission. Help maintaining the environment which is conducive to one's happiness, tension free atmosphere and the good of students.

D. Faculty / staff shall ensure the following:

- i. Students make extensive use of the library facilities.
- ii. Faculty and teaching support staff are responsible for the proper care, operation and maintenance of all equipment and learning aids and sports equipment, etc. The authorities should immediately be informed of the needed repair/replacements.
- iii. Students must be trained to take care of the institute property. Books / Equipment, fixtures and fittings damaged or lost by a student will have to be made good by him/her.
- iv. It is the teachers' responsibility to take immediate steps to report to the incharge about the need of maintenance of property.
- v. Destruction or damage to property, desks, books, etc. is a serious matter. The teacher must be alert and take immediate steps to correct the student or to report it to the HOD / Incharge/Principal.
- vi. Individual attention towards students is essential and faculties must encourage to solve problems-personal, behavioral and academic. When a student does not show improvement, this fact must be brought to the notice of the Principal / HOD/ Incharge immediately. When a teacher feels that a student needs special help or is suffering from emotional problem he / she must immediately inform the principal / HOD /Incharge.
- vii. The teacher should be firm, polite and consistent but not unreasonable to demands, should avoid threats that can not be carried out, and favouritism or prejudices.
- viii. The teacher must always remember that each student has his / her self-respect which must be given to them. Ridicule, sarcasm in speech or action or unreasonable and unproductive punishment, especially for an entire group, will not be accepted.
- ix. Faculty must care for the regularity and maximum percentage of attendance of the students by maintaining record according to the performa given.
- x. Faculty must encourage students to learn by conducting laboratory experiments and projects.

II. Service Rules & Service Records:

A. Records of Service:-

- i. A service book for keeping the record of service of staff shall be maintained by personnel department in respect of each employee of the College.
- ii. All activities, assignments and leave records of an employee in his / her official capacity shall be recorded in this service book.
- iii. The personnel department shall show the Service Book to each employee in the month of April every year and the employee shall sign in the service book after verification.

B. Performance Evaluation:-

- i. The performance evaluation of each employee shall be carried out as per schedule laid down subsequently.
- ii. Each employee's performance shall be evaluated by his Reporting Officer and reviewed by the reviewing officer.
- iii. Evaluation of performance shall be objective in nature with a view to assist the employee in his development and identify on job or additional training requirements.
- iv. Any salient points counseling the employee for improvement along with positive traits shall be communicated in writing.
- v. Copy of written counseling, as applicable, duly signed by employee as "noted" shall be attached to the report.
- vi. The contribution of an employee towards the academic, social and spiritual well being of the institute will be given weightage when assessing overall performance.

C. Schedule of Performance Evaluation:-

- i. Employees on probation will be regularized after successful completion of probation period.

ii. Regular staff:

- (a) Period of evaluation shall be 01 August to 31 July of the working service year.
- (b) In addition, a quarterly / six monthly evaluation report may also be called for as and when required.

iii. Non -teaching Staff:

- (a) Period of evaluation shall correspond to 31 July of the working year.
- (b) In all cases the administrative department shall notify all concerned Reporting Officers the dates by which documents are to be submitted duly completed.

D. Service Conditions for the Employee (All Teaching and Non-Teaching):

- i. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- ii. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the principal / designated authority or other officers under whom he / she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.

- iii. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman or his nominee.
- iv. Not with standing anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with /without additional remuneration or honorarium as prescribed by the college, from time to time.
The employee appointed on one year probation would be confirmed in writing if his / her work and conduct is found satisfactory, subject to availability of the post. The employee shall inform to the employer in writing before the expiry of one year's probationary period, if his/ her period of probation is to be extended and in the absence of such a notice/ information, the employee would be deemed to have been terminated, and the paid salary thereafter shall be recoverable from the employee. The probationary period shall in no case be extended beyond two years from the date of appointment. In case a person appointed temporarily is re-appointed on probation, the period of his / her service in temporary capacity shall be counted towards his / her probationary period.
- v. Staff attendance should be signed every day, 15 minutes before the commencement of regular class / working hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.
- vi. Staff should be available in the college premises during the entire period of office hours, on all working days.
- vii. If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave application.
- viii. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
- ix. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Director General has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by him.
- x. 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.
- xi. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- xii. Staff members should get prior permission from Management / Principal/

Designated Authority to contact any outside agency within or outside country or government departments for any matter related to the college / hostels.

