

# IAMR GROUP OF INSTITUTION



**(Established in 2000)**

## **Service Book**

(These rules supersede all previous Service Rules)

(All Disputes subject to Ghaziabad Court's Jurisdiction)

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## **IAMR GROUP OF INSTITUTION**

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# Service Rules

## Objective

The objective of these rules is to lay down an uniform policy for all the employees of the Institute with a view to minimize use of discretionary powers, procedural delays and hold-ups. All employees shall acquaint themselves with these rules & regulations.

### 1. Application & Jurisdiction

- 1.1. These rules shall apply to employees of all categories, posts and status.
- 1.2. These rules supersede all previous orders, rules, minutes, circulars, etc. including the HR policy in as much the matters related to Terms & Conditions of Employment, Conduct, Leave, Promotion Policy, TA/ DA, etc.

### 2. Category of Employees

- 2.1. Teaching staff
- 2.2. Non- teaching staff
- 2.3. Estate Staff

### 3. Tenure of Employment

All employees shall fall in either of the categories of employment viz. 'regular' or 'on contract for a fixed tenure / job' as specified in their appointment letter / mutually agreed upon. All employees are subject to the terms and conditions as given hereunder in this service manual.

### 4. Terms and Conditions of Employment

- 4.1. The age of retirement from the service of IAMR GROUP OF INSTITUTION, Ghaziabad shall be 62 years.
- 4.2. The continuance in services beyond 62 years shall be subject to medical fitness, duly certified by a medical practitioner, nominated by the Institute. Such extension is subject to approval by the Governing Council.
- 4.3. The management reserves the right to assign appropriate work commensurate with the qualification and experience of the employee and regulate the working hours from time to time.
- 4.4. An employee may be assigned any other duty, in addition to normal duty, falling within the functional jurisdiction of the Institute, which he / she is capable of performing.
- 4.5. Every employee shall devote his/her full attention to safeguard the interest of the institute.
- 4.6. He / She shall devote his / her whole time in the service and for the benefit of the IAMR GROUP OF INSTITUTION, Ghaziabad. He / she shall not take up any other employment or engage in any private business of any other nature or join any other educational institution / school / college / social organization without the written permission of the Management. He/She shall also not make himself or herself directly or indirectly interested in the business of any other person or organization.
- 4.7. The employment of the Institute has an implied undertaking that he / she shall not divulge any official secrets / valued information gained by him during the course of his employment with

the Institute to any other individual or institution while in service of the Institute or even after leaving the Institute. Divulging of official secrets shall construe misconduct/indiscipline and is a punishable offence.

- 4.8. He / She shall abide by and follow the rules & regulations of the Institute and the instructions issued from time to time by the management.
- 4.9. He / She shall be responsible for safe-keeping and return in good condition and order the properties, equipments, books, etc. of the Institute which may have been issued to him / her for his / her personal use, custody and / or charge. The management has the right to recover cost of the equipment / books / property of the institute placed in custody of / issued to an employee for performing his / her duty from his/her dues. The management reserves the right to take such other action(s) as they may deem proper in the event of an employee's failure to account for the aforesaid items of property to the satisfaction of the management.
- 4.10. The management will deem to take the address mentioned in employment form as postal address for all communications. All the correspondence and communication forwarded to this address shall amount to proper legal notice.
- 4.11. The violation of any terms and conditions of employment shall make an employee liable to instant dismissal without any notice or compensation. Similarly, the falsification of information furnished in the personal data shall be liable to instant dismissal without any notice or compensation.
- 4.12. All employees shall abide by the rules of the Central Library / Computer Centre / Departments, etc. as issued by the respective departments from time to time.

## 5. **Appointment**

An appointment/calling designation or assignment shall not imply permanent position / designation. The senior most people in a section / department may be called the head but it shall not imply that he/she has the right to that position / designation/ grade of etc.

## 6. **Conduct Rules**

- 6.1 The education is the backbone of every society. The faculty members have a very vital role to play and each one is expected to present himself / herself as a role model. Each one of the faculty member shall therefore abide by the conduct rules. Some of the DOs and DON'Ts are listed in succeeding paragraphs.

### 6.2 **Dos**

- Reach the Institute a few minutes before the scheduled time
- Reach the class room on time, preferably a few minutes before the scheduled time, as per the time table.
- Ensure that proper discipline and decorum is maintained in the class room.
- Teach in interactive manner (more in discussion mode), as far as possible.
- Refrain from giving dictation or copying from the book/notes on to the board.
- Use slides/PPT for at least one topic from each unit (maintain record).
- Avoid drawing sketches on the board, use slides / PPT.

