



Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

STATUTES

THE VEL TECH CODE

VOLUME 1

#No.42, Avadi-Vel Tech Road, Avadi, Chennai – 600 062, Tamil Nadu,
India.

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CONTENTS

S.NO.	PARTICULARS	P.No.
1a	SERVICE RULES - 2009	3
1b	SERVICE RULES - 2010	28
1c	PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) AS PER UGC GUIDELINES	52
2	GENERAL RULES RELATING TO ADMISSION	64
3	PROCEDURE FOR CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES, INSTITUTIONS AND OTHER AGENCIES INCLUDING LEARNED BODIES OR ASSOCIATIONS	67
4	SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT	67

1. SERVICE RULES

1a.SERVICE RULES – 2009

CHAPTER 1:

- 1.1 These rules shall be called as Service Rules for the Vel Tech Rangarajan Dr.Sagunthala R&D Institute of Science and Technology.
- 1.2 These rules shall be applicable to the employees of the Vel Tech Rangarajan Dr .Sagunthala R&D Institute of Science and Technology.
- 1.3 These rules shall come in to force with the immediate effect.

CHAPTER 2 – DEFINITIONS

In the service rules, unless there is anything repugnant to the subject or context,

- 2.1 “Academic Year” means Year beginning with the 1st June of the Calendar year and ending with May 31st of the following Calendar year.
- 2.2 “Trust” means Vel Shree R Rangarajan Dr Sagunthala Rangarajan Educational academy(1994).
- 2.3 “University” means Vel Tech Rangarajan Dr .Sagunthala R&D Institute of Science and Techonolgy situated at #42, Vel Tech-Alamathi Road, Avadi, Chennai-600062.
- 2.4 “Designated Authority” means any person duly authorized by the Management of the Trust or by the Vice chancellor.
- 2.5 “Employees” means all persons in whole time and part time employment of the Trust/University namely Teaching Faculty, Technical Supporting Staff, Administrative Staff and Maintenance Staff, other than the labour force and contingent staff, whether permanent, officiating contract or temporary.
- 2.6 “He” means either he or she.
- 2.7 “Non-Vacation Staff” means all employees other than Vacation Staff.
- 2.8 “Vice chancellor” means the Vice chancellor of Vel Tech Rangarajan Dr .Sagunthala R&D Institute of Science and Techonolgy.
- 2.9 “Rules” means the Service Rules hereunder.
- 2.10 “Service” includes service as probationer, and period spent on any leave with pay and period spent on deputation, but excludes leave on loss of pay.
- 2.11 APPOINTED TO POST: A person is said to be “ appointed to a post” when in accordance with these rules or in accordance with the rules applicable at the time, as the case may be, he discharges for the first time the duties of the post or commences the probation, instruction or training prescribed there for.
- 2.12 Day means a calendar day beginning and ending at midnight but an absence from headquarters which does not exceed 24 hours is reckoned as one day at whatever hour the absence begins and ends.
- 2.13 Duty: A person is said to be “on duty”
 - a. When he is performing the duties of a post to which he is appointed or undergoing the probation, instruction or training prescribed for such post, provided that the performance of such duties is followed by confirmation;
 - b. When he is absent from duty on authorized holidays or on casual leave taken in accordance with instructions regulating such leave issued by the BOM having been on duty immediately before and immediately after such absence; or
 - c. When he is, being a teacher, absent during vacation; or

- d. When he is, attending conferences of learned societies on deputation by the university; or
 - e. While he is, on joining time;
 - f. When he is absent from headquarters or from his routine work attending to other university work not connected with his usual routine to which he has been specifically deputed in his official capacity either by the Vice- chancellor or by the Executive council;
 - g. When he is, absent from headquarters or from his routine work in connection with University duties either remunerative or non- remunerative, provided the duties have been assigned by the Vice- chancellor or by the Board of Management.
- 2.14 Honorarium means a recurring or nonrecurring payment granted to an employee of the university as remuneration for special or professional work.
- 2.15 Member of a Ministerial staff means a University employee whose duties are entirely clerical and any other class of employees specially defined as such by the Board of Management. The following employees of the university shall be classed as Ministerial staff:
- i. Additional controllers of examinations.
 - ii. Assistant controllers of Examinations, Assistant Controller of Accounts, Assistant Controller of Finance, Administrative and Accounts, Administrative and Accounts Assistants to Engineer.
 - iii. Secretary to the Vice-chancellor.
 - iv. Public Relation Officer.
 - v. Personal Assistant to Registrar.
 - vi. Managers in the Hostels.
 - vii. Statistical Assistant.
 - viii. Senior assistants, senior assistant accountants.
 - ix. Senior assistant, Stenographers.
 - x. Junior assistants, stores clerks, store keepers, cashier.
 - xi. Typists and stenotypists.
 - xii. Data entry operator.
 - xiii. Technical assistant (library).
 - xiv. Telephone operators.
 - xv. Record assistants.
- 2.16 Officiate: A university employee officials in a post when he performs the duties of a post on which another person holds alien. The Board of Management may, if it thinks fit, appoint an employee to officiate in vacant post on which another employee holds a lien.
- 2.17 Permanent post means a post carrying a definite rate of pay sanctioned without limit of time.
- 2.18 Teachers of the university means teacher appointed by the university to give instruction or guide research in the university and constituent colleges.
- 2.19 Temporary post means a post carrying a definite rate of pay sanctioned for a limited time.
- 2.20 Tenure post means a permanent post which an individual employee may not hold for more than a limited period.

- 2.21 Travelling allowance means all allowances granted to an employee to cover the expenses which he incurs in travelling in the interests of the university or on university business.
- 2.22 Transfer from one post to another: The appointing authority may transfer a university employee from one post to another.
- 2.23 Provident Fund: Every full-time employee of the university holding a permanent appointment, become a depositor in the university provident fund scheme in force from time to time.
- A. Teachers who have retired from government service and are appointed in the university shall not be eligible to become depositors to the provident fund.
- B. Every full-time employee including the registrar and teachers of the university except the vice-chancellor, on confirmation shall, as a condition of service become a depositor to the university contributory provident fund scheme in force from time to time.
- 2.24 Work other than that of the office held by an employee:
- a) Remunerative: No full time employee of the university shall undertake any remunerative work without the previous permission of the Board of management or the vice-chancellor.
- Exception: i) In the case of teachers, the Vice-chancellor may grant permission.
ii) No permission is required for publications embodying one's researches or books of university standard.
- b) Honorary: No full-time employee of the university shall undertake any honorary work without the previous sanction of the vice-chancellor.
- 2.25 Probation:
- i) No person shall be eligible for appointment as a permanent member of the university service without being on probation for the period prescribed by the rules governing appointment thereto or in the order of appointment.
- ii) Suspension or termination of Probation:
- a) Where the rules prescribe a period of probation for the appointment of a full member of the staff, the appointing authority may at any time before the expiry of such period.
- i) suspend the probation of probationer and discharge him from service for want of a post; or
ii) At its discretion, by order, terminate the probation of a probationer and discharge him from service without assigning reasons.
- b) Extension of Probation:
- i) If within period of probation a probationer fails to acquire the special qualifications or to pass the special tests, if any, prescribed in the rules or in the order of appointment or serve the period of probation satisfactorily, the appointing authority shall, by order, discharge him from service unless the period of probation is extended being granted for one year at a time.
- ii) Any delay in the issue of an order discharging a probationer shall not entitle him to be deemed to have satisfactorily completed his probation.
- 2.26 Seniority:
- a) The seniority of an employee in a grade shall, unless he has been reduce to a lower rank as a punishment, be determined by the date of his first appointment to such grade. If any portion of the service of such person does not towards probation

under these rules, his seniority shall be determined by the date of commencement of his service which counts towards probation.

b) The appointing authority any at the time of passing an order appointing two or more persons simultaneously to a grade, fix the order of preference among them, and where such order has been fixed, seniority shall be determined in accordance with it.

c) Where the holder any post in a grade is reduced to a lower grade, he shall be placed at the top of the letter unless the authority ordering such reduction directs that he shall take rank in such lower grade next below any specified member thereof.

2.27 Promotion:

a) No member of the university service shall be eligible for promotion from the post to which he was appointed unless he has satisfactorily completed his probation in that post. b) All promotions shall be made on grounds of merit and ability, seniority being considered only where the merit and ability are approximately equal.

CHAPTER 3 – RECRUITMENT OF UNIVERSITY TEACHERS

3.1 SCREENING

3.1.1 Recruitment is normally done twice in a year during April and November.

3.1.2 The number of Vacancies in the different cadres shall be communicated by the HOD with resolution of Departmental committee based on the student strength / existing faculty / resignations or terminations of staff members, to the management for information and approval.

3.1.3 Vacancies shall be advertised by HR through newspapers and university website.

3.1.4 Screening of applications shall be done by the respective Screening Committee and forwarded to selection committee.

3.1.5 HR will coordinate the entire process of conducting the interview with knowledge of the Registrar.

3.1.6 The applications received will be short-listed based on qualification and experience and the short-listed candidates will be called for personal interview and selection will be made on merit.

3.1.7 Direct interview will be conducted. The Selection Committee shall be constituted by the Vice chancellor as per the guidelines approved by the BOM.

3.2 SELECTION COMMITTEE

Board of Management delegates its power to **Vice Chancellor** for constituting the Selection Committee for the appointment of Professors, Assistant Professors and Lecturers. The following selection Committee has been constituted:

For Appointment of Professors:

- a) Vice Chancellor- Chairman
- b) A person nominated by the President

- c) Dean of Faculty / Head of the Department / chairman, Board of Studies, provided he / she is a Professor.
- d) Three external experts nominated by the Vice Chancellor out of which atleast two experts should present.
- e) Registrar- Member Secretary

For Appointment of Assistant Professors:

- a) Vice Chancellor- Chairman
- b) A person nominated by the President
- c) Dean of Faculty / Head of the Department / Chairman, Board of Studies, provided he / she is a Professor or Assistant Professor.
- d) Two external experts nominated by the Vice Chancellor.
- e) Registrar- Member Secretary

For Appointment of Lecturers:

- a) Vice Chancellor- Chairman
- b) Dean of Faculty / Head of the Department / Chairman, Board of Studies,.
- c) One external experts nominated by the Vice Chancellor
- d) Registrar- Member Secretary.

3.3 PAY FIXATION

3.3.1 Pay for the selected candidates shall be fixed by the Selection Committee for the respective post, and as approved by the Board of Management based upon the qualification and experience of the candidate and other achievements.

3.3.2 Higher Pay Packages for exceptionally meritorious and well experienced candidates will be fixed by the Selection Committee subject to the approval of the Vice Chancellor.

Lecturer	Rs.8000-275-13500
Assistant Professor	Rs.12000-420-18300
Professor	Rs.16400-450-20900
	-500-22400

3.4 PROMOTION POLICY

PROMOTION CRITERIA

- Eligibility

- Experience as per AICTE Norms
- Seniority
- Additional Qualification Obtained
- Dedication
- Research Publications
- Participations in Faculty Development Programs

CHAPTER 4 - RULES AND GUIDELINES FOR THE TEACHING STAFF

4.1 Hours of work: The regular working hours for the college shall be 8.30AM to 4.00PM with a lunch break between 12.55AM and 01.40PM. Depending upon the exigencies of the work, staff members concerned are expected to be available beyond the office hours indicated above. Saturday and Sundays are normal holidays in a week.

4.2 Attendance: All staff members are required to record their attendance through biometric provided at the Dean's Office in the morning when they come in and in the evening when they go out of college. A maximum of two leave (1CL, 1EL) in a calendar month are allowed.