- xiii. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 21 days from the date of withdrawal of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his / her salary.
- xiv. Staff members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
- xv. An employee shall avoid habitual indebtedness or insolvency, an employee who becomes the subject of legal proceedings of his insolvency shall forthwith report the full facts to the principal of the College.
- xvi. Employee shall not bring or attempt to bring any outside influence to bear upon the authorities of college to further his / her interest in respect of matters pertaining to his / her service in the college.
- xvii. All employees shall be governed by general rules / norms as practiced by college/university/state government of NOC-granting-state from time to time.
- xviii. An employee who gets involved in any criminal proceedings, shall immediately inform the competent authority through the Head of the Department whether he/she has been released on bail or not. An employee who is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours shall not join his/her duties in the College unless he/she has obtained written permission to that effect from the competent authority of the Institute.

E. Disciplinary action:-

- i. An employee against whom disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him / her, and a date shall be fixed for the inquiry.
- ii. Sufficient time of at least 1 week shall be given to him / her to prepare to give his/ her explanation, as also to produce any evidence/ documents that he /she may wish to tender in his / her defence. He/ she shall be permitted to appear before the officer conducting the inquiry, to cross examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence / witness in his / her defence.
- iii. At the conclusion of the inquiry, the inquiry officer shall prepare a report of the inquiry regarding the finding and shall submit the same to appropriate authority who shall endorse/ review his / her opinion / recommendation.
- iv. Principal shall consider the findings of the inquiry and propose to the Director General to impose a major penalty, a minor penalty or no penalty at all. The action taken by the Director General/Chief Executive shall be got ratified by the Governing Body.

i. Minor penalties:-

- (a) Censure in writing which will be placed in the service record.
- (b) Recovery from pay the whole or any part of pecuniary loss caused to the college by negligence or breach of order.

ii. Major penalties:-

- (a) Reduction in rank.
- (b) Compulsory retirement from service, which shall not be disqualification for future employment in any other institute.
- (c) Dismissal from services, which may ordinarily be a disqualification for future employment in any other Institute.
- iii. Pending the outcome of inquiry, the employee may be suspended and he / she may receive subsistence allowance as approved by the Governing Body but shall not be paid salary when under suspension.

**F. Placement/Appointment/Retirement:-
Method of Recruitment:-**

Recruitment Procedure for Faculty:

In order to select, recruit and retain the required human resource, the institution follows the CRS University, Jind and NCTE guidelines. A well-defined procedure is adopted to meet the human resource requirements with focus on changing requirements of curriculum.

The post (s) must be advertised in two National dailies/ News papers (one in Hindi & one in English) which must have wider circulation along with prescribed qualification of the posts.

In the advertisement, it must also be specified that

- i The application form must be collected from the college office during office hours.
- ii Application must be in duplicate. One copy of the application should be submitted in the office of the Principal of the college and the other of the Dean, Colleges Development Council, M.D. University, Rohtak/ CRS University, Jind by registered post or by hand against proper receipt. Application by ordinary post will in no case be considered.
- iii Last date for submission of application must be mentioned in the advertisement. All the applications must be entered in the diary Registrar of the college concerned. Application received after the expiry of the last date will in no case be considered.
- iv Candidates are required to fulfill the prescribed qualification as laid down by the Central Agency / State Govt. / Affiliating University.
- v Advertisement must be made by the President Governing Body of the College for the post(s) other than Class-IV.

The selection of teachers would be done by the selection committee constituted by the self financing colleges as per qualifications laid down by the State Govt./affiliating University concerned (as per State Govt. Interim Policy/Guidelines issued by Director, Teacher Education Department, Haryana) associating at least three outside experts (out of three at least one subject expert preferably may be from the affiliating University so that in case any discrepancy the factual position may be verified) in the concerned course of study, at the level of Professor. In exceptional cases where Professor in the concerned course of study are not available Sr. Asstt. Professor with more than five years experience may be taken as expert.

While making the appointment, the selection committee must check the following:

- i Photocopies of advertisement.
- ii Availability of post.
- iii To check the qualifications/experience as laid down by the affiliating University/State Govt.
- iv Against one post there must be at least three candidates.
- v The proceeding of the selection committee may be sent to the University immediately after the interview along with synopsis of the applicants.
- vi No appointment letter shall be issued till the approval of proceedings of the selection committee meeting is approved by the University; the selected teacher must join after granting approval.
- vii The letter of appointment for the post other than peon and class-IV categories must be issued by the Managing Committee, the appointing authority.
- viii The case of approval of appointment while being sent to the University, the following must be attached.
 - a Complete teachers return filled in by the appointed person and duly stamped and countersigned by the Principal of the concerned college.
 - b Copy of appointment letter.
 - c Copy of joining report.
 - d Copy of approval of proceedings of the selection committee.
 - e One set of attested copies of Detailed Marks Cards of all the examinations, matric onwards passed by the applicant and experience certificate. Verification reports from Board/University concerned of all the examinations passed by the applicant as well as their experience.