- Provide good practical examples.
- Provide web site references for further reading by the students (maintain record).
- Train students to present seminars on referenced topics.
- Identify gaps in the syllabus vis-à-vis industry needs and designate the same as Topics beyond Syllabus. Do teach topics beyond the syllabus.
- Take up the role of Mentors (maintain record), and help students to the best of your ability.

### 6.3 DON'Ts

- Don't let off the class before time unless there is a justifiable reason.
- Don't ever be harsh or disrespectful to the students or their parents.
- Don't be disrespectful to your superiors and colleagues.
- Don't let bureaucracy affect your functioning; bring out the matter in writing/verbally to your superiors immediately.
- Don't indulge in any act of theft, fraud or dishonesty in relation to the property of the Institute or a colleague.
- Don't furnish false information with respect to your age, qualification, service details or any other matter germane to employment, during or after.
- Don't act in a manner prejudicial to the interest of the institute, good order and discipline.
- Don't display willful insubordination and / or disobedience, individually or collectively towards any lawful order issued by the authority empowered to do so.
- Don't refuse to accept any notice/circular/lawful order and do sign on the office copy in token of having received the same issued by the authority empowered to do so.
- Don't indulge in any act of vindication which may affect the organizational culture/ climate

### 6.4 Misconduct

The following shall constitute misconduct and shall attract disciplinary action against the defaulting employee:

- Willful in-subordination / disobedience of lawful orders issued by the authority empowered to do so.
- Habitual late coming, irregular attendance and willful absence from duty.
- Signing the attendance register without express permission of the Programme Director / HOD after having been marked absent/ on leave, etc.
- Neglect of work or negligence in performance of duty including malingering and avoiding assigned academic/ administrative responsibility.
- Damage to the property of the institute

- Drunkenness, disorderly / indecent behavior within the premises of the institute
- Gambling and smoking within the premises of the institute
- Collection of money from the students / employees without the permission of the competent authority
- Commissioning of an act which amounts to criminal offence involving moral turpitude
- Misuse / misappropriation of Institute property or funds assigned to an employee for official purposes.
- Instigating students into undertaking unlawful activities.
- Developing unhealthy relationship with students  
Violating the teacher-taught norm

**6.5 Participation in Demonstration**

No employee of the Institute shall engage himself / herself or participate in any demonstration, which involves incitement to an offence.

**6.6 Gifts**

Save as otherwise provided in these rules, no employees of the Institute shall accept or permit any member of his / her family or any person acting on his / her behalf, to accept any gift from the contractors/suppliers/students/subordinates. All matter shall be reported immediately

**6.7 Consumption of Intoxication Drinks and Drugs**

- 6.7.1 An employee of the Institute shall strictly abide by the law relating to intoxicating drinks and drugs in force
- 6.7.2 An employee of the Institute shall not be under the influence of any intoxicating drink or drugs during the course of his/ her duty and shall take due care that his/her performance is not affected in anyway by the influence of such drugs or drinks

**6.8 Work Schedule**

**6.8.1 Working Hours**

6.8.1.1 All teaching faculty members are expected to be on duty for at least 40 hrs. per week. Similarly, all non-teaching (lab technicians) faculty and the staff employees shall devote a minimum of 48 hrs. per week at the Institute. The working hours are exclusive of lunch break, time spent in doing personal work, etc. Although most devoted/ sincere teaching faculty devote anything upto 60 hrs. per week at the Institute, yet following schedule shall, henceforth, be applicable

- a) Monday – Saturday : 9:15 AM to 4:45 PM with 30 Minutes Lunch Break
- b) Any one Saturday will be observed as closed day

6.8.1.2 Save as otherwise provided in these rules, the office timings may be changed/ modified to suit the functional imperatives of the Institute.

The faculty and staff members shall NOT claim compensation for such additional hours of work put up by them.

**Note: It shall, however, be noted that working schedule shall not present a constraint for NON- Completion of an assigned responsibility. All assigned responsibility must, however, be completed by the stipulated time**

**6.8.2 Late Arrival**

6.8.2.1 Blank

6.8.2.2 Late arrival upto 05 min shall not attract any penalty provided it does not affect the class schedule. The time of arrival shall however be entered in the attendance register them.

6.8.2.3 Late arrival beyond 10 minutes and upto 30 minutes on three occasions shall entail loss of half day Casual Leave.

6.8.2.4 In all other cases of late arrival beyond 30 minutes, 1/2-day C/L shall be deducted. In the event of C/L account having exhausted, half day pay shall be deducted

6.8.2.5 All the late arrivals entailing half day loss of C/L shall be got regularized by the employee by getting the leave approved. Non-regularization shall however, lead to recordable offence.