4.3 Dress Code: All male members of the staff are required to wear full trousers with full-sleeved shirts tucked in, with tie and are expected to be in shoes & uniform supplied to all male faculty. The lady members of the staff are required to be dressed in sari. All have to wear the ID card conspicuously around the neck, in a manner readable by the others.

CHAPTER 5 - RESPONSIBILITIES OF THE VICE-CHANCELLOR

The Vice-Chancellor shall be a whole time salaried officer of the Institute and shall be appointed by the President from a panel of three names suggested by a Search Committee. The composition of the above Committee would be :-

- i. A nominee of the President of the Institute.
- ii. A nominee of the State Government/Central Government.
- iii. A nominee of the Chairman, UGC.

Provided further that if the President does not approve of any of these persons so recommended. he shall call for a fresh panel.

The Vice-Chancellor shall hold office for a term of 5 years. He shall not be eligible for reappointment.

Provided that notwithstanding the expiry of the said period of 5 years, he can continue in office till his 'successor is appointed and assumes office, but not beyond six month.

Provided further that a person appointed as Vice-Chancellor shall retire from office during the tenure of his office of extension, thereof, if any, he completes the age of 65 years.

If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise and in his absence due to illness or any other cause, the Dean or if there is no Dean, the senior most Professor shall perform the duties of Vice-Chancellor until a new Vice-Chancellor is appointed or as the case may be, the

existing Vice-chancellor resumes duties.

- i) The Vice-Chancellor. shall be the Principal and executive officer of the Institute and shall exercise general supervision or control over the affairs of the Institute and implement the decisions of all the authorities of the Institute.
- ii) The Vice-Chancellor may, if he is of the opinion that immediate action is called for on any matter exercise any power conferred upon any authority of the Institute under the Memorandum of Association and the Rules and Regulations/Bye-laws, take such action or proceed to take such action and shall report to the concerned authority on the action taken by him on such matters.

Provided that if the authority concerned as mentioned in clause (i) above is of the opinion that such action ought not to have been taken, it may refer the matter to the President whose decision thereon. shall be final.

Provided further that any person in the service of the Institute is aggrieved by the action taken by the Vice-Chancellor under the said clause he shall have the right to appeal against such action to the Board of Management within 30 days from the date or which such action is communicated to him and thereupon the Board' of Management may confirm, modify or reverse the action taken by the Vice-Chancellor.

- iii) The Vice-Chancellor, unless otherwise provided, shall be the Ex-officio Chairman of the Board of Management, the Academic Council and the Finance Committee.
- iv) It shall be the duty of the Vice-Chancellor to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institute are duly observed and implemented and he shall have-all the necessary powers in this regard.
- v) The Vice-Chancellor shall exercise general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various authorities of the Institute.
- vi) All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Vice-Chancellor
- vii) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye..laws and Regulations.
- viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him by the Board of Management.
- ix) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Management.
- x) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the various bodies of the Institute.

CHAPTER 6-RESPONSIBILITIES OF REGISTRAR

- (a) The Registrar shall be a 'whole-time salaried officer of the Institute and shall be appointed by the Board of Management on the recommendations of the Selection

Committee consisting of the following :-

1. Vice-Chancellor Chairman.
 2. One nominee of the President of the Institute.
 3. One nominee of the Board of Management.
 4. One expert appointed by the Board of Management who is not an employee of the Institute.
- (b) the emoluments and other terms and conditions 'Of service of the Registrar shall be as may be prescribed by the Bye-laws.
- (c) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason the duties and functions of the Registrar shall be performed by such other- person as the Vice Chancellor may appoint for the purpose.
- (d) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council. Planning and Monitoring Board but shall not be deemed to be a member of any of these authorities.
- (e) The Registrar shall be directly responsible to the Vice-Chancellor of the Institute.
- (f) The following shall be the duties of the Registrar
- i) To be Custodian of the records, the funds of the Institute and such. other property of the Institute as the Board of Management may commit to his charge.
 - ii) To conduct the official correspondence on behalf of the authorities of the Institute.
 - iii) To issue notices convening meetings of the authorities of the ,institute and all Committees and Sub-Committees appointed by any of these authorities.
 - iv) To keep the minutes of the meetings of all the authorities of the Institute and of all the committees and sub-committees appointed by any of these authorities.
 - v) To make arrangements for and supervise the examinations conducted by the Institute.
 - vi) To represent the Institute in suits or proceeding by or against the Institute, sign powers Of attorney and perform pleadings or depute his representatives for this purpose.
 - vii) To enter into agreement, sign documents and authenticate records on behalf of the institute,
 - viii) To hold in special, custody books. and documents of the Institute.
 - ix) To safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute.
 - x) To perform such other duties as may be specified in the Rules and Bye-laws or as may be specified by the Board of management.er the Vice – Chancellor from time to time.

CHAPTER 7 - RESPONSIBILITIES OF DIRECTOR-ACADEMICS

- 7.1 The vice-chancellor will appoint/nominate one senior professor as the Director-Academics.
- 7.2 He shall be assisted by a deputy director nominated by the Vice-Chancellor from among the teaching faculty for a specific period.
- 7.3 Director-Academics shall look after the academic regulations relating to all courses of study offered by the university.
- 7.4 He shall arrange the Board of Studies meetings of all departments and communicate the resolutions to concerned bodies.
- 7.5 The director Academics shall be responsible for the following
 - a. Academic programmes,
 - b. Time table and evaluation schedule
 - c. Monitoring of teaching/ instruction
- 7.6 The Academic Director will process the files relating to granting equivalency to the degrees awarded by other Universities/ institutions in India and abroad and place them before the equivalency board of the university.

CHAPTER 8-RESPONSIBILITIES OF CONTROLLER OF EXAMINATIONS

- 8.1 Controller of examination is appointed by the vice-chancellor to look after the entire process of examinations and results processing.
- 8.2 When the office of the Controller of Examinations is vacant or when he is by reason of his illness or absence for any other cause unable to perform the duties of the office, the duties of the office shall be performed by the Registrar or by such person as the Vice-chancellor may appoint for the purpose.
 - a. Exercise general supervision over conduct of university examinations in a disciplined and efficient manner.
 - b. Arrange for paper setting and printing with strict regard to secrecy.
 - c. Arrange for evaluation and re-evaluation of answer sheets.
 - d. Arrange for the declaration of all the results.
- 8.3 He/she shall be made constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students and any other matter connected with examinations which may, from time to time assigned to him/her by the Vice-Chancellor.

CHAPTER 9 - RESPONSIBILITIES OF DEAN OF SCHOOLS

- 9.1 The Dean is appointed by the Vice-chancellor from among the senior professors of the Departments comes under a defined school. The school consists of the

departments running undergraduate and post graduate programme having similar curriculum and use common facilities. The Dean has the following responsibilities.

- 9.2 To co-ordinate among the Departments under the school.
- 9.3 To conduct meetings of the Heads, Chairman BOS to launch new Academic programmes, upgradation of existing programme structure, course description, etc.
- 9.4 Deciding the number of sections, batches for each Theory and Lab. Courses in consultation with respective HOD.
- 9.5 Discussing departmental committee regarding preparation of Time table and Evaluation Schedule of various classes and Courses.
- 9.6 Adherence of Academic Rules by all teaching community of the school.
- 9.7 Follow up of quality of assignments and maintain liaison with Director and Examination cell.
- 9.8 Transparency in continuous Evaluation System.
- 9.9 To guide the HODs in preparation of the Budget Proposal for the departments.
- 9.10 To participate and contribute in the Committees for which they are nominated or selected members.

CHAPTER 10– RESPONSIBILITIES OF HEAD OF DEPARTMENTS

- 10.1 Coordinating the activities of the faculty and supporting staff in the department to offer quality education to the students and achieve the desired vision and mission of university.
- 10.2 Planning and monitoring the overall departmental activities.
- 10.3 Monitoring the Time Schedule for the syllabus coverage, internal tests and opening and closing of semesters.
- 10.4 Arranging for the departmental requirements such as staff, equipments, library books, textbooks and other infrastructure facilities.
- 10.5 Preparing and submitting the annual department budget to the Vice chancellor.
- 10.6 Developing, installing and maintaining department labs.
- 10.7 Convening departmental meetings.
- 10.8 Identifying the brilliant and talented students and encouraging them to pursue for Innovative projects. Identifying the weaker students and arrange remedial/ special class.
- 10.9 Counseling and guiding students.
- 10.10 Identifying and encouraging the faculty to apply for Research projects to different funding agencies to carry out consultancy work and to publish papers in National and International Journals conferences with high impact factors and to carry out the activities successfully.
- 10.11 Assisting the Vice chancellor, Director Academics in all administrative and other matters.

- 10.12 Reporting to the Dean of respective schools and Director Academics periodically on all matters in respect academics, administration, discipline, research etc.
- 10.13 Organization of and participation in, seminars and continuing education programmes and to arrange for revision of syllabus in coordination with the university.
- 10.14 To become members in professional organizations.
- 10.15 To take necessary steps to develop industry institute interaction.
- 10.16 Encourage the students to attend and present papers in conferences and to publish papers Journals.
- 10.17 Arrange number of continuing education programmes for practicing engineers and Technical staff of the industry.
- 10.18 To check the course files of the teachers and suggest corrective measures.
- 10.19 Maintaining all records as stipulated by NBA/NAAC/ISO for Accreditation.
- 10.20 HOD shall forward the Performance appraisal of all faculty the department with his remarks and submit to the Vice chancellor every year along with his/her self assessment form.

CHAPTER 11 – RESPONSIBILITIES OF TEACHING FACULTY IN THE DEPARTMENT

- 11.1 The teaching load will be allotted by the HOD after taking into the account of the Faculty Member's interests.
- 11.2 Prepare the lesson plan in advance incorporating the teaching methods.
- 11.3 Prepare the assignment topics in compliance with course outcome and PEO's and PO's.
- 11.4 Identify the slow learners and arrange remedial classes.
- 11.5 Prepare quality course material collecting material from better sources.
- 11.6 Keep more academic interactions with student.
- 11.7 Mentoring the students is a part of responsibility.
- 11.8 Be a good researcher and cultivate research as part of academic responsibility.
- 11.9 Motivate students to involve in curricular and co curricular activities.
- 11.10 Take part in all sound development student to become employable/ entrepreneur.
- 11.11 Assist HOD/Dean/Authorities in the administration of the department/ school/university.

12 – RESPONSIBILITIES OF PLACEMENT & TRAINING OFFICER

- 12.1 To look after the training and placement activities of students.
- 12.2 To have close liaison with industry for placement of students.

- 12.3 To work in consultation with Coordinator, Industry Institute Interaction for Organizing lectures from the Professionals from industry.
- 12.4 To collect feedback from the companies coming for placement.
- 12.5 To Arrange Training programmes for soft skills and for HR and technical skills for the students using institutional and external expertise.
- 12.6 To organize the entrepreneurship workshops.
- 12.7 To prepare Placement Brochures of departments
- 12.8 To invite prospective companies for campus recruitment.
- 12.9 To register students for the placement with prescribed qualifications
- 12.10 To arrange for various facilities required on the date of interview
- 12.11 To collect appointment letters and distribute them to selected students.
- 12.12 To arrange for industrial visits and In-plant training.
- 12.13 To achieve maximum possible placements for the students.
- 12.14 To guide students on various interview techniques, group discussion, aptitude tests.
- 12.15 Periodic conduct for IQ tests.
- 12.16 Arrangement of Personality Development Workshops.
- 12.17 Notification regarding various competitive examinations
- 12.18 To guide students wishing to pursue Higher Education within the country or abroad.
- 12.19 To organize the Faculty Development Programs by the industry experts in association with academic staff college of VTU.
- 12.20 Signing of MoUs with industries for students Training, FDP, research, Guest lecture etc.