Recruitment procedure for Non-Teaching Posts

In order to select, recruit and retain the required human resource, the institution follows the MDU/CRSU and NCTE guidelines. A well-defined procedure is adopted to meet the human resource requirements with focus on changing requirements of curriculum.

1. The post (s) are advertised in two National dailies/ News papers (one in Hindi & one in English) which must have wider circulation along with prescribed qualification/eligibility for the posts.

2. In the advertisement, it is also specified that:
 - i. The application form must be collected from the college office during office hours.
 - ii. Application must be in duplicate. One copy of the application should be submitted in the office of the Principal of the college and the other of the Dean, Colleges Development Council, M.D. University, Rohtak/CRSU by registered post or by hand against proper receipt. In no case the application by ordinary post will be considered.
 - iii. Last date for submission of application is mentioned in the advertisement. All the applications must be entered in the diary Registrar of the college concerned. Application received after the expiry of the last date will in no case be considered.
 - iv. Candidates are required to fulfill the prescribed qualification as laid down by the Central Agency / State Govt. / Affiliating University.
 - v. Advertisement must be made by the President Governing Body of the College for the post(s) other than Class-IV.

3. A selection committee of the following official is constituted for non-teaching staff and technical support staff (except for the post of Colleges Librarian):
 - i. Representative of Managing Committee (Chairman or his/her nominee)
 - ii. Director/ Principal of the College.
 - iii. One nominee of the University, who shall be of the rank of Superintendent/ Assistant Registrar / Deputy Registrar. In the case of selection of Steno-Typist and to other technical posts, the nominee shall be from the relevant field.

4. While making the appointment, the selection committee are required to check the following:
 - i. Photocopies of advertisement.
 - ii. Availability of post.
 - iii. The qualifications/experience as laid down by the affiliating University/State Govt.
 - iv. At least 3 candidates should be there against one post.
 - v. The proceeding of the selection committee may be sent to the University immediately after the interview along with synopsis of the applicants.
 - vi. No appointment letter shall be issued till the approval of proceedings of the selection committee meeting is approved by the University; the selected candidate must join after granting approval.
 - vii. The letter of appointment for the post other than peon and class-IV categories must be issued by the Managing Committee, the appointing authority.
 - viii. The case of approval of appointment while being sent to the University, the following must be attached.
 - a. Complete teachers return filled in by the appointed person and duly stamped and countersigned by the Principal of the concerned college.
 - b. Copy of appointment letter.
 - c. Copy of joining report.
 - d. Copy of approval of proceedings of the selection committee.
 - e. One set of attested copies of Detailed Marks Cards of all the examinations, matric onwards passed by the applicant and experience certificate.
Verification reports from Board/University concerned of all the examinations passed by the applicant as well as their experience.

III. Termination of Services/Retirement:-

- i. The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.
- ii. The services of an employee on probation may be terminated by the Director/Principal at any time giving a month's salary in lieu of notice without assigning any reason whatsoever. Also an employee desiring to leave the service shall give the institute one month notice in writing or one month's salary in lieu of notice.
- iii. The services of a permanent or confirmed regular employee are liable to be terminated by the College Governing Body on grounds of misconduct, persistent inefficiency, neglect of duty, conducting or involving in activities prejudicial to the interest of discipline and aims of the Institute, prolonged illness which interferes with his/her regular attendance and due performance of duty, and breach of code of conduct and rules of the institute by giving 3 calendar months notice or by paying equivalent sum in lieu of notice.
- iv. Permanent employee desiring to leave the service shall give the Institute 3 month's prior notice in writing. It shall, however, be open to the CEO/ Director General /Principal to accept 3 months salary in lieu of notice or relieve the employee earlier as per his / her discretion.
- v. Services of an Ad-hoc employee shall come to an end on completion of the specified work for which he/she was appointed, whichever is earlier. But before the expiry of the said period of work, as the case may be, services of the employee could be terminated by either party by giving one month's notice or one month's salary in lieu of notice without assigning any reason whatsoever.
- vi. Every employee shall, at all times, maintain utmost courtesy absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of the educational institute or prejudicial to the interest of the Institute, State, Country at large.
- vii. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
- viii. No employee shall join, or continue to be a member of an association or a party; the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the College shall follow the decision taken by the State Government.
- ix. Acceptance of gifts: An employee or a student, shall not solicit or accept any gift (for personal gain) from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties on behalf of Institute with full knowledge of authorities.

- X. In the event of any question, dispute or differences arising from these rules or in connection there with except as to matter the decision of which is specifically provided under these rules the same shall be referred to the sole arbitrator, to be appointed by the Chairman of the CGB. There will be no objection to any such appointment of the arbitrator. The decision of arbitrator shall be final, conclusive and binding on the employees.