6.8.2.6 Habitual late coming shall attract disciplinary action.

**6.8.3 Movement out of office premises**

Employees, who are required to go out of the office on official duty, shall obtain 'Outdoor Duty (OD) Slip' signed by the competent authority. The OD slip shall be handed over to the HR department before leaving the office. A copy of the same shall be handed over at the gate and an entry shall be made in the register accordingly. Employees leaving the office on personal accounts without approval/ grant of leave shall be treated as absent without leave (AWL) and shall be liable to disciplinary action including the loss of pay.

**6.8.4 Absence without Leave (AWL)**

6.8.4.1 Leave of all kind need to have got sanctioned by the competent authority. By just having submitted the leave application either to the HR department or leaving it on the reception or with any colleague does not mean that one is authorized to avail the leave. Leave is NOT leave till the same has been sanctioned by the competent authority. It is absent without leave.

6.8.4.2 All employees shall get their CL sanctioned three days in advance through their respective HODs/Departmental Head. All HoDs shall get their CL sanctioned from the Group Director (either by personally meeting the GD or taking approval over the phone). Only sanctioned

leave applications will be recorded in the attendance register as leave, rest will be marked as absent (A).

6.8.4.3 Absence without leave, particularly during the currency of the academic session, tantamount to a crime. It is most unethical and unheard of. It is NOT DONE. The employees of IAMR shall, therefore, NOT ABSENT without having taken the leave of absence, particularly during the currency of the academic session. However, in case of emergency including sudden sickness, the employee shall inform his/her immediate reporting authority / Departmental Head and seek his / her permission for absence. This shall be followed by a written request for regularizing the absence.

6.8.4.4 In case an employee remains absent from the Institute for more than 07 days without any information / sanction of leave, he / she shall be considered as a defaulter and it shall be presumed that he/she is not interested in the job and that the continued absence shall be considered as abandonment of services which shall ultimately call for his/ her removal from the employee's roll.

6.8.4.5 The HoDs shall ensure that at no point of time, more than 02 faculty members shall be on leave of absence of any kind. Each faculty member shall be made aware of this rule.

**6.8.5 Working on Sundays/Holidays/After office hours**

6.8.5.1 Any employee may be called upon to work beyond the stipulated working hours to meet a specific job requirement. All employees shall abide by the demand of the Institute. Evading the responsibility shall tantamount to indiscipline.

**7. Leave Rules**

7.1. Leave is a privilege and not a right. It is earned and does not automatically become admissible as soon as one joins the service. No form of leave is generally considered admissible till an employee has completed a minimum of ONE year of service. No leave shall be availed till it has been sanctioned formally or approval taken verbally from the sanctioning authority.

7.2. The leave admissibility in respect of all the faculty members shall be as under:

Type of Leave	Annual Admissibility (days)	Max. Accrual (days)	Remarks
Summer and winter break	10 days @	60 days	@ 5 days during winter and 5 days during summer
Casual Leave	12 days	NIL	
Academic Leave	3 days #	NIL	# Applicable only to teaching faculty
Medical Leave	3 days &	NIL	& Applicable per year
Saturday	Any one Saturday per month	NIL	

The leave admissibility in respect of all the staff members shall be as under :

Type of Leave	Annual Admissibility (days)	Max. Accrual (days)	Remarks
Summer and winter break	4 days @	60 days	@ 2 days during winter and 2 days during summer
Casual Leave	12 days	NIL	
Medical Leave	3 days &	NIL	& Applicable per year
Saturday	Any one Saturday per month	NIL	

- 7.3. The leave year is the calendar year viz. 1<sup>st</sup> March to 31<sup>st</sup> August.
- 7.4. The leave cannot be availed in advance, except under special circumstances or in case of emergency. All leave thus availed shall be fully regularized through a written request.
- 7.5. On severance of the services, if an individual has availed Casual Leave in excess of the entitlement, the same shall be recovered at the time of settlement of the accounts.
- 7.6. In the event of an individual resigning from the services of the institute CL may be availed during the said period.]

#### 7.7. Casual Leave (CL)

- 7.7.1. Casual leave is catered to meet emergent/unforeseen requirements of an employee. It shall, however, be got sanctioned in advance unless unavoidable. Group Director is the only authority to sanction leave over the telephone.
- 7.7.2. CL can also not be availed in advance.
- 7.7.3. An employee is entitled to ONE CL every month of attendance in the institute.
- 7.7.4. CL can be availed upto the number of days of CL earned or upto a maximum of 3 days whichever is lesser.
- 7.7.5. CL can be availed for even the half day, if required. Half day means 9000-1300 HRS or 1300-1700 HRS.