CHAPTER 13- RESPONSIBILITIES OF PHYSICAL DIRECTOR

- 13.1 Co-ordinating the activities of the staff of the physical education department in order to ensure effective functioning.
- 13.2 Planning and time scheduling for student's accessibility to the sport/games equipments, grounds and other facilities made available in University.
- 13.3 Preparation and submission of the annual budget to the Vice chancellor.
- 13.4 Organization and conduction of the university level, state level sports/games.
- 13.5 Attending the meeting at the inter university level regarding physical education.
- 13.6 Arranging for the training for physical directors in advance programs.
- 13.7 Suggesting changes and developmental activities in spots/games to the students.
- 13.8 Ensuring overall discipline among all the students participating in sports and games.

- 13.9 Arranging Inter-departmental sports, inter university competitions.
- 13.10 Assisting the Deans in maintaining discipline in the campus.

CHAPTER 14 – RESPONSIBILITIES OF LIBRARIAN

- 14.1 Responsible for overall operating efficiency of the library.
- 14.2 Collection of indents from various departments and processing them for procurement.
- 14.3 Purchase and maintenance of books.
- 14.4 Purchase of suggested new journals and renewal of subscriptions.
- 14.5 Co-ordination and management of the library activities including the staff.
- 14.6 Introduction/ Maintenance of library Automation and Digitization of library.
- 14.7 Selection and recommendation of staff for further training.
- 14.8 Preparation of annual budget of the Library.
- 14.9 Maintenance of good inter-departmental relationship of better co-ordination.
- 14.10 Collection and preservation of statistical records related to library.
- 14.11 Administration of library records.
- 14.12 Furnishing information on all matters relating to library.
- 14.13 Updating the records, books and computers.
- 14.14 Removing the obsolete book materials in consultation with the concerned department, securing the soiled through rebinding, and binding arrangements of important back volumes.
- 14.15 Ensuring maximum utilization of library facilities
- 14.16 Maintenance of discipline and decorum inside the library.
- 14.17 Planning for changes and reorganization whenever need arise.
- 14.18 Arranging annual stock verification.

CHAPTER 15 – RESPONSIBILITIES OF TECHNICAL STAFF

- 15.1 Assisting in installation, operation and maintenance of laboratory equipments and their calibrations.
- 15.2 Assisting in scheduling and conduction practical and drawing classes. Helping the students to provide the tools/materials/equipment to carry their practices.
- 15.3 Helping in indenting and purchasing of stores and consumables for laboratories and Workshops.
- 15.4 Helping the faculty in research, consultancy and testing works in respect of projects. Assist the students to carry their mini/major projects.
- 15.5 Assisting the faculty in matters relating to design, fabrication and computer work.
- 15.6 Helping for the supply of water and electricity in the campus.

- 15.7 Assisting in the operation of telephones, intercom, Internet and Audio Visual aids.
- 15.8 Taking specific responsibilities at the time of organizing of function, workshops and seminars specially assigned to him/her.

CHAPTER 16 - RESPONSIBILITIES OF ACCOUNTS OFFICER

The Finance Officer shall be whole time .salaried officer of the Institute and shall be appointed by the Board of Management. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by the Bye-laws.

The Finance officer shall work under the supervision of the Vice-Chancellor and is accountable to the Board of Management through the Vice-Chancellor. He would be the Ex-officio non- Member Secretary of the Finance Committee. He would be an advisor to the Vice-Chancellor for financial matters,

The Finance Officer shall:

- 15.9 exercise general supervision over the funds of the University and shall advise it as regards its financial policy;
- 15.10 perform such other financial functions as may be assigned to him by the Board of Management or the Vice Chancellor or as may be prescribed by the Statutes or the Ordinances.
- 15.11 ensure that the limits fixed by the Board of Management for recurring and nonrecurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted.
- 15.12 be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Board of Management;
- 15.13 keep a constant watch on the state of the cash and bank balances and on the state of investments;
- 15.14 watch the progress of the collection of revenue and advise on the methods of collection employed;
- 15.15 ensure that the registers of buildings, land, furniture and equipment are maintained up-to- date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories;
- 15.16 bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and
- 15.17 call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.
- 15.18 Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Board of Management for any money payable to the University shall be sufficient discharge for payment of such money.

CHAPTER 17 - DUTIES AND RESPONSIBILITIES OF HOSTEL WARDEN:

- 17.1. The Warden shall allot rooms to the students and maintain a list of students along with permanent addresses of parents / guardians and such other information as may be required, in a form prescribed by the appropriate authority.
- 17.2. The warden should consider Welfare of and discipline amongst the residents in the Hostel and to maintain daily record of the resident students such as students present each day, students absent from the Hostel together with reasons for absence.
- 17.3. Wardens should ensure that no ragging takes place in the hostels and maintain a ragging free Hostel
- 17.4. Oversee health, hygiene and general life of the students in the Hostel and to ensure that the students observe the Regulations and discipline in accordance with the rules framed thereof.
- 17.5. They should report to the Registrar in all cases of misbehavior, indiscipline and illness of students residing in the hostel.
- 17.6. Safe custody and maintenance of such properties of the concerned hostel as are entrusted for their repairs within the funds allotted and norms laid down by the University authorities for the same.
- 17.7. The Warden shall have the right to inspect all rooms of the hostel.
- 17.8. The Wardens shall have administrative control over the staff assigned to the hostel.
- 17.9. The Warden shall be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.
- 17.10. The Warden shall be responsible for the proper up keep and maintenance of such properties of the concerned Hostel, as are under his/her charge;
- 17.11. The Warden shall maintain and check the Resident Student's Register and the Guest Room Register.
- 17.12. The Warden shall take disciplinary action against a resident student for keeping any unauthorized guest / material in his / her room.
- 17.13. Periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs / replacement for obtaining additional furniture.

CHAPTER 18 – CLASS ROOM TEACHING

- 18.1. Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan for theory/tutorial/lab as per academic calendar.
- 18.2. The Faculty Member should get the lesson plan and course file approved by HOD and Dean. The course file consists of preface CEO and CO, syllabus, model question paper, notes, handouts, test / exam question papers, two model answer scripts for each test / exam, Assignments, minute paper, feedback analysis report.
- 18.3. The Faculty member's Diary must be regularly updated and put up for the inspection every month by HOD / Vice chancellor as the case may be.
- 18.4. The Faculty Member should go to the class at least 5minutes before and enter the class without delay when the bell rings.

- 18.5. The Faculty Member should engage the full 50 minutes(as per time table) and should not leave the class early.
- 18.6. The Faculty Member should make use of Power Point Presentation, Models, and smart boards etc. as teaching aids.
- 18.7. The Faculty Member should encourage students to clarify the doubts and to ask questions.
- 18.8. The Faculty Member should get the feedback from the students and act / adjust the teaching appropriately.
- 18.9. The Faculty Member should take care of academically backward students and pay special attention to their needs by conducting special classes.
- 18.10. In problem oriented subject, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least one week in advance of actual class.
- 18.11. The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- 18.12. The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- 18.13. The Faculty Member should motivate the students and bring out the creativity / originality in the students.
- 18.14. The test papers must be corrected within three days from the date of examination and allow the students to verify valuation. Marks have to be submitted to the HOD for forwarding to Vice chancellor with remarks.

CHAPTER 19 – LABORATORY

- 19.1. The Faculty Member going for Laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- 19.2. Whenever possible, additional experiments to clarify or enlighten the students must be given.
- 19.3. The lab observations/records must be corrected then and there or at least by next class and instruct the students.
- 19.4. The laboratory manuals shall be prepared and maintained by the lab in charge.
- 19.5. Maintenance and Calibration of instruments/equipment shall be carried out periodically.
- 19.6. Licenses of software packages shall be renewed.

CHAPTER 20 – TEST / EXAM

- 20.1. Faculty members having invigilation duty should report to the COE atleast half an hour before the commencement.

- 20.2. During Invigilation, the Faculty Member should be continuously moving around. He / She should not sit in a place for a prolonged time. He / She should watch closely so that nobody does any malpractice in the exam / test.
- 20.3. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the Chief Superintendent. (Coordinator and HOD concerned in the case of cycle test / Model Examination).
- 20.4. The Faculty Members should be very fair and impartial in awarding of internal marks to the students or in selecting the outstanding students of the department/university and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations etc.

CHAPTER 21– SPECIAL INCENTIVE TO FACULTY

Special incentive is given as per UGC sixth pay performance self appraisal 2010 for publication in journal/ conference / publication of books/R&D.

21.1 RESEARCH / PUBLICATIONS

21.1.1 NATIONAL EVENTS

- The faculty is encouraged to participate/ present quality publications and university will provide Deputation for presenting papers that are accepted for both presentation in the event and for publication in the proceedings.
- Selection based on peer review of full paper. Evidence to this effect should be produced.
- Event registration and TA/DA as applicable will be provided.
- Absence will be treated as on duty.
- Preference will be given to those invited to chair sessions.

21.1.2 INTERNATIONAL EVENTS

- Deputation only for presenting papers selected after peer review of full paper for presentation and for publication in the proceedings. Evidence to this effect should be produced.
- Registration fee, 100% TA and DA will be given to each teacher. To such deputation, the paper presenters should return back and serve the institution (university) for at least two years; otherwise the sanctioned amount is to be refunded to the Institution (university).
- Preference will be given to all faculties on the recommendation of HOD/Dean and approval from vice chancellor.
- However in the case of those who have funded projects, the above conditions may be relaxed and the fund available in the sponsored project may be used with the prior approval of the Vice chancellor and the Management.

21.1.3 FUNDED PROJECTS

- 5% of the value of Research project will be given to investigate from the university.

- 50% of the consultancy will be given to the faculty involved in the consulting work.

21.1.4 PUBLICATION OF RESEARCH PAPERS.

- Incentive of Rs 10,000 will be given to the author of a research publication with scopus index.

21.1.5 PUBLICATIONS OF TEXTBOOKS

- For every good textbook published in the relevant subjects, the authors of the book will be given an incentive of Rs.10, 000/-.

21.2 DEPUTATION FOR HIGHER STUDIES

Faculty members deputed for the PG studies will be required to execute a service bond for 3 years from the date of obtaining the provisional certificate. If they leave the service before the end of the bond period, they will pay the salary for the reminder period not served.

The faculty so deputed for Ph.D programs will execute a service bond to serve for 3years from the date they complete their viva-voice examination. If they leave the service before the expiry of such bond period, they will have to pay the reminder of salary of such period of default.

Deputations for all the above programs will be based on merit, contribution made in the university and also the seniority position of the staff in the department.

21.3 CASH INCENTIVE FOR Ph.D scholars.

- Assistant Professors and Associate Professors in Engineering and S & H will get monitory benefit of Rupees 3000/- per month respectively and 15days "ON DUTY" for the academic year.

21.4 CASH INCENTIVE FOR SENIOR FACULTY:

All faculty/ staff who complete 10 years of service in the University will be provided one month additional pay named as 13th month salary.

CHAPTER 22 – RESIGNATION / TERMINATION OF SERVICE

22.1. The staff shall have to tender his / her resignation by giving two months notice or two months' salary in lieu thereof. The notice shall be co-terminus with the end of the semester / academic year.

22.2. The Vice Chancellor has the power to terminate the services of a member of the university for any of the following reasons:

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

22.3. In such termination cause, rule 22.1 shall not be applicable and the staff member shall not be eligible for any terminal benefits.

22.4. The newly selected faculty should serve at least for one full year. No staff member is eligible to draw vacation salary if he resign during the vacation period.