IV. Annual confidential report:-

- i. All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format.
- ii. The format of SER & ACR (Annual Confidential Report) for the teaching staff is given in Annexure II.
- iii. The Head of the institution shall write confidential report for all staff and submit to the Director General.

V. Appeals and Review:

The staff members of the College are welcome to submit their appeals or grievances if any to the PRINCIPAL / DIRECTOR GENERAL for review and redress.

VI. PROFESSOR EMERITUS

- i. The title will be conferred only on the scholar who has made outstanding contribution to his subject through his published work. Number of such publications in the last 7 years of his career should be substantial.
- ii. The professor should have been constantly engaged in the research throughout his career upto the year of his superannuation as apparent by research and review publications in National and International journals of repute, research project guided, theses supervised and/or books, monographs etc. Favourably reviewed by competent authority in the field.
- iii. He has supervised some major research projects assigned by well-known agencies.
- iv. He has been a recipient of National /International award/ fellowship from extremely reputed National /International agency. It must be checked that the agency does not merely award this honour against some sort of payment of money.
- v. The title of "Professor Emeritus" shall be for life and carry with it no financial commitment for the College or responsibility of providing residential accommodation even for a limited period. However, he will be entitled for office accommodation and lab. Facility (if required) in the Department in the first 5 years of his tennure as Professor Emeritus.

VII. VISITING PROFESSORS, ASSOCIATE PROFESSORS OR / ASSISTANT PROFESSORS

- i. Distinguished persons, having special competence in one or other of the field of study covered by College, may, with the approval of the Executive Council, be invited by the Director General to function as Visiting Professors/Associate Professors or Assistant Professors can be drawn either from within India or abroad.
- ii. Such Visiting Professors / Associate Professors or Asstt. Professors will, according to the arrangements entered into in each individual case, deliver a course of lecture or take seminars or participate in such other manner as may be, deemed appropriate in teaching and research work of the College.
- iii. Persons invited as Visiting Professors Associate Professors or Asstt. Professors may be paid such salary and honorarium, travelling expenses, hospitality etc. as may be decided in each case by the CEO / Director General.
- iv. Subject to the above, the CEO/ Director General will determine at his discretion such other terms and conditions as may be required in the case of any Visiting Professor/ Associate Professors or Asstt. Professors including the duration of the appointment.

VIII. Role & Responsibilities of Principal:

- i. Be generally responsible for the efficient & effective education including practical training of all the students.
- ii. Provide academic leadership.
- iii. To regulate & control the quantum of work of faculty & be responsible for quality of all activities in the institute.
- iv. Be responsible to provide broad guidelines for planning, execution & evaluation of academic activities and developing Research atmosphere.
- v. Be answerable to the governing body for the efficiency of the institute.
- vi. Determine the number of working days & holidays within the frame work of schedule prescribed by the university /CGB & implement the time table of the institute every session.
- vii. Preparation of the annual budget & responsible for maintenance of accounts, financial transactions & audit.
- viii. Be responsible for the general organization of the institute including games & sports & for arranging co-curricular activities.
- ix. Be responsible for practical examinations.
- x. Promotion of industry-institute collaboration & industry oriented research & development.

- xi. Monitor & evaluate academic activities in the institute.
- xii. Promoting & coordinating continuing education activities.
- xiii. Participating in policy & system planning at state, regional & national levels for development of technical education.
- xiv. Conducting university & home examinations.
- xv. Responsible for the overall development of students so as to enable them to take their rightful place as responsible citizens.

IX Role & Responsibilities of Registrar:

- Maintaining and developing student records systems
- Exchanging information about student records with authorized college heads and companies
- Dealing with the whole range of student life from admission to graduation
- Administering examinations
- Supporting the application of international students
- Developing the profile of the college internationally, and administering any international collaboration projects
- Processing and dealing with student complaints, disciplinary hearings and appeals
- Facilitating the admission of new students
- Other administrative duties including timetabling, room allocation, and scholarships and Careers Services
- Maintaining Quality Assurance
- Service matters such as appointments, promotions, retirement, disciplinary action, sanction of leave, awarding incentive pertaining to both teaching and non-teaching employees
- Sanction of estimates in respect of Building works undertaken with the assistance of management
- Financial Assistance to teachers to attend conferences, seminars, workshops in and outside India

To support the development of staff through informal and formal methods including day today guidance and structured training, and to conduct appraisals.

X. Duties of HOD /Professor/Associate Professor:-

Shall be responsible for:

- i. Providing leadership in teaching of formal & informal courses.
- ii. Public relation & interaction with the community.
- iii. Organizing field training for students.
- iv. Assisting in placement services.
- v. Conducting competency tests and certification.
- vi. Publication of technical papers.
- vii. Conducting university and internal sessional examinations.
- viii. Evaluation of performance of the staff.
- ix. Assisting Principal in all the activities.