**NOTE : CL/ML shall be got sanctioned by the competent authority on the prescribed form. All leave applications shall have the endorsement of the HR department indicating the days of leave availed / days of leave in balance. All applications duly approved shall be submitted to the HR department before proceeding on leave. Non-compliance may lead to a person being marked absent.**

#### 7.8. Academic Leave

- 7.8.1. Academic leave may be granted to only the teaching faculty members including the Director.
- 7.8.2. It may be granted for the following specific academic activities:
- 7.8.2.1. An academic activity which brings laurels to IAMR GROUP OF INSTITUTION



- 7.8.2.2. Attending a National / International symposium / conference / seminar/ workshop, etc.
- 7.8.2.3. Delivering an invited talk to students/ employees of an institute
- 7.8.3. Documentary evidence shall be accompanied with the request.
- 7.8.4. Registration charges shall not be borne by the Institute in case a faculty member is proceeding to attend symposium / conference / workshop, and presenting paper etc. The expenses shall be borne by the individual.
- 7.8.5. The said leave can be granted up to three times during an academic year.
- 7.8.6. The incumbent shall seek CL for attending all paid activities e.g. working as an external examiner for conducting practical examinations, member of an inspection committee, etc.
- 7.8.7. The Director in consultation with the Governing Body may sanction this leave.

### **7.9. Medical Leave**

- 7.9.1. The leave shall be admissible to an employee for his/her own sickness. It shall NOT be admissible for attending to sick family members.
- 7.9.2. The employee can avail 03 days leave per year [Note: for those who has completed minimum one year of service].

### **7.10. Compensatory Leave**

- 7.10.1. Compensatory leave may be granted to an employee called upon to work on Sundays and holidays.
- 7.10.2. The compensatory leave shall generally be availed within the same month. It may however, be allowed to be availed within 3 calendar months.
- 7.10.3. The compensatory leave is not allowed to be accrued beyond three months.

## **8. Provident Fund**

Employees covered under P.F. Scheme / Act as per salary structure is entitled to employer's contribution. Non-interested employees shall submit the form 11 of P.F. to the HR department with a copy to the Accounts Section.

## **9. Termination:**

- 9.1. Service of an employee shall automatically stand terminated if an employee remains absent from duty without sanction of leave for seven consecutive days. The services will stand terminated in case of any one or more of the following conditions too:
  - 9.1.1. On expiry of the period of employment.
  - 9.1.2. Indiscipline/disobedience/misconduct/moral turpitude.
  - 9.1.3. Resignation.
  - 9.1.4. Non-fulfillment of the Terms & Conditions of Employment as contained in these rules/HR policy
- 9.2. Employee shall not leave Institution before academic session i.e. August to April.
- 9.3. Employees and Employers have to serve at least 15 days notice period prior to leaving the organization and confirm Head of the Department & HR through mail. No verbal communication is entertained.

#### 10. Dress Code

The students have a dress code. However, no specific dress code has been laid down for the faculty members. Not-with-standing, all the faculty members are expected to come to the Institute properly dressed. T-shirts & Jazzy clothes are NOT expected to be used by the faculty members on academic days (Monday-Friday).

#### 11. Notices/Circulars

All the departments shall maintain a file of NOTICES/ CIRULARS in the respective departmental office. It shall be the responsibility of all the employees to make themselves conversant with all the instructions issued from time to time.

**11.1.** All notices displayed on the Notice Boards shall be treated as read and accepted.

**11.2.** All circulars issued by the offices of the HOD/Director/GD/ Chairman are expected to have been read and complied with.

**11.3.** Circulars / notices not read on account of absence shall be read on return from absence.

#### 12. Academic Calendar

The academic calendar is formulated at the beginning of each semester. It lays down in detail the teaching days, the holidays and the examination schedule. It shall be the responsibility of each faculty member to acquaint himself/ herself with the calendar and abide by the same.

#### 13. Non-Compliance of Rules/Regulations

Non compliance of rules / regulations on account of ignorance of the orders is inexcusable. All the faculty members shall acquaint themselves with the orders in vogue.

#### 14. KRAs of Principal Functionaries

**14.1.** The teaching staff constitutes the backbone of an academic institute. The students look up to them for almost everything, right from teaching to employment and even for their personal problems. The faculty members thus need to develop a rapport with the students to ensure that they are able to mould and make them achieve growth and advancement. Besides, the faculty members shall address the matters pertaining to their own growth. The faculty members shall, therefore devote efforts commensurate with their responsibilities and of course their aspirations of a respected teacher. All that a teacher earns in life is the wealth of 'Respect' of the students and if that is not earned, he/ she shall introspect and decide if he/she shall continue to be a teacher.

#### **14.2. Dos & Don'ts**

Although general conduct rules, DOs & DON'Ts have been listed in the preceding paragraphs, yet some of the DOs & DONTs are repeated in the succeeding paragraphs and it is expected that the teachers shall abide by these golden rules. Non-compliance may mean disobedience of orders.