CHAPTER 23 – CASUAL LEAVE AND EARNED LEAVE

- 23.1. Each Faculty member may avail himself / herself 12 days of casual leave in an academic year and 1 earned leave for every 22 days of actual service. Whenever faculty avail casual leave / earned leave they must make alternate arrangements for their class work / invigilation work and indicate the same in the leave letter.
- 23.2. Casual leave can be availed after obtaining the prior approval. Last minute application for CL must be avoided as far as possible.
- 23.3. Casual leave may be combined with weekly holidays or other specified holidays. However, the total period of absence from the duty at a time on account of such leave shall not exceed nine days including holidays.

CHAPTER 24 – VACATION AND OTHER EXTRA ORDINARY LEAVE

- 24.1. A confirmed employee from the teaching faculty is entitled to a total of 30 days of vacation in a year (out of which 10 days will be during winter and 20 days during summer), to be regulated by the Vice chancellor as per the needs of the University.
- 24.2. Casual leave cannot be clubbed with vacation. Any absence during vacation is treated only as vacation.
- 24.3. Staff members availing themselves of vacation should indicate in writing the period of vacation and also give their vacation address. Normally, they are expected to be available at least one week before the university reopens. All teachers should be available in the university on the last working day and on the reopening day.
- 24.4. In extraordinary cases, employees who have exhausted all other leave at their credit may be permitted to take leave on loss of pay (LOP) and all allowances, at the discretion of the Vice-chancellor. However continuity of service will not be affected, if such a leave has been granted for pursuit of higher studies or for research.
- 24.5. Special casual leave for special occasions like the employee's wedding or other such important functions may be granted at the discretion of the vice-chancellor, for a period not exceeding 10 working days, for an employee whose services has been confirmed.

CHAPTER 25 – MATERNITY LEAVE

Women Employees are eligible for maternity leave not exceeding 90days. Such maternity leave will be available only for a maximum of 2times during the service of the employee. Extension beyond 90days, the leave on LOP can be taken at the approval of the Vice-chancellor based on the merit of the case.

CHAPTER 26 – COMPENSATORY LEAVE

For every day of work on declared holidays, one day compensatory leave will accrued for all employees who could not avail those holidays on the account of special work assigned by the HODs /Director Academics / Vice chancellor / Management. Compensatory leave has to be availed within a month and cannot be carried forward to subsequent years.

Whenever the employee does not report back for duty after availing the sanctioned leave subject to the limits specified above, the entire period of absence of the employee including the sanctioned period of leave will be treated as leave on loss of pay.

CHAPTER 27 - ON DUTY LEAVE

- 27.1. On duty permission will be granted only with the prior permission in writing from the Head of the Department and subject to approval by the Vice chancellor. The staff must also sign the register maintained for availing On Duty in the office and also in the attendance Register kept in the department.
- 27.2. Those who are doing part time (M.E and Ph.D.) degree courses can write university examinations availing "ON DUTY" leave on the days of University Examinations.
- 27.3. If University external practical and university valuation works fall during vacation period, such duties will be counted against their vacation account.

CHAPTER 28-CONDUCT AND DISCIPLINE

28. a) CONDUCT

- 1) Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of the University.
- 2) Every employee shall abide by and comply with the rules and regulations of the university and all orders and directions of his superior authorities, under whose supervision or control, he is placed.
- 3) Every employee shall extend utmost courtesy and attention to all persons with whom he is to deal in with the course of his duties.
- 4) Every employee shall endeavor to promote the interest of the university and shall not act in any manner prejudicial thereto.
- 5) No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, assist, in any other manner any political movement or activity.
- 6) No employee shall join, or continue to be a member of association the objectives or activities of which are prejudicial to the interests of the sovereignty of India or public order or morality. If any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the university shall follow the decision taken by the State Government.
- 7) No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
- 8) An employee of the university shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his/her duties at any time is not affected in any way by the influence of such drink or drug.
- 9) Obligation to maintain secrecy every employee shall maintain the strictest secrecy regarding the college's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the university's staff, unless compelled to do so by superior officer in the discharge of his duties

- 10) An employee of the university shall not, without the prior permission of the Vice Chancellor engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage solicit or seek any outside employment or office while on duty on leave, whether stipendiary or honorary.
- 11) No employee of the university shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the university, except with the prior permission of the Vice Chancellor.
- 12) An employee shall not solicit or accept any gift from a constituent of the university or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the university.

27. b) DISCIPLINE

- 1) The Vice Chancellor or any other competent authority shall place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- 2) An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of this detention/ conviction by an order of the Vice Chancellor and shall remain under suspension until further orders.
- 3) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- 4) In a case where in a number of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Vice Chancellor has discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an inquiry by a committee constituted by the Vice Chancellor.

CHAPTER 28-REPEAL

When these Rules come into force, the existing Service Rules stand repealed.

CHAPTER 29- UNDERTAKING BY THE MEMBER

Every member of the faculty should carefully read and understand the above “**Duties and Responsibilities**” and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give undertaking as given below:

“I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above

I will be relieved from the employment of Vel Tech Rangarajan Dr.Sagunthala R&D Institute of science and Technology”.

Signature:

Name & Designation:

Date:

CHAPTER – 30

30.1 SELF ASSESSMENT FORM FOR FACULTY

Thiru/Tmt./Selvi./Dr.....

..... is submitting self assessment form for the period ending

1.(a)	Designation :					
(b)	Date of birth and Age :					
(c)	Pay and scale :					
(d)	Institution :					
(e)	Department :					
2.	Date of joining present post :					
3.	Academic qualification :					
4.	Membership :					
5.	Examination results :					
Sl. No	Subjects taught	No. of contact hours per week (semester wise)*	No. of students who appeared for the University Exam	No. of students declared to have passed	Percentage of Pass	Remarks if any
6.	State contributions made by you in : One or more of the following during the period under report					
(i)	Laboratory or workshop development / : manuals preparation					
(ii)	Preparation of models , demonstration : equipment and other teaching aids					
(iii)	Short courses conducted :					
7.(a)	No. of students who have obtained research					

	degrees under the guidance of staff members :
(i)	Ph.D :
(ii)	P.G. Degree :
(b)	Number registered for research under the : guidance of the staff member for the period under review
(i)	Ph.D :
(ii)	P.G. Degree :
(iii)	P.G. Diploma :
(iv)	Undergraduate (Project work) :
(c)	Paper published(attach reprints if available) : for the period of review
(d)	Research instrumentation / apparatus : innovated (attach photographs) during the period under review
(e)	Number of funded projects with amount : and other details
8.(a)	Any additional qualification acquired during : the period under report; give details
(b)	Have you published or are you engaged in : writing any book or guide during the period under report; if so give details
(c)	State membership in committees connected : with your professional work during the period under report
(d)	State conference or seminars in which you : have participated/ organized during the period under report; give details
(e)	Are you engaged in any consulting : Work? If so give particulars.
(f)	Any other contribution not covered in items : (a) to (e) of this item

Note: For the items (a) to (e), use additional sheets if required for providing full information.

9.	Pastoral functions such as wardenship, NCC/NSS Sports, fine arts, students activities etc. during the period under report. :
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Station:
reported on
Date:

Signature of the faculty

(Name in Block Letters and Designation)

31.QUALIFICATIONS

Faculty are recruited based on the qualification prescribed by AICTE – Approval Process Handbook JAN 2008.

ENGINEERING AND TECHNOLOGY:

Faculty cadre ratio =1:2:6

Teacher Student ratio=1:15

S.NO	CADRE	PRESCRIBED QUALIFICATIONS AND EXPERIENCE
1.	LECTURER Qualification & Experience for candidates from teaching	First class master's degree in appropriate branch of engineering(engg)/technology(tech).(No of minimum experience required. or First class Bachelor's degree in appropriate branch of Engineering(engg)/Technology or equivalent , valid gate score, minimum 75 percentile,to complete M.Tech/M.E within 5 years failing which the increments will be stopped until the post graduate is earned. The institutions to provide adequate opportunity to its teaching staff to complete this requirement.
	Qualification & Experience for candidates from Industry & Profession	Same as above
2.	ASSISTANT PROFESSOR Qualification & Experience for candidates from teaching	Ph.D degree with the first class at Bachelor's degree or Master's level in appropriate branch in Engineering/Technology with 2 years of experience in Teaching/Industry/research a the level of lecturer or equivalent. Or First class at master's degree in appropriate branch

	Qualification & Experience for candidates from Industry & Profession	<p>of Engineering/Technology with 5 years of experience in teaching/industry/Research at the level of lecturer or equivalent. Such candidates will be required to obtain PhD degree within a period of 7 years from the date of appointment as assistant professor. In the case of universities / university departments and the institutions offering PG programmes/research, Ph.D is a must. For candidates from industry, professional experience in R&D and patents would be desirable requirement failing which the increment will be stopped until Ph.D is earned.</p> <p>Candidates from industry / profession with first class Bachelor's degree in the appropriate branch of engineering/technology or first class Master's Degree in the appropriate branch of engineering/technology. AND</p> <p>Professional work, which is significant and can be recognized as equivalent to Ph.D Degree and with 2 years experience at a position equivalent to lecturer level would also be eligible.</p>
3.	<p>PROFESSOR</p> <p>Qualification & Experience for candidates from teaching</p> <p>Qualification & Experience for candidates from Industry & Profession</p>	<p>Ph.D degree with the first class at Bachelor's degree or Master's level in appropriate branch of Engineering/Technology / Applied Biological Sciences with 10 years of experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Assistant Professor and / or equivalent.</p> <p>Candidates from industry / profession with Master's degree in Engineering/ Technology / Applied Biological Sciences and with Professional work which is significant and can be recognized as equivalent to Ph.D Degree and with 10 years of experience of which at least 5 years should be at a Senior level comparable to that of an Assistant Professor would also be eligible.</p>

1b.SERVICE RULES - 2010

CHAPTER 1:

- 1.3 These rules shall be called as Service Rules for the Vel Tech Rangarajan Dr.Sagunthala R&D Institute of Science and Technology.
- 1.4 These rules shall be applicable to the employees of the Vel Tech Rangarajan Dr .Sagunthala R&D Institute of Science and Technology.
- 1.3 These rules shall come in to force with the immediate effect.