XI. Duties of Assistant Professor:-

Shall be responsible for:

- i. Teaching prescribed courses including lectures, tutorials and practicals.
- ii. Planning and organizing resources.
- iii. Design, developing and implementation of laboratory instructions.
- iv. Assisting in extension services to the industry and community.
- v. Assisting in continuing education activities.
- vi. Assisting in Co-curricular and extra-curricular activities.
- vii. Student assessment / evaluation, their record maintenance and progress reporting.
- viii. Innovation in instruction to develop resource materials and teaching aids.
- ix. Assisting in curriculum development.
- x. Work on industrial problems and projects and assisting in department administration.
- xi. Student counselling and student interaction.
- xii. Undergo orientation and faculty development programmes.
- xiii. Assisting in conducting University and home examinations.
- xiv. Assisting in the field training/placement of students.
- xv. Evaluation of performance of the subordinate staff.
- xvi. Maintenance of the equipment and other resources and assist HOD in Department activities.
- xvii. Participate in professional development activities.
- xviii. Any other academic, administrative, special assignment or extra-curricular duty assigned by the Superior Officer (Principal/Head of Deptt./Professor).

XI Human Resources Officer:

- Hiring staff advertising and interviewing
- Working with other managers to plan future staff needs
- Keeping employee records
- Providing staff training and development
- Making sure staff have the right pay and benefits
- Arranging staff services such as welfare and counseling
- Dealing with complaints and discipline procedures
- Promoting equality, and health and safety
- Advising on matters like pay negotiations, redundancy and employment law
- Developing HR policies and procedures
- Writing staff handbooks
- Develop and monitor the College's Affirmative Action Plan
- Support day-to-day operations of the human resources office functions and responsibilities
- Administer the College's staff classification and compensation plan

Administrative Officer

- Manage the card swipe and key access systems for the College
- Distribute and collect keys for all HMC constituents and coordinate re-keys that are lost
- Manage the summer housing program for residents, conferences, and programs, including the coordination of moves, damage inspection, and cleaning
- Assist with the facilities use/reservation and events program
- Assist with the front desk operation for the Office of Facilities and Maintenance.

Accounts Manager

- Review, audit, and approve hourly payroll, including student workers.
- Assist in the distribution of paychecks to campus constituents
- Assist with the functions for the business affairs office, including preparing W-9 forms, invoices, and data entry
- Provide support to the Office of Student Accounts
- Manage the calendar and schedule meetings for the for the business affairs office
- Bill and collect tuition, fees, and other charges related to students' financial accounts
- Process student charges, payments, credits, and refunds
- Prepare monthly statements and manage payment plans, late fees, outside scholarships, and collections
- Post financial aid funds in accordance with applicable federal, state, and institutional regulations

Section Officer

- Serve as the first line of contact with students, faculty and staff for the Office of Facilities and Maintenance
- Assist with the processing and assignment of facilities work orders
- Assist with the scheduling and use of meeting rooms and with key operations
- Communicate service calls and needs to appropriate staff members
- Assist with the day-to-day business operations for the Office of Facilities and Maintenance
- Respond to student and parent inquiries regarding student accounts

Examination Cell

In supporting the Examinations Officer with the organization, administration and smooth running of external exams and school exams, the post holder's duties will include assisting in areas such as:

- The organisation of external invigilators for exams;
- Ensuring all students are entered correctly for exams;
- The provision of exam timetables to students;
- The provision of exam materials;
- Handling of cash and cheques received from students;
- Ensuring external exams are run in accordance with guidelines;
- Invigilation at exams if required.

XII. Laboratory Technician/Assistant:-

- i. The laboratory Technician/Assistant shall be responsible to the faculty member in charge of laboratory in all matters connected with running, maintenance and upkeep of laboratories allocated to him/her.
- ii. Arrange materials, samples, demonstrations, instruments, tools and equipment required for laboratory work.
- iii. Receive stores and issue materials, samples, specimens instrument, tools and equipment required for laboratory.
- iv. Prepares samples/ specimen/circuits for testing.
- v. Maintains the instruments, tools and equipment in working condition.
- vi. Assist students and faculty members in their projects.
- vii. Check equipment, connection, etc. before students operate them.
- viii. To provide productive services in the respective skills and complete the job works.
- ix. Any other duty assigned by incharge/HOD/Principal in the interest of the institute.

XIII. The Librarian/ Assistant Librarian:-

The Librarian is responsible for planning and developing the Library of the institute and provide the necessary library services to the students and staff of the institute. He/She is responsible to the principal in all matters connected with the library activities.

XIV. Library Rules:-

1.
 - i. The Library privileges ordinarily are extended to library members only. Non-members can be extended the services of library on recommendation of authorities of the college (Principal, Director General, Registrar, CEO, etc.).