### 14.2.1. DOs

- ❖ Do go to your class on time, preferably a few minutes before the schedule.
- ❖ Do go prepared to your class
- ❖ Do teach in interactive mode
- ❖ Do dictate notes if & only if there is no other option
- ❖ Do use slides / PPP for at least one topic from each unit
- ❖ Do quote practical examples / application pertaining to topics being taught
- ❖ Do train students to present seminars at regular intervals on topics related to syllabus / beyond the syllabus.
- ❖ Do provide website references to the students for them to gather additional knowledge
- ❖ Do teach a few topics beyond the syllabus
- ❖ Do be sympathetic towards the students and adopt a helping attitude
- ❖ Do develop a friendly relationship with your students and perform the role of mentor regularly.
- ❖ Do make your students realize at frequent intervals their responsibility and the purpose for which they are here
- ❖ Do exercise control on the class and maintain discipline
- ❖ Do engage yourself in updating your own knowledge

### 14.2.2. DON'Ts

- ❖ Do not ever miss your class
- ❖ Do not make alternate arrangements for teaching schedule save it is EMERGENT, students tend to lose respect for you.
- ❖ Do not let off the class before time unless there is a justifiable reason.
- ❖ Do not dodge responding to students' queries; if you do not know the answer to a query, say so and attend to it in the next class.
- ❖ Do not ever insult your students or their parents.
- ❖ Do not ever attempt to earn cheap popularity by awarding them high grades, which they do not deserve, or keep quiet on their misconduct, etc.
- ❖ Do not let your image be tarnished by your irresponsible talks and acts.

### 14.3. Time Utilization

14.3.1. In general, the time of the faculty members is expected to be utilized as under:

Category	HOD	Professor	Associate Professor	Assistant Professor
Teaching	25%	50%	60%	70%
Research & Consultancy	25%	50%	60%	70%
Administration	25%	50%	60%	70%

14.3.2. The foregoing responsibilities are broadly defined in succeeding paragraphs:

- 14.3.2.1. **Teaching.** It includes classroom teaching, students' evaluation, preparing lab manuals, training students in presentation techniques, conducting labs, developing assignments, ensuring students performance, etc.
- 14.3.2.2. **Research and Consultancy.** It includes conducting basic / applied research, guiding students engaged in research and / or project work, writing research / review papers, organizing / participating in symposium / seminar / workshop, etc., undertaking industrial consultancy, delivering colloquiums, writing books, participating in refresher courses, acquiring higher qualification, etc.
- 14.3.2.3. **Administration.** It includes students' mentoring, coordinating students' affairs, maintaining students discipline, students' placement, maintaining record of students' attendance / sessional marks, examination forms, etc.
- 14.3.2.4. It is our intention to allow considerable flexibility to the faculty members in choosing their work areas depending on their ambition and professional agenda. However, the core responsibilities of various functionaries are listed in succeeding paragraphs. They may also be assigned additional responsibilities from time to time. The core responsibilities as also the additional responsibilities shall be accomplished effectively and efficiently. All the functionaries will be judged for their performance on a regular basis. An attempt would be made to continuously keep them apprised of their strengths and weaknesses.

#### **14.4. Responsibilities:**

##### **14.4.1. Programme Director/HOD.**

He / She is the architect of the department. Its smooth functioning and further growth largely depends on the vision of the HOD and the implementation of the Institutes' policies. Although individual faculty members are fully responsible for effective conduct of their own classes, yet the over-all responsibility of efficient functioning of the Department rests with the HOD. He /She have the following responsibilities:

- ❖ Organize the department for most efficient operations.
- ❖ Assign responsibility to all, the faculty & staff members in writing, monitor their performance & counsel them as required.
- ❖ Plan & monitor curricular & co-curricular activities of the department.
- ❖ Appoint class / programme coordinators and laboratory in charges and monitor their performance. Counsel defaulting faculty / staff members.
- ❖ Monitor syllabus completion & academic progress of the students.
- ❖ Counsel defaulting students & communicate with their parents, both in writing as well as telephonically.
- ❖ Plan and implement faculty, staff, and students development activities.
- ❖ Arrange alternate classes for absenting faculty member, if required.
- ❖ Teach a minimum of 01 subject for a period 06 hours per week.
- ❖ Get departmental professional society activities organized regularly.