CHAPTER 2 – DEFINITIONS

In the service rules, unless there is anything repugnant to the subject or context,

- 2.1 “Academic Year” means Year beginning with the 1st June of the Calendar year and ending with May 31st of the following Calendar year.
- 2.2 “Trust” means Vel Shree R Rangarajan Dr Sagunthala Rangarajan Educational academy(1994).
- 2.3 “University” means Vel Tech Rangarajan Dr .Sagunthala R&D Institute of Science and Techonolgy situated at #42, Vel Tech-Alamathi Road, Avadi, Chennai-600062.
- 2.4 “Designated Authority” means any person duly authorized by the Management of the Trust or by the Vice chancellor.
- 2.5 “Employees” means all persons in whole time and part time employment of the Trust/University namely Teaching Faculty, Technical Supporting Staff, Administrative Staff and Maintenance Staff, other than the labour force and contingent staff, whether permanent, officiating contract or temporary.
- 2.6 “He” means either he or she.
- 2.7 “Non-Vacation Staff” means all employees other than Vacation Staff.
- 2.8 “Vice chancellor” means the Vice chancellor of Vel Tech Rangarajan Dr .Sagunthala R&D Institute of Science and Techonolgy.
- 2.9 “Rules” means the Service Rules hereunder.
- 2.10 “Service” includes service as probationer, and period spent on any leave with pay and period spent on deputation, but excludes leave on loss of pay.
- 2.28 APPOINTED TO POST: A person is said to be “ appointed to a post” when in accordance with these rules or in accordance with the rules applicable at the time, as the case may be, he discharges for the first time the duties of the post or commences the probation, instruction or training prescribed there for.
- 2.29 Day means a calendar day beginning and ending at midnight but an absence from headquarters which does not exceed 24 hours is reckoned as one day at whatever hour the absence begins and ends.
- 2.30 Duty: A person is said to be “on duty”
- h. When he is performing the duties of a post to which he is appointed or undergoing the probation, instruction or training prescribed for such post, provided that the performance of such duties is followed by confirmation;
 - i. When he is absent from duty on authorized holidays or on casual leave taken in accordance with instructions regulating such leave issued by the BOM having been on duty immediately before and immediately after such absence; or
 - j. When he is, being a teacher, absent during vacation; or

- k. When he is, attending conferences of learned societies on deputation by the university; or
 - l. While he is, on joining time;
 - m. When he is absent from headquarters or from his routine work attending to other university work not connected with his usual routine to which he has been specifically deputed in his official capacity either by the Vice- chancellor or by the Executive council;
 - n. When he is, absent from headquarters or from his routine work in connection with University duties either remunerative or non- remunerative, provided the duties have been assigned by the Vice- chancellor or by the Board of Management.
- 2.31 Honorarium means a recurring or nonrecurring payment granted to an employee of the university as remuneration for special or professional work.
- 2.32 Member of a Ministerial staff means a University employee whose duties are entirely clerical and any other class of employees specially defined as such by the Board of Management. The following employees of the university shall be classed as Ministerial staff:
- xvi. Additional controllers of examinations.
 - xvii. Assistant controllers of Examinations, Assistant Controller of Accounts, Assistant Controller of Finance, Administrative and Accounts, Administrative and Accounts Assistants to Engineer.
 - xviii. Secretary to the Vice-chancellor.
 - xix. Public Relation Officer.
 - xx. Personal Assistant to Registrar.
 - xxi. Managers in the Hostels.
 - xxii. Statistical Assistant.
 - xxiii. Senior assistants, senior assistant accountants.
 - xxiv. Senior assistant, Stenographers.
 - xxv. Junior assistants, stores clerks, store keepers, cashier.
 - xxvi. Typists and stenotypists.
 - xxvii. Data entry operator.
 - xxviii. Technical assistant (library).
 - xxix. Telephone operators.
 - xxx. Record assistants.
- 2.33 Officiate: A university employee officials in a post when he performs the duties of a post on which another person holds alien. The Board of Management may, if it thinks fit, appoint an employee to officiate in vacant post on which another employee holds a lien.
- 2.34 Permanent post means a post carrying a definite rate of pay sanctioned without limit of time.
- 2.35 Teachers of the university means teacher appointed by the university to give instruction or guide research in the university and constituent colleges.
- 2.36 Temporary post means a post carrying a definite rate of pay sanctioned for a limited time.
- 2.37 Tenure post means a permanent post which an individual employee may not hold for more than a limited period.

- 2.38 Travelling allowance means all allowances granted to an employee to cover the expenses which he incurs in travelling in the interests of the university or on university business.
- 2.39 Transfer from one post to another: The appointing authority may transfer a university employee from one post to another.
- 2.40 Provident Fund: Every full-time employee of the university holding a permanent appointment, become a depositor in the university provident fund scheme in force from time to time.
- A. Teachers who have retired from government service and are appointed in the university shall not be eligible to become depositors to the provident fund.
- B. Every full-time employee including the registrar and teachers of the university except the vice-chancellor, on confirmation shall, as a condition of service become a depositor to the university contributory provident fund scheme in force from time to time.
- 2.41 Work other than that of the office held by an employee:
- c) Remunerative: No full time employee of the university shall undertake any remunerative work without the previous permission of the Board of management or the vice-chancellor.
- Exception: i) In the case of teachers, the Vice-chancellor may grant permission.
- ii) No permission is required for publications embodying one's researches or books of university standard.
- d) Honorary: No full-time employee of the university shall undertake any honorary work without the previous sanction of the vice-chancellor.
- 2.42 Probation:
- i) No person shall be eligible for appointment as a permanent member of the university service without being on probation for the period prescribed by the rules governing appointment thereto or in the order of appointment.
- ii) Suspension or termination of Probation:
- a) Where the rules prescribe a period of probation for the appointment of a full member of the staff, the appointing authority may at any time before the expiry of such period.
- iii) suspend the probation of probationer and discharge him from service for want of a post; or
- iv) At its discretion, by order, terminate the probation of a probationer and discharge him from service without assigning reasons.
- b) Extension of Probation:
- i) If within period of probation a probationer fails to acquire the special qualifications or to pass the special tests, if any, prescribed in the rules or in the order of appointment or serve the period of probation satisfactorily, the appointing authority shall, by order, discharge him from service unless the period of probation is extended being granted for one year at a time.
- ii) Any delay in the issue of an order discharging a probationer shall not entitle him to be deemed to have satisfactorily completed his probation.
- 2.43 Seniority:
- a) The seniority of an employee in a grade shall, unless he has been reduce to a lower rank as a punishment, be determined by the date of his first appointment to

such grade. If any portion of the service of such person does not towards probation under these rules, his seniority shall be determined by the date of commencement of his service which counts towards probation.

b) The appointing authority any at the time of passing an order appointing two or more persons simultaneously to a grade, fix the order of preference among them, and where such order has been fixed, seniority shall be determined in accordance with it.

c) Where the holder any post in a grade is reduced to a lower grade, he shall be placed at the top of the letter unless the authority ordering such reduction directs that he shall take rank in such lower grade next below any specified member thereof.

2.44 Promotion:

b) No member of the university service shall be eligible for promotion from the post to which he was appointed unless he has satisfactorily completed his probation in that post. b) All promotions shall be made on grounds of merit and ability, seniority being considered only where the merit and ability are approximately equal.

CHAPTER 3 – RECRUITMENT OF UNIVERSITY TEACHERS

3.1 SCREENING

3.1.1 Recruitment is normally done twice in a year during April and November.

3.1.2 The number of Vacancies in the different cadres shall be communicated by the HOD with resolution of Departmental committee based on the student strength / existing faculty / resignations or terminations of staff members, to the management for information and approval.

3.1.3 Vacancies shall be advertised by HR through newspapers and university website.

3.14 Screening of applications shall be done by the respective Screening Committee and forwarded to selection committee.

3.1.5 HR will coordinate the entire process of conducting the interview with knowledge of the Registrar.

3.1.6 The applications received will be short-listed based on qualification and experience and the short-listed candidates will be called for personal interview and selection will be made on merit.

3.1.7 Direct interview will be conducted. The Selection Committee shall be constituted by the Vice chancellor as per the guidelines approved by the BOM.

3.2 SELECTION COMMITTEE

Board of Management delegates its power to **Vice Chancellor** for constituting the Selection Committee for the appointment of Professors, Associate Professors and Assistant Professors. The following selection Committee has been constituted:

For Appointment of Professors:

f) Vice Chancellor- chairman

- g) A person nominated by the Chancellor
- h) Dean of Faculty / Head of the Department / chairman, Board of Studies, provided he / she is a Professor.
- i) Three external experts nominated by the Vice Chancellor out of which atleast two experts should present.
- j) Registrar- Member Secretary

For Appointment of Associate Professors:

- f) Vice Chancellor- Chairman
- g) A person nominated by the Chancellor
- h) Dean of Faculty / Head of the Department / Chairman, Board of Studies, provided he / she is a Professor or Associate Professor.
- i) Two external experts nominated by the Vice Chancellor.
- j) Registrar- Member Secretary

For Appointment of Assistant Professors:

- e) Vice Chancellor- Chairman
- f) Dean of Faculty / Head of the Department / Chairman, Board of Studies,.
- g) One external experts nominated by the Vice Chancellor
- h) Registrar- Member Secretary.

3.3 PAY FIXATION

3.3.1 Pay for the selected candidates shall be fixed by the Selection Committee as per the UGC Sixth pay commission norms for the respective post, and as approved by the Board of Management based upon the qualification and experience of the candidate and other achievements.

3.3.2 Higher Pay Packages for exceptionally meritorious and well experienced candidates will be fixed by the Selection Committee subject to the approval of the Vice Chancellor.

Assistant Professor	Rs 15600-39100	+AGP Rs 6000
Associate Professor	Rs 37400-67000	+ AGP Rs 9000
Professor	Rs 37400-67000	+ AGP Rs 10000

3.4 PROMOTION POLICY

PROMOTION CRITERIA

- Eligibility
- Experience as per AICTE Norms
- Seniority

- Additional Qualification Obtained
- Dedication
- Research Publications
- Participations in Faculty Development Programs

CHAPTER 4 – RULES AND GUIDELINES FOR THE TEACHING STAFF

4.1 Hours of work: The regular working hours for the college shall be 8.30AM to 4.00PM with a lunch break between 12.55AM and 01.40PM. Depending upon the exigencies of the work, staff members concerned are expected to be available beyond the office hours indicated above. Saturday and Sundays are normal holidays in a week.

4.2 Attendance: All staff members are required to record their attendance through biometric provided at the Dean's Office in the morning when they come in and in the evening when they go out of college. A maximum of two leave (1CL, 1EL) in a calendar month are allowed.

4.3 Dress Code: All male members of the staff are required to wear full trousers with full-sleeved shirts tucked in, with tie and are expected to be in shoes & uniform supplied to all male faculty. The lady members of the staff are required to be dressed in sari. All have to wear the ID card conspicuously around the neck, in a manner readable by the others.

CHAPTER 5-RESPONSIBILITIES OF THE VICE-CHANCELLOR

The Vice-Chancellor shall be a whole time salaried officer of the Institute and shall be appointed by the Chancellor from a panel of three names suggested by a Search Committee. The composition of the above Committee would be :-

- i. A nominee of the Chancellor of the Institute.
- ii. A nominee of the State Government/Central Government.
- iii. A nominee of the Board of Management.

Provided further that if the Chancellor does not approve of any of these persons so recommended, he shall call for a fresh panel.

The Vice-Chancellor shall hold office for a term of 5 years. He shall not be eligible for reappointment.

Provided that notwithstanding the expiry of the said period of 5 years, he can continue in office till his successor is appointed and assumes office, but not beyond six months.

Provided further that a person appointed as Vice-Chancellor shall retire from office during the tenure of his office of extension, thereof, if any, he completes the age of 70 years.

If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise and in his absence due to illness or any other cause, the Dean or if

there is no Dean, the senior most Professor shall perform the duties of Vice-Chancellor until a new Vice-Chancellor is appointed or as the case may be, the existing Vice-chancellor resumes duties.

- i) The Vice-Chancellor. shall be the Principal and executive officer of the Institute and shall exercise general supervision or control over the affairs of the Institute and implement the decisions of all the authorities of the Institute.
- ii) The Vice-Chancellor may, if he is of the opinion that immediate action is called for on any matter exercise any power conferred upon any authority of the Institute under the Memorandum of Association and the Rules and Regulations/Bye-laws, take such action or proceed to take such action and shall report to the concerned authority on the. action taken by him on such matters.

Provided that if the authority concerned as mentioned in clause (i) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon. shall be final.

Provided further that any person in the service of the Institute is aggrieved by the action taken by the Vice-Chancellor under the said clause he shall have the right to appeal against such action to the Board of Management within 30 days from the date or which such action is communicated to him and thereupon the Board of Management may confirm, modify or reverse the action taken by the Vice-Chancellor.

- iii) The Vice-Chancellor, unless otherwise provided, shall be the Ex-officio Chairman of the Board of Management, the Academic Council and the Finance Committee.
- iv) It shall be the duty of the Vice-Chancellor to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institute are duly observed and implemented and he shall have-all the necessary powers in this regard.
- v) The Vice-Chancellor shall exercise general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various authorities of the Institute.
- VI) All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Vice-Chancellor
- vii) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye..laws and Regulations.

- Viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him by the Board of Management.
- ix) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Management.
- x) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the various bodies of the Institute.

CHAPTER 6-RESPONSIBILITIES OF REGISTRAR

- (a) The Registrar shall be a whole-time salaried officer of the Institute and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following :-
 - 1. Vice-Chancellor Chairman.
 - 2, One nominee of the Chancellor of the Institute.
 - 3. One nominee of the Board of Management.
 - 4. One expert appointed by the Board of Management who is not an employee of the Institute.
- (b) the emoluments and other terms and conditions of service of the Registrar shall be as may be prescribed by the Bye-laws.
- (c) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason the duties and functions of the Registrar shall be performed by such other- person as the Vice Chancellor may appoint for the purpose.
- (d) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council. Planning and Monitoring Board but shall not be deemed to be a member of any of these authorities.
- (e) The Registrar shall be directly responsible to the Vice-Chancellor of the Institute.
- (f) The following shall be the duties of the Registrar
 - i) To be Custodian of the records, the funds of the Institute and such other property of the Institute as the Board of Management may commit to his charge.
 - ii) To conduct the official correspondence on behalf of the authorities of the Institute.
 - iii) To issue notices convening meetings of the authorities of the, institute and all Committees and Sub-Committees appointed by any of these authorities.
 - iv) To keep the minutes of the meetings of all the authorities of the Institute and of all the committees and sub-committees appointed by any of these authorities.
 - v) To make arrangements for and supervise the examinations conducted by the Institute.

- vi) To represent the Institute in suits or proceeding by or against the Institute, sign powers Of attorney and perform pleadings or depute his representatives for this purpose.
- vii) To enter into agreement, sign documents and authenticate records on behalf of the institute,
- viii) To hold in special, custody books. and documents of the Institute.
- ix) To safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute.
- x) To perform such other duties as may be specified in the Rules and Bye-laws or as may be specified by the Board of management.er the Vice – Chancellor from time to time.

CHAPTER 7 - RESPONSIBILITIES OF DIRECTOR-ACADEMICS

- 7.7 The vice-chancellor will appoint/nominate one senior professor as the Dierctor-Academics.
- 7.8 He shall be assisted by a deputy director nominated by the Vice-chancellor from among the teaching faculty for a specific period.
- 7.9 Director-Academics shall look after the academic regulations relating to all courses of study offered by the university.
- 7.10 He shall arrange the Board of Studies meetings of all departments and communicate the resolutions to concerned bodies.
- 7.11 The director Academics shall be responsible for the following
 - a. Academic programmes,
 - b. Time table and evaluation schedule
 - c. Monitoring of teaching/ instruction
- 7.12 The Academic Director will process the files relating to granting equivalency to the degrees awarded by other Universities/ institutions in India and abroad and place them before the equivalency board of the university.

CHAPTER 8-RESPONSIBILITIES OF CONTROLLER OF EXAMINATIONS

- 8.4 Controller of examination is appointed by the vice-chancellor to look after the entire process of examinations and results processing.
- 8.5 When the office of the Controller of Examinations is vacant or when he is by reason of his illness or absence for any other cause unable to perform the duties of the office, the duties of the office shall be performed by the Registrar or by such person as the Vice-chancellor may appoint for the purpose.

- a. Exercise general supervision over conduct of university examinations in a disciplined and efficient manner.
 - b. Arrange for paper setting and printing with strict regard to secrecy.
 - c. Arrange for evaluation and re-evaluation of answer sheets.
 - d. Arrange for the declaration of all the results.
- 8.6 He/she shall be made constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students and any other matter connected with examinations which may, from time to time assigned to him/her by the Vice-Chancellor.

CHAPTER 9 - RESPONSIBILITIES OF DEAN OF SCHOOLS

- 9.11 The Dean is appointed by the Vice-chancellor from among the senior professors of the Departments comes under a defined school. The school consists of the departments running undergraduate and post graduate programme having similar curriculum and use common facilities. The Dean has the following responsibilities.
- 9.12 To co-ordinate among the Departments under the school.
- 9.13 To conduct meetings of the Heads, Chairman BOS to launch new Academic programmes, upgradation of existing programme structure, course description, etc.
- 9.14 Deciding the number of sections, batches for each Theory and Lab. Courses in consultation with respective HOD.
- 9.15 Discussing departmental committee regarding preparation of Time table and Evaluation Schedule of various classes and Courses.
- 9.16 Adherence of Academic Rules by all teaching community of the school.
- 9.17 Follow up of quality of assignments and maintain liaison with Director and Examination cell.
- 9.18 Transparency in continuous Evaluation System.
- 9.19 To guide the HODs in preparation of the Budget Proposal for the departments.
- 9.20 To participate and contribute in the Committees for which they are nominated or selected members.

CHAPTER 10– RESPONSIBILITIES OF HEAD OF DEPARTMENTS

- 10.21 Coordinating the activities of the faculty and supporting staff in the department to offer quality education to the students and achieve the desired vision and mission of university.
- 10.22 Planning and monitoring the overall departmental activities.
- 10.23 Monitoring the Time Schedule for the syllabus coverage, internal tests and opening and closing of semesters.

- 10.24 Arranging for the departmental requirements such as staff, equipments, library books, textbooks and other infrastructure facilities.
- 10.25 Preparing and submitting the annual department budget to the Vice chancellor.
- 10.26 Developing, installing and maintaining department labs.
- 10.27 Convening departmental meetings.
- 10.28 Identifying the brilliant and talented students and encouraging them to pursue for Innovative projects. Identifying the weaker students and arrange remedial/ special class.
- 10.29 Counseling and guiding students.
- 10.30 Identifying and encouraging the faculty to apply for Research projects to different funding agencies to carry out consultancy work and to publish papers in National and International Journals, conferences with high impact factors and to carry out the activities successfully.
- 10.31 Assisting the Vice chancellor, Director Academics in all administrative and other matters.
- 10.32 Reporting to the Dean of respective schools and Director Academics periodically on all matters in respect academics, administration, discipline, research etc.
- 10.33 Organization of and participation in, seminars and continuing education programmes and to arrange for revision of syllabus in coordination with the university.
- 10.34 To become members in professional organizations.
- 10.35 To take necessary steps to develop industry institute interaction.
- 10.36 Encourage the students to attend and present papers in conferences and to publish papers Journals.
- 10.37 Arrange number of continuing education programmes for practicing engineers and Technical staff of the industry.
- 10.38 To check the course files of the teachers and suggest corrective measures.
- 10.39 Maintaining all records as stipulated by NBA/NAAC/ISO for Accreditation.
- 10.40 HOD shall forward the Performance appraisal of all faculty the department with his remarks and submit to the Vice chancellor every year along with his/her self assessment form.

CHAPTER 11 – RESPONSIBILITIES OF TEACHING FACULTY IN THE DEPARTMENT

- 11.12 The teaching load will be allotted by the HOD after taking into the account of the Faculty Member's interests.
- 11.13 Prepare the lesson plan in advance incorporating the teaching methods.
- 11.14 Prepare the assignment topics in compliance with course outcome and PEO's and PO's.

- 11.15 Identify the slow learners and arrange remedial classes.
- 11.16 Prepare quality course material collecting material from better sources.
- 11.17 Keep more academic interactions with student.
- 11.18 Mentoring the students is a part of responsibility.
- 11.19 Be a good researcher and cultivate research as part of academic responsibility.
- 11.20 Motivate students to involve in curricular and co curricular activities.
- 11.21 Take part in all sound development student to become employable/ entrepreneur.
- 11.22 Assist HOD/Dean/Authorities in the administration of the department/ school/university.

CHAPTER 12 – RESPONSIBILITIES OF PLACEMENT & TRAINING OFFICER

- 12.21 To look after the training and placement activities of students.
- 12.22 To have close liaison with industry for placement of students.
- 12.23 To work in consultation with Coordinator, Industry Institute Interaction for Organizing lectures from the Professionals from industry.
- 12.24 To collect feedback from the companies coming for placement.
- 12.25 To Arrange Training programmes for soft skills and for HR and technical skills for the students using institutional and external expertise.
- 12.26 To organize the entrepreneurship workshops.
- 12.27 To prepare Placement Brochures of departments
- 12.28 To invite prospective companies for campus recruitment.
- 12.29 To register students for the placement with prescribed qualifications
- 12.30 To arrange for various facilities required on the date of interview
- 12.31 To collect appointment letters and distribute them to selected students.
- 12.32 To arrange for industrial visits and In-plant training.
- 12.33 To achieve maximum possible placements for the students.
- 12.34 To guide students on various interview techniques, group discussion, aptitude tests.
- 12.35 Periodic conduct for IQ tests.
- 12.36 Arrangement of Personality Development Workshops.
- 12.37 Notification regarding various competitive examinations
- 12.38 To guide students wishing to pursue Higher Education within the country or abroad.
- 12.39 To organize the Faculty Development Programs by the industry experts in association with academic staff college of VTU.

- 12.40 Signing of MoUs with industries for students Training, FDP, research, Guest lecture etc.

CHAPTER 13- RESPONSIBILITIES OF PHYSICAL DIRECTOR

- 13.11 Co-ordinating the activities of the staff of the physical education department in order to ensure effective functioning.
- 13.12 Planning and time scheduling for student's accessibility to the sport/games equipments, grounds and other facilities made available in University.
- 13.13 Preparation and submission of the annual budget to the Vice chancellor.
- 13.14 Organization and conduction of the university level, state level sports/games.
- 13.15 Attending the meeting at the inter university level regarding physical education.
- 13.16 Arranging for the training for physical directors in advance programs.
- 13.17 Suggesting changes and developmental activities in spots/games to the students.
- 13.18 Ensuring overall discipline among all the students participating in sports and games.
- 13.19 Arranging Inter-departmental sports, inter university competitions.
- 13.20 Assisting the Deans in maintaining discipline in the campus.

CHAPTER 14 – RESPONSIBILITIES OF LIBRARIAN

- 14.19 Responsible for overall operating efficiency of the library.
- 14.20 Collection of indents from various departments and processing them for procurement.
- 14.21 Purchase and maintenance of books.
- 14.22 Purchase of suggested new journals and renewal of subscriptions.
- 14.23 Co-ordination and management of the library activities including the staff.
- 14.24 Introduction/ Maintenance of library Automation and Digitization of library.
- 14.25 Selection and recommendation of staff for further training.
- 14.26 Preparation of annual budget of the Library.
- 14.27 Maintenance of good inter-departmental relationship of better co-ordination.
- 14.28 Collection and preservation of statistical records related to library.
- 14.29 Administration of library records.
- 14.30 Furnishing information on all matters relating to library.
- 14.31 Updating the records, books and computers.
- 14.32 Removing the obsolete book materials in consultation with the concerned department, securing the soiled through rebinding, and binding arrangements of important back volumes.
- 14.33 Ensuring maximum utilization of library facilities

- 14.34 Maintenance of discipline and decorum inside the library.
- 14.35 Planning for changes and reorganization whenever need arise.
- 14.36 Arranging annual stock verification.

CHAPTER 15 – RESPONSIBILITIES OF TECHNICAL STAFF

- 15.19 Assisting in installation, operation and maintenance of laboratory equipments and their calibrations.
- 15.20 Assisting in scheduling and conduction practical and drawing classes. Helping the students to provide the tools/materials/equipment to carry their practices.
- 15.21 Helping in indenting and purchasing of stores and consumables for laboratories and Workshops.
- 15.22 Helping the faculty in research, consultancy and testing works in respect of projects. Assist the students to carry their mini/major projects.
- 15.23 Assisting the faculty in matters relating to design, fabrication and computer work.
- 15.24 Helping for the supply of water and electricity in the campus.
- 15.25 Assisting in the operation of telephones, intercom, Internet and Audio Visual aids.
- 15.26 Taking specific responsibilities at the time of organizing of function, workshops and seminars specially assigned to him/her.