- ii. The members shall abide by rules of the library operating from time to time.
- iii. Norms of Books to be issued are as follows:
 - a. Faculty 10 Books for the Semester
 - B. Students and other staff 05 Books for 15 days.
- iv. Overdue defaulters will have to pay fine as prescribed from time to time.
- v. Silence and proper decorum is expected to be maintained by every body in the library.
- vi. The Librarian may cancel the membership, or refuse admission to any one on count of misconduct or violation of the rules.
- vii. Members can appeal against the order of Librarian to the Principal for remission of fine or punishment.

2. Library Helpers:-

- i. Checking at the entrance
- ii. Control at the issue/return counter.

3. Sports Rules:-

- i. Students would be encouraged and supported to participate in various games / competitions organised at University Level, State Level and other competitions.
- ii. The permission to participate will be given by the Principal on getting the written proposal from the Director Physical Education / Sports Incharge.
- iii. Financial and other facilities would be provided as per norms.
- iv. Participating students will be given attendance and other benefits on getting specific recommendation of DPE / Incharge / Contingent, to be decided or case to case basis.
- v. The teams / Players; achieving 1st / 2nd / 3rd positions in the competitions or earning Medals / Trophies, etc. would be suitably appreciated and rewarded.

XV. Salaries & Allowances:-

- A)** Pay scales and Allowances will be as decided by the CGB of the college from time to time; with due consideration to current University/NCTE norms.
 - i. Employees appointed on temporary, regular, ad-hoc or contractual basis will be given suitable pay scale or gross emoluments as per recommendations of selection committee/ Director General.
 - ii. Annual increment of pay shall not be automatic, but will be subject to all-round good performance by the employee to the satisfaction of the College Governing Body.

B) Mode of Payment of Salaries:

- i. Every employee shall be paid his/her salary through bank transfer every month.
- ii. The Institute shall deduct from the salary of the employee any dues legally recoverable and pay them into the A/c of respective authorities e.g. P.F., ESI contribution, etc.

C) Form 16:

Form 16 will be provided to the employees by 15th May each year for the preceding financial year.

In the case of an employee proceeding on retirement or leaving on account of resignation; form 16 shall be made available on the day retirement/resignation becomes effective.

XVI. Leave Rules:-

- A. 1.** An Employee will be allowed casual leaves as per the following quarters:
- a. January- March (2 leaves)
 - b. April-June (3 leaves)
 - c. July-September (2 leaves)
 - d. October-December (3 leaves) a total of ten casual leave will be allowed in a calendar year
2. Leave not availed in a particular quarter would not be allowed in next quarter and will lapse.
 3. Leave will be shifted from sessional system to calendar systems i.e. From 1st January to 31st December instead of present 1st Aug to 31st July.
 4. Three late arrivals/early departures of 15 minutes each would mean one leave.
 5. Two late arrivals/early departures and an half day leave would again mean one leave.
 6. In the following cases, the Sundays and holidays falling immediately prior to or after the leave availed i.e. Prefix and Suffix would be treated as absent:
 - i) Absent without prior sanction of leave.
 - ii)Sanction is accorded but there is no leave in balance.
 7. No leave is permissible during notice period.
 8. Staff proceeding on leave are to make arrangements for their classes or the assigned job. The sanctioning authority should ensure adjustment of duties and strictly adhered to.
 9. If faculty/staff is on leave for 15 days and more in a month, he/she would not be entitled for one Casual Leave during that month.
 10. If an employee is absent without any sanction of leave or any information for a period 7 days or more, his/her services may be terminated without any notice.

11. Leave application signed by other staff members on behalf of the person who wants to avail leave shall not be entertained.
12. In case of emergency leave can be granted by the principal of the college if he/she is fully convinced and is supported by documents.
13. Three Saturday in a month i.e. 1st, 2nd and 4th Saturday will be non-working for the teaching faculty members. All other Saturday will be full working days with normal working hours.
14. Any compensatory leave "due" to a faculty member in lieu of working in the institute on holidays etc. can be availed either on a working Saturday or on a day on which there is no class for the concerned faculty.
15. Summer vacations, Compensatory/Casual leaves are also to be availed in the same year. Unavailed summer vacations/Compensatory/Casual leaves will lapse and would not be allowed in next year.
16. All the staff i.e. teaching/non teaching approved by MDU, Rohtak/ CRSU, Jind and wants to resign from his/her job is required to serve a minimum of three months notice.
17. Staff members not availing any leave (casual leave, vacation leave or compensatory leave) during the calendar year (i.e. 1st January to 31st December) would be rewarded with a CASH PRIZE of Rs. 11,000/-.
18. Maximum two On Duty leave would be allowed to faculty members during one Semester for external examination.
19. For attending Conference/Seminar/Workshop faculty members can avail On Duty leave for One International and One National or two National Conferences during one semester.
20. Faculty and Staff availing half day leave shall observe the following timings:

A. FACULTY

First Half: Shall report for duty at 12.15 pm.
 Second Half : Shall leave the college at 12.30 pm.