- ❖ Organise seminars / conferences at regular intervals.
- ❖ Organise industrial visit / in-plant training for second / third year students.
- ❖ Extend support to the TPO in placement activities.
- ❖ Seek research & consultancy projects from the Industry.
- ❖ Maintain students' discipline.
- ❖ Get departmental website updated regularly.
- ❖ Analyze University results; determine remedial measures and ensure their implementation.
- ❖ Ensure proper maintenance of students' sessional marks, attendance, etc.
- ❖ Identify week/defaulting students, counsel them and seek assistance from their parents for improving the performance of such students.
- ❖ Ensure provisioning of equipments /consumables / books, etc. well before the commencement of the semester.
- ❖ Ensure appropriate readiness for the next semester as also smooth functioning of the ensuing semester. The responsibilities include the following:
  - Identification and procurement / repair of deficient / repairable items of equipments for the labs.
  - Formulation of Time-Table, Lecture & Lesson Plan, Academic Calendar, subject allocation & faculty load, Individual Faculty Course files, etc.
  - Periodic review of progress and completion of syllabus (theory and practicals). Submission of Home Assignments / project work, etc
  - Evaluation /assessment of the students home assignments.
  - Organize:
    - Colloquiums
    - Guest Lectures
    - Industrial Visit
    - Faculty development programme

#### **14.4.2. Teaching Faculty Members**

Teaching faculty members constitute the most important component of an educational institute. They are the ones, who help in forming the career of the students and whom the students tend to take as their role models. A good teacher always motivates his / her students and guides them to the right path. Some of the core responsibilities are listed below:

- ❖ Teach 2-3 subjects and a minimum of 2 lab periods with a workload of 18-20 hrs per week.
- ❖ Conduct lab classes as assigned and maintain students' record.
- ❖ Regularly organize students' seminars and their presentations.
- ❖ Raise demand for deficient lab equipments and consumables well before the commencement of the semester and ensure its provisioning.

- ❖ Maintain laboratory assigned to the faculty member including inventory of items held and related documents.
- ❖ Prepare Course File for each course being taught by the faculty (it shall contain: syllabus, academic calendar, lecture schedule, lesson plan (one for each lesson). assignments (at least 1 for each unit), tutorial sheets (at least 1 for each unit) sample question papers, model a question paper, model answer to question papers, university papers for last 3-5 years, class notes). It shall also contain syllabus, list of students along with their attendance, list of weak students (date held, topic covered, attendance)
- ❖ Prepare/update lab manuals
- ❖ Develop students' assignments and question papers with model answers
- ❖ Continuously evaluate the students, identify weak students and inform their parents through the HOD /class coordinators.
- ❖ Conduct make up classes as well as the extra classes for weak students (maintain record)
- ❖ Organize/ assist in the conduct of departmental society activities.
- ❖ Promote students in identifying their development / training needs and assist them in achieving the same.
- ❖ Undertake students mentoring (maintain record of discussion)
- ❖ Maintain records of students' attendance and sessional marks
- ❖ Maintain class discipline
- ❖ Extend support in students' placement
- ❖ Engage in self development through research organizing / participating in seminars, writing technical papers, writing books, etc
- ❖ Make choice of activities to take optimum advantage of performance linked promotion and increments policy

#### **14.4.3. Registrar**

He/she is the record keeper of the Institute. Both for the employees as well as the students He shall be assisted by a number of Dy Registrars. His / her major responsibilities include the following:

- ❖ All matters relating to employees appointment welfare, discipline. pay & allowances, increments, court cases, etc
- ❖ All matters pertaining to students' admission, results, records/ files, marks sheet degrees, attendance, convocation, students' scholarship, communication with the University, students related court cases, etc.

#### **14.4.4. Dy. Registrar (HR):**

- ❖ HR Policy
- ❖ All matters relating to employees welfare / discipline
- ❖ Advertisements for recruitment
- ❖ Appointment/ discharge / retirement
- ❖ Counseling of faculty / staff members on rules & conduct

- ❖ Performance Appraisal of employees
- ❖ Arranging motivational lectures for faculty and staff
- ❖ Feedback of faculty members from students
- ❖ Induction of new faculty members and all the employees,
- ❖ Leave Record
- ❖ PF for employees
- ❖ Increments and promotions
- ❖ Pay advances
- ❖ Preparation of Pay Bills
- ❖ Full and final settlement of discharged / retired persons
- ❖ Dealing with PF and Wage Board
- ❖ Court Cases related with the employees.

#### **14.4.5. Dy Registrar (Academics)**

He is responsible for implementing the academic policies of the management as formulated by the Management/ programme Director. His responsibilities broadly comprise the following:

- ❖ Organize / conduct various in house / Univ. examinations.
- ❖ Submission of sessional marks to the University.
- ❖ Uploading / submission of attendance for use by the University.
- ❖ Liaison and correspondence with the University.
- ❖ Maintain record of admissions, failures, promotions, dropouts, ex-students and passouts.
- ❖ Issue of mark sheets, degrees, provisional certificates, etc.
- ❖ Correspondence in relation with scholarship for/ ST / OBC students and liaison for the same.
- ❖ Convocation
- ❖ Maintenance of records / students files. .
- ❖ All correspondence with the University and Academic Institutions

#### **14.4.6. Dean Students Affairs**

- ❖ Maintenance of students discipline
- ❖ Counseling / Mentoring of poorly performing and generally defaulting students.
- ❖ Interacting with students' parents for:
- ❖ Short-fall in attendance
- ❖ Poor academic performance
- ❖ Attending to students general (non -academic) problems
- ❖ Attestation of certificates / marks.