CHAPTER 16- RESPONSIBILITIES OF ACCOUNTS OFFICER

The Finance Officer shall be whole time .salaried officer of the Institute and shall be appointed by the Board of Management. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by the Bye-laws.

The Finance officer shall work under the supervision of the Vice-Chancellor and is accountable to the Board of Management through the Vice-Chancellor. He would be the Ex-officio non- Member Secretary of the Finance Committee . He would be an advisor to the Vice-Chancellor for financial matters,

The Finance Officer shall:

- 15.27 exercise general supervision over the funds of the University and shall advise it as regards its financial policy;
- 15.28 perform such other financial functions as may be assigned to him by the Board of Management or the Vice Chancellor or as may be prescribed by the Statutes or the Ordinances.
- 15.29 ensure that the limits fixed by the Board of Management for recurring and nonrecurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted.

- 15.30 be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Board of Management;
- 15.31 keep a constant watch on the state of the cash and bank balances and on the state of investments;
- 15.32 watch the progress of the collection of revenue and advise on the methods of collection employed;
- 15.33 ensure that the registers of buildings, land, furniture and equipment are maintained up-to- date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories;
- 15.34 bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and
- 15.35 call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.
- 15.36 Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Board of Management for any money payable to the University shall be sufficient discharge for payment of such money.

CHAPTER 17 - DUTIES AND RESPONSIBILITIES OF HOSTEL WARDEN :

- 17.14. The Warden shall allot rooms to the students and maintain a list of students along with permanent addresses of parents/guardians and such other information as may be required, in a form prescribed by the appropriate authority.
- 17.15. The warden should consider Welfare of and discipline amongst the residents in the Hostel and to maintain daily record of the resident students such as students present each day, students absent from the Hostel together with reasons for absence.
- 17.16. Wardens should ensure that no ragging takes place in the hostels and maintain a ragging free Hostel
- 17.17. Oversee health, hygiene and general life of the students in the Hostel and to ensure that the students observe the Regulations and discipline in accordance with the rules framed thereof.
- 17.18. They should report to the Registrar in all cases of misbehavior, indiscipline and illness of students residing in the hostel.
- 17.19. Safe custody and maintenance of such properties of the concerned hostel as are entrusted for their repairs within the funds allotted and norms laid down by the University authorities for the same.
- 17.20. The Warden shall have the right to inspect all rooms of the hostel.
- 17.21. The Wardens shall have administrative control over the staff assigned to the hostel.
- 17.22. The Warden shall be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.
- 17.23. The Warden shall be responsible for the proper up keep and maintenance of such properties of the concerned Hostel, as are under his/her charge;

- 17.24. The Warden shall maintain and check the Resident Student's Register and the Guest Room Register.
- 17.25. The Warden shall take disciplinary action against a resident student for keeping any unauthorized guest / material in his / her room. The warden shall immediately inform the Director Student affairs of any such indiscipline and the Director student affairs will be responsible to ensure proper disciplinary action is taken as per the procedure.

CHAPTER 18 – CLASS ROOM TEACHING

- 18.15. Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan for theory/tutorial/lab as per academic calendar.
- 18.16. The Faculty Member should get the lesson plan and course file approved by HOD and Dean. The course file consists of preface CEO and CO, syllabus, model question paper, notes, handouts, test / exam question papers, two model answer scripts for each test / exam, Assignments, minute paper, feedback analysis report.
- 18.17. The Faculty member's Diary must be regularly updated and put up for the inspection every month by HOD / Vice chancellor as the case may be.
- 18.18. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- 18.19. The Faculty Member should engage the full 50 minutes(as per time table) and should not leave the class early.
- 18.20. The Faculty Member should make use of Power Point Presentation, Models, and smart boards etc. as teaching aids.
- 18.21. The Faculty Member should encourage students to clarify the doubts and to ask questions.
- 18.22. The Faculty Member should get the feedback from the students and act / adjust the teaching appropriately.
- 18.23. The Faculty Member should take care of academically backward students and pay special attention to their needs by conducting special classes.
- 18.24. In problem oriented subject, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least one week in advance of actual class.
- 18.25. The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- 18.26. The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- 18.27. The Faculty Member should motivate the students and bring out the creativity / originality in the students.
- 18.28. The test papers must be corrected within three days from the date of examination and allow the students to verify valuation. Marks have to be submitted to the HOD for forwarding to Vice chancellor with remarks.

CHAPTER 19 – LABORATORY

- 19.7. The Faculty Member going for Laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- 19.8. Whenever possible, additional experiments to clarify or enlighten the students must be given.
- 19.9. The lab observations/records must be corrected then and there or at least by next class and instruct the students.
- 19.10. The laboratory manuals shall be prepared and maintained by the lab in charge.
- 19.11. Maintenance and Calibration of instruments/equipment shall be carried out periodically.
- 19.12. Licenses of software packages shall be renewed.

CHAPTER 20 – TEST / EXAM

- 20.5. Faculty members having invigilation duty should report to the COE atleast half an hour before the commencement.
- 20.6. During Invigilation, the Faculty Member should be continuously moving around. He / She should not sit in a place for a prolonged time. He / She should watch closely so that nobody does any malpractice in the exam / test.
- 20.7. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the Chief Superintendent. (Coordinator and HOD concerned in the case of cycle test / Model Examination).
- 20.8. The Faculty Members should be very fair and impartial in awarding of internal marks to the students or in selecting the outstanding students of the department/university and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations etc.

CHAPTER 21– SPECIAL INCENTIVE TO FACULTY

Special incentive is given as per UGC sixth pay performance self appraisal 2010 for publication in journal/ conference / publication of books/R&D.

21.1 RESEARCH / PUBLICATIONS

21.1.1 NATIONAL EVENTS

- The faculty is encouraged to participate/ present quality publications and university will provide Deputation for presenting papers that are accepted for both presentation in the event and for publication in the proceedings.
- Selection based on peer review of full paper. Evidence to this effect should be produced.

- Event registration and TA/DA as applicable will be provided.
- Absence will be treated as on duty.
- Preference will be given to those invited to chair sessions.

21.1.2 INTERNATIONAL EVENTS

- Deputation only for presenting papers selected after peer review of full paper for presentation and for publication in the proceedings. Evidence to this effect should be produced.
- Registration fee, 100% TA and DA will be given to each teacher. To such deputation, the paper presenters should return back and serve the institution (university) for at least two years; otherwise the sanctioned amount is to be refunded to the Institution (university).
- Preference will be given to all faculties on the recommendation of HOD/Dean and approval from vice chancellor.
- However in the case of those who have funded projects, the above conditions may be relaxed and the fund available in the sponsored project may be used with the prior approval of the Vice chancellor and the Management.

21.1.3 FUNDED PROJECTS

- 5% of the value of Research project will be given to investigate from the university.
- 50% of the consultancy will be given to the faculty involved in the consulting work.

21.1.4 PUBLICATION OF RESEARCH PAPERS.

- Incentive of Rs 10,000 will be given to the author of a research publication with scopus index.

21.1.5 PUBLICATIONS OF TEXTBOOKS

- For every good textbook published in the relevant subjects, the authors of the book will be given an incentive of Rs.10, 000/-.

21.2 DEPUTATION FOR HIGHER STUDIES

Faculty members deputed for the PG studies will be required to execute a service bond for 3 years from the date of obtaining the provisional certificate. If they leave the service before the end of the bond period, they will pay the salary for the reminder period not served.

The faculty so deputed for Ph.D programs will execute a service bond to serve for 3years from the date they complete their viva-voice examination. If they leave the service before the expiry of such bond period, they will have to pay the reminder of salary of such period of default.

Deputations for all the above programs will be based on merit, contribution made in the university and also the seniority position of the staff in the department.

21.3 CASH INCENTIVE FOR Ph.D scholars.

- Assistant Professors and Associate Professors in Engineering and S & H will get monetary benefit of Rupees 3000/- per month respectively and 15 days "ON DUTY" for the academic year.

21.4 CASH INCENTIVE FOR SENIOR FACULTY:

All faculty/ staff who complete 10 years of service in the University will be provided one month additional pay named as 13th month salary.

CHAPTER 22 – RESIGNATION / TERMINATION OF SERVICE

- 22.5. The staff shall have to tender his / her resignation by giving two months notice or two months' salary in lieu thereof. The notice shall be co-terminus with the end of the semester / academic year.
- 22.6. The Vice Chancellor has the power to terminate the services of a member of the university for any of the following reasons:
- a) Serious misconduct and willful negligence of duty
 - b) Gross insubordination
 - c) Physical or mental unfitness
 - d) Participation in any criminal offence involving moral turpitude
- 22.7. In such termination cause, rule 22.1 shall not be applicable and the staff member shall not be eligible for any terminal benefits.
- 22.8. The newly selected faculty should serve at least for one full year. No staff member is eligible to draw vacation salary if he resign during the vacation period.

CHAPTER 23 – CASUAL LEAVE AND EARNED LEAVE

- 23.4. Each Faculty member may avail himself / herself 12 days of casual leave in an academic year and 1 earned leave for every 22 days of actual service. Whenever faculty avail casual leave / earned leave they must make alternate arrangements for their class work / invigilation work and indicate the same in the leave letter.
- 23.5. Casual leave can be availed after obtaining the prior approval. Last minute application for CL must be avoided as far as possible.
- 23.6. Casual leave may be combined with weekly holidays or other specified holidays. However, the total period of absence from the duty at a time on account of such leave shall not exceed nine days including holidays.

CHAPTER 24 – VACATION AND OTHER EXTRA ORDINARY LEAVE

- 24.6. A confirmed employee from the teaching faculty is entitled to a total of 25 days of vacation in a year (out of which 10 days will be during winter and 15 days during summer), to be regulated by the Vice chancellor as per the needs of the University.

- 24.7. Casual leave cannot be clubbed with vacation. Any absence during vacation is treated only as vacation.
- 24.8. Staff members availing themselves of vacation should indicate in writing the period of vacation and also give their vacation address. Normally, they are expected to be available at least one week before the university reopens. All teachers should be available in the university on the last working day and on the reopening day.
- 24.9. In extraordinary cases, employees who have exhausted all other leave at their credit may be permitted to take leave on loss of pay (LOP) and all allowances, at the discretion of the Vice-chancellor. However continuity of service will not be affected, if such a leave has been granted for pursuit of higher studies or for research.
- 24.10. Special casual leave for special occasions like the employee's wedding or other such important functions may be granted at the discretion of the vice-chancellor, for a period not exceeding 10 working days, for an employee whose services has been confirmed.

CHAPTER 25 – MATERNITY LEAVE

Women Employees are eligible for maternity leave not exceeding 90days. Such maternity leave will be available only for a maximum of 2times during the service of the employee. Extension beyond 90days, the leave on LOP can be taken at the approval of the Vice-chancellor based on the merit of the case.

CHAPTER 26 – COMPENSATORY LEAVE

For every day of work on declared holidays, one day compensatory leave will accrued for all employees who could not avail those holidays on the account of special work assigned by the HODs /Director Academics / Vice chancellor / Management. Compensatory leave has to be availed within a month and cannot be carried forward to subsequent years.

Whenever the employee does not report back for duty after availing the sanctioned leave subject to the limits specified above, the entire period of absence of the employee including the sanctioned period of leave will be treated as leave on loss of pay.