Non Teaching Staff:-

First Half: Shall report for duty at 12.30 pm.
 Second Half: Shall leave the college at 12.45 pm.

B. Sabbatical Leave:

- i) Permanent whole time teachers of the Colleges who have completed seven years of services as Reader /Associate Professor or Professor all taken together in the present institute may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the College and higher education system.
- ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

- iii) A teacher, who has availed himself/ herself of study leave, would not be entitled to the sabbatical leave.
Provided further that sabbatical leave shall not be granted until after expiry of five years from the date of the teacher's return from previous study leave or sabbatical leave or any other kind of training programme of duration one year or more.
- iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/ her immediately prior to his/ her proceeding on sabbatical leave.
- v) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the executive council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

During the period of sabbatical leave, if sanctioned, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/ contributory provident fund, provided that the teacher rejoins the College on the expiry of his/ her such leave.

C. Casual Leave (CL):-

- i. All employees may be granted one day CL for each completed month of services.
- ii. Ordinarily not more than 3 days CL shall be granted at a time. However in exceptional circumstances CL for a maximum duration of 4 days including holidays may be sanctioned by the competent authority (appointed by CGB).
- iii. CL is treated as on duty and work during CL will have to be completed on other working days. The classes of faculty on CL will be alternatively engaged by others and no class shall go unattended.
- iv. CL cannot be carried over to next leave year.

D. Vacation:-

- i. A teaching and non-teaching staff is entitled to vacation (As per notification attached).
- ii. During first year of service vacation is not entitled.

- iii. However after one year of completed service the period of vacation not availed during that year shall be converted into Earned Leave (EL) and credited to the employee.
- iv. EL shall be credited at the end of the year of completed service.
- v. For subsequent years the credit shall take place on 30th June and 31st December for the preceding half year.
- vi. EL shall be sanctioned only for period exceeding 3 or more days and under normal circumstances not during the period of contact classes.

E. Half Pay Leave:-

Half pay leave admissible to a teacher in permanent employment of the college under the same management in respect of each completed year of service will be 20 days. Commuted leave not exceeding half the amount of half pay leave due, may be granted to a teacher on medical certificate. Commuted leave during the entire service of teacher shall be limited to a maximum of 180 days. Absence without prior permission even on medical certificate is liable to be treated as absence without leave which can be converted into leave without pay. Half pay leave shall be credited to the employee's account in two equal installments on 30th June and 31st December every year.

F. Special leave:-

- i. The Governing Body may grant special leave of long duration, not exceeding one year without pay to permanent employee.
- ii. Special leave not exceeding 3 months without pay may be granted to the Principal or to a permanent employee in a special circumstances when no other leave is admissible to him/her under rules.
- iii. No employee while on leave shall take up any service or employment elsewhere including private service of any kind without obtaining prior sanction of authority granting leave.
- iv. An employee shall not be entitled to any increment for duration of special leave and the same period will not be counted for calculating total service period.
- v. The college governing body and the Management at its discretion will permit a teaching faculty to proceed on study leave in order to pursue higher studies. It may also sponsor a candidate for the same in case the candidate is eligible and deemed fit by the respective authorities.
- vi. Duty leave of a maximum of 15 days in a year may be availed by teaching staff with prior approval of Principal for attending conferences, examination work or related academic activity for which invitation was received on individual basis.
- vii. Senior faculty may be given duty leave (with prior approval of the competent authority) for attending meetings called by C.R.S.U. and if invited for lecture in conferences and seminars of national and international importance and also in Govt. organizations and other universities.

G. Other Holidays:-

The Institute shall follow the same calendar of holidays as is being observed by the University to which the Institute is affiliated.

H. Powers to Sanction leave:-

- | | | |
|---------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i) <u>Governing Body</u> | All employees
-DO-
-DO- | Special leave without pay upto one Year.
Accumulated EL upto 180 days.
Accumulated half pay leave upto
180 days |
| ii) <u>Principal</u> | Teaching staff

All Employees | CL, Vacations, EL, Half Pay Leave,
Maternity Leave upto 15 days
Special leave with or without pay
for Academic activity.
Special Leave without pay not
exceeding 3 months. |
| iii) <u>Dean Administration</u> | Non-Teaching staff/ | CL, EL, Half pay leave. |
- For executive of administrative responsibilities, the CGB will constitute the following committees:

XVII. List of Committees:-

01. Admission Committee
02. Discipline/ Anti Ragging Committee
03. Teaching Practice Committee
04. Library Advisory Committee
05. House Incharges Committee
06. Attendance Committee
07. Co- Curricular Activities Committee
08. Educational Excursion Committee
09. Time Table Committee
10. Examinations Committee
11. Games and Sports Committee
12. IQAC
13. Souvenir Committee
14. Women Cell
15. Guidance & Counseling Cell
16. Mentor Committee
17. Computer Literacy Committee
18. Exhibition Committee
19. College Governing Body (CGB)
20. Academic Advisory Board (AAB)

Appendix 1

KIIT College of Education

Daily Attendance Report

Signature

A.O.:

S.No.Kamirah Institute of Information Technology Course Sem. Year 20..... - Inf. Letter No. Date: 20.....
Attendance Report for Month of Year 20..... Please use single space for each 4th Day's Absentee. Enclose slip for additional 3 days' absentee.

Date	Period	Total	Pr.	Absent	Absentee's name after constant 3 days absence. Please issue information letter on 4 th day and put S. No. on that.							Attendance Incharge Name	Sign	
					Name	F.No.	Name	F.No.	Name	F.No.	Name			F.No.
	I													
S5	II													
S5	III													
S5	IV													
S5	V													
S5	VI													
S5	VII													
S5	I													
S5	II													
S5	III													
S5	IV													
S5	V													
S5	VI													
S5	VII													
S5	I													
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S5	V													
S5	VI													
S5	VII													
S5	I													
S5	II													
S5	III													
S5	IV													
S5	V													
S5	VI													
S5	VII													
S5	I													
S5	II													
S5	III													
S5	IV													
S5	V													
S5	VI													
S5	VII													

Appendix 2

Daily Performa of Faculty Member

Faculty's Name KIIT College of Date

S.No.	Timing	Course Taught	Paper No.	Topic covered	Assignment	Remarks regarding Quantum / Quality

Sign of Faculty

Student's Attendance Position (Percentage)

To File in file no. File Incharge.....

Submitted to HOD (Name & Date).....

With Remarks

Sign of Principal with Date

Remarks

21. PROFORMAS FOR ANNUAL APPRAISALS

i. KIIT College of Education

ANNUAL APPRAISAL REPORT FOR THE PERIOD FROM-----TO-----
(TEACHING FACULTY)

FORM-A

(To be filled in by the candidate)

Name-----Date of Birth-----

Designation-----Highest Qualification-----

Department-----

Date of joining of the Institute-----

Present Post held from-----

ii. PRIMARY WORK
(Attached extra sheet whenever necessary)

I. Instructional work assigned

S. No	Semester	Course No.	Title	No. of hours Engaged per week			Strengths Of class	Result (Pass %age)	Grade awarded			
				L	T	P			A	B	C	D

L= lecturer T=Tutorial P= lab course / practical

iii. Supervisory support provided:

a) Ph.D. Thesis:

S.No.	Name of student	Date of registration	Co-supervisor	Current Status	Date of submission

viii. **Consultancy:**

ix. **Achievements / Award / Recognition during the Year: (Give detail on a separate sheet)**

x. **Participation:**
(Seminars / Workshop / Conferences / Symposia / Continuing Education Programmes / Training etc)

S.No.	Title	Duration	Institution

xi. **Overall self – appraisal** _____

Signature _____

Date: _____

Difficulties and suggestions with regards to academic assignments self growth be given in an annexure.

xii.

CONFIDENTIAL

Form-B

(To be filled in by the Reporting officer)

**ANNUAL APPRAISAL REPORT FOR THE PERIOD
FROM _____ TO _____**

(FOR NON TEACHING STAFF)

Name of Employee :

Designation :

Date of joining :

PART I

1. **Attitude and Interpersonal Skill (Give rating for a five point scale with “5” being the best and “1 poorest)**

1.	Initiative: A self starter: able to work without constant supervision.	
2.	Responsibility : Understands duties: accepts responsibilities readily	
3.	Punctuality: Arrives on time: generally available for students during working hours	
4.	Commitment: Committed to his / her work	
5.	Loyalty: Supports and follows institutes policies and guide lines	
6.	Developments: keeps knowledge up to date	
7.	Oral communication : speak effectively with supervisor: colleges and students	
8.	Written communication.	
9.	Team work : Effective in a team	
10.	Leadership	
11.	Relationship with faculty and staff	
12.	Maturity	
13.	Temperament	
14.	Relation ship with students	
	Total	

PART II

Overall appraisal

Outstanding Very Good Good Poor

2. **Remarks of Reporting officer**

Date:

Signature of Reporting Officer

PART III

1. **Overall appraisal**

2. **Remarks of Reviewing officer**

Date:

Signature of Reviewing Officer