#### **14.4.7. Training & Placement Officer**

He / she are responsible for in house and industrial training and finally the placement of the students. The responsibilities comprise the following:

- ❖ Arranging industrial visit & in-plant training for the final and pre-final year students/ as required by the University
- ❖ Arranging guest lectures by Industry experts.
- ❖ Arranging personality development programmes through experts.
- ❖ Arranging additional short term courses in consultations with Programme Director / HODs which help in getting students the jobs.
- ❖ Assist students in preparing their CVs.
- ❖ Establish liaison with industry houses, Armed forces, R&D organizations, placement consultancy agencies, etc. for placement of final / pre-final year students.
- ❖ Arrange training of students in attending interviews.
- ❖ Arrange campus interviews

#### **14.4.8. Librarian**

He/she is responsible for the procurement and provisioning of text books, reference books, journals and research papers to the students and the faculty members of the institute. The major responsibilities are listed below:

- ❖ Maintain required number of text books & reference books as per AICTE norms.
- ❖ Procure books as demanded / required by the faculty members duly approved by the authorities.
- ❖ Ensure automation of library system which includes functions like receipt, issue, search, reservation of books, etc.
- ❖ Arrange procurement of Journals, magazines, news papers, etc.
- ❖ Issue / receive books to the members of Book Bank and other members of library.
- ❖ Maintain library records and discipline within the library.
- ❖ Maintain books in good state/ get the same bound, if required.
- ❖ Maintain membership of DELNET, INDEST consortium, etc.

#### **14.4.9. Store Officers**

He is responsible for the procurement & provisioning of all the capital equipments, consumables, stationery items, general maintenance stores, etc. The major responsibilities comprise the following:

- ❖ Prepare central inventory of all the stores held on charge of the Institute.
- ❖ Ensure annual stock taking of all the stores held by individual departments as well as the central stores.
- ❖ Periodic survey boards to declare unserviceable items of equipments / stores / furniture etc. and get the same auctioned/disposed off.
- ❖ Identify deficient / repairable equipments / stores required by the departments well before the commencement of the semester and arrange their procurement / repair.
- ❖ Check quality and quantity of stores received & Determine regular / monthly requirement of stationery items, electrical items, building



maintenance stores, cleaning stores and arrange their bulk procurement.

- ❖ Carry out market survey of regularly required items and establish method of their procurement.
- ❖ Arrange payment of suppliers on time.

## 15. Performance Linked Promotion & Increment Policy

### 15.1. General

15.1.1. It is well known that an Institutions' credibility is the direct function of quality of academic delivery, percentage placement, quality of research work and the academic environment at the Institute. We shall add to this 'Care and Concern' of the students.

15.1.2. Although the IAMR GROUP OF INSTITUTION has come a long way, yet we have a long - long way to go to reach the top and continue to stay there. To achieve this, all our faculty members need to be self-motivated and demonstrate ownership. They shall be involved in all / some of the following functions:

- ❖ Institutional development
- ❖ Departmental development
- ❖ Students development
- ❖ Personal development

15.1.3. Details of each of the foregoing activities and the weightage assigned to each activity are given below. Faculty members are free to choose the areas of their activity besides teaching. Each faculty members shall declare the areas of their interest/ in which he / she plans to devote time so that they are evaluated in these areas. The promotion and increment shall directly depend on the marks scored.

ACTIVITY	WEIGHTAGES
<b>INSTITUTIONAL DEVELOPMENT</b>	
❖ Students' placement and training (5 points for each company / industry brought in to interview students)	70 (Max)
❖ Arranging Alumni meet	20
❖ Assistance in centrally organized exams	50
❖ Assistance in cultural events	50
❖ Assistance in certification / inspection processes	50
❖ Development of central facilities	50
❖ Arranging meetings of professional bodies	50
<b>Departmental Development</b>	
❖ Infrastructure development like development of labs. / departmental library, etc.	50
❖ Managing labs. (Maintaining complete records, maintaining equipments, forecasting lab requirements)	50
❖ Development of Lab Manual	50

❖ Arranging Industry Visit	30
❖ Organizing events of departmental societies	30
❖ Assistance in Planning & monitoring of department's academic activities	50
❖ Acting as class coordinator	50
❖ Organizing /conducting Faculty Development Programme	30
❖ Organizing /conducting Faculty Development Programme	20
❖ Departmental Administration (0.5 x number of hours devoted per week x number of teaching weeks per semester)	60 (Max)

### **Students Development**

❖ Teaching One Theory Course (Students feedback on 5 point scale will determine the weightage. It would be awarded on pro-rated basis)	100 (Max)
❖ Students performance: (in a class of 60) 0 point for each student performing <40% 1 point for each student performing between 40-50% 2 points for each student performing between 50-60% 3 points for each student performing between 60-70% 4 points for each student performing between 70-80% 5 points for each student performing between 80-100%	150 (Max)
❖ Teaching one Practical course (Students feedback on 5 point scale will determine the weightage)	50 (Max)
❖ Evaluation per course of 60 students; (Fair, just and timely work)	30 (Max)
❖ Developing application oriented exercises/assignment/case studies per course: (Recommended for publication by quality control team)	50 (Max)
❖ Students' training for seminars/ G.D. presentation, etc: (2.0 point for each student trained to deliver quality seminar/ presentation)	50 (Max)
❖ Students' Mentoring: (2.5 points per student for good quality / effort)	50 (Max)
❖ Coordinating students' affairs	50
❖ Students' Discipline	50

### **Personal Development**

❖ Publishing a paper in an International refereed journal/ writing a Book	150
❖ Publishing a paper in National refereed journal	75
❖ Publishing a paper in National un-refereed journal	50
❖ Convener of an International/ National workshop / seminar/symposium	75
❖ Member of a committee organizing seminar	40

- |  |          |
|--|----------|
| ❖ Industrial Consultancy: (per project costing 01 lac and more)  | 50       |
| ❖ Self Development: (10 points for each colloquium delivered, 10 points for having successfully attended a 2-3 weeks refresher / quality enhancing course, acquiring higher qualification) | 50 (Max) |

#### 15.1.4. Promotion Increment Criteria

Annual promotions and increments (as per grade) would be awarded on the basis of points earned annually. Following criteria shall apply:

- |   |               |
|---|---------------|
| ❖ Retention in service (no increment)   | - 1100 points |
| ❖ One increment (3% of basic salary)    | - 1400 points |
| ❖ Two increments (2x3% of basic salary) | - 1800 points |
| ❖ Three increments (8% of basic salary) | - 2200 points |
| ❖ Four increments (10% of basic salary) | - 2500 points |

#### 15.1.5. Promotion/ Increment Policy

A committee comprising following members shall review the performance of the faculty members:

- ❖ Chairman
- ❖ Secretary
- ❖ GD/ Programme Director
- ❖ HOD
- ❖ Subject experts (nominated by the Chairman).

15.1.6. The C-PAR duly completed in all respects shall reach the HR department by 1st March and 30th July every year. The individual faculty members shall submit their own evaluation of scores duly authenticated by HOD along with documentary proof in support of their claim

15.1.7. The committee referred to at pars 15.1.5. shall evaluate the documents and arrive at their recommendations. They may call upon the faculty member to discuss / make a presentation of his / her achievements. The recommendations so arrived at shall be submitted to the Board of Governor for their approval.

15.1.8. A committee comprising the following members shall evaluate the C-PAR of Non-teaching staff submitted by the respective department for final recommendation to the Board of Governor for their acceptance and implementation:

- ❖ GD/Director

- ❖ All HoDs + one Faculty member nominated by the HoD by rotation
- ❖ Registrar – member secretary

## 16. TA/DA Rules

- 16.1. These rules are laid down to assist each employee in knowing his / her authorization and limit of expenditure while on official tour.
- 16.2. Although all possible efforts have been made to lay down the rates of DA, which would make an employee get reasonable comfort while at the outstation, no employee is expected to use outstations duty as the source of income.
- 16.3. Definition**
- 16.3.1. Any outstation journey on official authorization shall be deemed as 'on tour'.  
This excludes duty to satellite cities towns adjoining Head Quarters.
- 16.3.2. 18.2.2. Journey beyond municipal limits of the Head Quarters shall be considered as 'on tour' only if night stay is involved and the duty has been duly approved.
- 16.4. Authorization**
- All tour programmes and subsequent bills shall be recommended by the reporting officer and approved by the DIRECTOR. Any tour exceeding one week shall be approved by the Chairman/Director General.
- 16.5. Travel Advance**
- 16.5.1. Travel advance may be drawn before the commencement of the journey. It shall be calculated keeping the entitlement, length of tour, etc. in mind.
- 16.5.2. Unutilized advance money shall be returned to the Institute within 3 days of return from tour.