CHAPTER 27 - ON DUTY LEAVE

- 27.4. On duty permission will be granted only with the prior permission in writing from the Head of the Department and subject to approval by the Vice chancellor. The staff must also sign the register maintained for availing On Duty in the office and also in the attendance Register kept in the department.
- 27.5. Those who are doing part time (M.E and Ph.D.) degree courses can write university examinations availing "ON DUTY" leave on the days of University Examinations.
- 27.6. If University external practical and university valuation works fall during vacation period, such duties will be counted against their vacation account.

CHAPTER 28-CONDUCT AND DISCIPLINE

28. a) CONDUCT

- 13) Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of the University.
- 14) Every employee shall abide by and comply with the rules and regulations of the university and all orders and directions of his superior authorities, under whose supervision or control, he is placed.
- 15) Every employee shall extend utmost courtesy and attention to all persons with whom he is to deal in with the course of his duties.
- 16) Every employee shall endeavor to promote the interest of the university and shall not act in any manner prejudicial thereto.
- 17) No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, assist, in any other manner any political movement or activity.
- 18) No employee shall join, or continue to be a member of association the objectives or activities of which are prejudicial to the interests of the sovereignty of India or public order or morality. If any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the university shall follow the decision taken by the State Government.
- 19) No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
- 20) An employee of the university shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his/her duties at any time is not affected in any way by the influence of such drink or drug.
- 21) Obligation to maintain secrecy every employee shall maintain the strictest secrecy regarding the college's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the university's staff, unless compelled to do so by superior officer in the discharge of his duties
- 22) An employee of the university shall not, without the prior permission of the Vice Chancellor engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage solicit or seek any outside employment or office while on duty on leave, whether stipendiary or honorary.
- 23) No employee of the university shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the university, except with the prior permission of the Vice Chancellor.
- 24) An employee shall not solicit or accept any gift from a constituent of the university or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the university.

27. b) DISCIPLINE

- 5) The Vice Chancellor or any other competent authority shall place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

- 6) An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of this detention/ conviction by an order of the Vice Chancellor and shall remain under suspension until further orders.
- 7) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- 8) In a case where in a number of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Vice Chancellor got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an inquiry by a committee constituted by the Vice Chancellor.

CHAPTER 28-REPEAL

When these Rules come into force, the existing Service Rules stand repealed.

CHAPTER 29- UNDERTAKING BY THE MEMBER

Every member of the faculty should carefully read and understand the above “**Duties and Responsibilities**” and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give undertaking as given below:

“I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of Vel Tech Rangarajan Dr.Sagunthala R&D Institute of science and Technology”.

Signature:

Name & Designation:

Date:

CHAPTER – 30

30.1 SELF ASSESSMENT FORM FOR FACULTY

Thiru/Tmt./Selvi./Dr.....
 is submitting self assessment form for the period ending

1.(a)	Designation	:
(b)	Date of birth and Age	:
(c)	Pay and scale	:
(d)	Institution	:
(e)	Department	:
2.	Date of joining present post	:
3.	Academic qualification	:

4.	Membership :					
5.	Examination results :					
Sl. No	Subjects taught	No. of contact hours per week (semester wise)*	No. of students who appeared for the University Exam	No. of students declared to have passed	Percentage of Pass	Remarks if any
6.	State contributions made by you in : One or more of the following during the period under report					
(i)	Laboratory or workshop development / : manuals preparation					
(ii)	Preparation of models , demonstration : equipment and other teaching aids					
(iii)	Short courses conducted :					
7.(a)	No. of students who have obtained research degrees under the guidance of staff members :					
(i)	Ph.D :					
(ii)	P.G. Degree :					
(b)	Number registered for research under the : guidance of the staff member for the period under review					
(i)	Ph.D :					
(ii)	P.G. Degree :					
(iii)	P.G. Diploma :					
(iv)	Undergraduate (Project work) :					
(c)	Paper published(attach reprints if available) : for the period of review					
(d)	Research instrumentation / apparatus : innovated (attach photographs) during the period under review					
(e)	Number of funded projects with amount : and other details					
8.(a)	Any additional qualification acquired during : the period under report; give details					
	Have you published or are you engaged in :					

(b)	writing any book or guide during the period under report; if so give details
(c)	State membership in committees connected with your professional work during the period under report :
(d)	State conference or seminars in which you have participated/ organized during the period under report; give details :
(e)	Are you engaged in any consulting Work? If so give particulars. :
(f)	Any other contribution not covered in items (a) to (e) of this item :

Note: For the items (a) to (e), use additional sheets if required for providing full information.

9.	Pastoral functions such as wardenship, NCC/NSS Sports, fine arts, students activities etc. during the period under report. :
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Station:
reported on
Date:

Signature of the faculty

(Name in Block Letters and Designation)

1c -PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) AS PER UGC GUIDELINES

FACULTY APPRAISAL RULES

APPENDIX IV

MODEL PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) PROFORMA FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS BASED ON THE ACADEMIC PERFORMANCE INDICATORS (API) DEVELOPED BY UGC – TO BE ADOPTED BY THE UNIVERSITY CONCERNED

SECTION – A: GENERAL

1	Name & Designation of the faculty	
2	Name of the Department / Centre of University / College	
3	Name of the University / College with communication address	
4	Communication Address / Email / Telephone / Mobile of the faculty	
5	Year of Performance Appraisal	

SECTION - B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

	Nature of Activity	Maximum Score		
CATEGORY I (A)	ESSENTIAL	API Score Allotted	Self- Appraisal Score	Verified API Score
1	Lectures taken as percentage of lectures allocated (100% compliance = 20 points)	20		
2	Seminars, tutorials, practicals, contact hours undertaken as percentage of those actual allocated (100% compliance = 20 points)	20		
3	Lectures or other teaching duties in excess of UGC norms (1hour excess per week : one point)	10		
4	Imparting of knowledge / instruction <i>vis a vis</i> with the prescribed material (Text book / Manual etc) and methodology of the curriculum (100% compliance = 20 points)	20		
5	College / University examination duties (Question paper setting and evaluation of answer scripts) as per duties allotted. (100% compliance = 10 points)	10		
6	College / University examination / Evaluation duties for internal / continuous assessment work as allotted (100%	10		

	compliance = 10 points)			
7	Additional examination work such as coordination, invigilation, flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10		
CATEGORY I (B)	DESIRABLE			
1	Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement. a. ICT Based Teaching material:10points/each b. Interactive Courses : 5 points/each c. Participatory Learning modules: 5 points/each	10		
2	Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity : 5 points)	10		
3	Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10		
4	Developing and imparting specialized teaching-learning programmes in physical education, library ; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points)	10		
5	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop / Training course : 10 points each (b) Popularization program : 5 points each	10		

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES

	Nature of Activity	Maximum Score		
CATEGORY II (A)	CO-CURRICULAR AND EXTENSION ACTIVITIES	API Score allotted	Self-appraisal Score	Verified API Score
1	Contribution to Corporate life in Universities/colleges through meetings,	10		

	popular lectures, subject related events, articles in college magazine and University volumes. a. ICT Based Teaching materials : 10 points each b. Interactive Courses : 5 points each c. Participatory Learning modules : 5 points each			
2	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity. a. Field studies / Educational tour : 5 points each b. Industry – implant training : 5 points each c. Placement activity : 5 points each	10		
3	Community Service, Social Orientation and other Student Mentoring Activities through NSS/NCC/NSO/other Governmental and non-Governmental channels (Each activity 5 points each)	10		
4	Students and Staff Related Socio Cultural and Sports Programmes (intra/interdepartmental and intercollegiate) a. Intra departmental : 1 point each b. Inter department : 2 points each c. Inter college : 3 points each d. Inter university : 5 points each	05		
5	Professional Ethics and Campus Development Activities like Institutional infrastructure projects, Co-curricular student educational programme like Environmental Education etc and value based programmes, and Programmes in the TV/Radio Channels. (Each activity 1 point each)	05		
CATEGORY II (B)	PROFESSION-RELATED CONTRIBUTION			
1	Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator and any other membership of institutional committees a. Vice Principal / Dean / Director : 3 points each b. Warden / Bursar / School Chairperson / IQAC coordinator : 2 points each c. Member of syndicate / Governing council : 5 points	10		

	each d. Member of Academic council / Senate : 3 points each e. Member of other college / university level committees : 1 point each			
2	Membership in profession related committees at state and national level a. At national level : 3 points each b. At site level : 2 points each	10		
3	Participation in subject associations, conferences, seminars without paper presentation (Each activity : 1 point)	05		
4	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points)	05		
5	Membership of professional associations committees, Boards of Studies, editorial committees of journals / institutional publications. (Each activity : 2 points)	05		

CATEGORY-III: RESEARCH AND RELATED CONTRIBUTIONS

Sl. No.	APIs	Engineering/Agriculture/ Veterinary Science/ Sciences/Medical Sciences	Faculties of Languages Arts/ Humanities/ Social Sciences/ Library/ Physical education/ Management	Max. points for University and college teacher position		
				API Score allotted	Self-appraisal Score	Verified API Score
III(a)	Research Publication (Journals)	Refereed Journals with impact factor 1.0 and below 2.0	Refereed Journals which are indexed publications with Impact factor less than one	20 / Publication		
		Refereed Journals with impact factor 2.1	Refereed Journals with impact factor	30 / Publication		

		and below 5.0	1.0 and below 2.0			
		Refereed Journals with impact factor 5.1 and below 10.0	Refereed Journals with impact factor 2.0 and below 5.0	40 / Publication		
		Refereed Journals with impact factor less than one indexed	Refereed Journals which are not indexed without any impact factor	15 / Publication		
		Vernacular & Indian language journals in all disciplines without any impact factors included in the list of journals prepared by the university and hosted in its website	Vernacular & Indian language journals in all disciplines without any impact factors included in the list of journals prepared by the university and hosted in its website	10 / Publication		
		Non impact factor National level research papers in non-refereed/ journals but having ISBN/ISSN numbers and the list of journals prepared by the university and hosted in its website.	National level research papers in non-refereed/non Journals but having ISBN / ISSN numbers and the list of journals prepared by the university and hosted in its website.	10 / Publication		
		Full papers in conference proceedings, etc. (Abstracts not to be included)	Full papers in Conference proceedings, etc. (Abstracts not	(b) 10 / Publication		

			to be included)			
III (b)	Research Publications (books, chapters in books, other than	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers	50 /sole author; 10 /chapter in an edited book		
	refereed journal articles)	Subjects Books by National level publishers / State and Central Govt. Publications with ISBN / ISSN numbers	Subject Books by / national level publishers / State and Central Govt. Publications with ISBN / ISSN	25 /sole author, and 5/ chapter in edited books		
		Subject Books by Other	Subject Books by	15 / sole		
		Chapters in knowledge based volumes by Indian / National level publishers with ISBN/ISSN numbers & with numbers of national & international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers & with numbers of national & international directories	5 / Chapter		
III(C) RESEARCH PROJECT						
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects Amount mobilized with grants above 5.0 lakhs	20 each Project		
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 4.00 lakhs up to Rs. 5.00 lakhs	15 each major Project		

		(c) Minor projects from central / state funding agencies with grants below 5.0 lakhs	Minor projects from central / state funding agencies with grants below 4.00 lakhs	10 each minor Project		
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.5.00 lakhs	Amount mobilized with minimum of Rs.1.lac	10 per every Rs.5.0 lakhs and Rs.1.0 lakh respectively		
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 each minor project		
III (C) (iv)	Projects Outcome / Outputs	Patent / Technology transfer/ Product / Process	Policy document of Govt. Bodies at Central and State level	30 each output or outcome for National patents etc / 50 each for International patents etc.,		
III(D) RESEARCH GUIDANCE						
III (D) (i)	M.Phil.	Degree awarded Thesis submitted	Degree awarded Thesis submitted	5 / each candidate 2 / each Candidate		
III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10 / each candidate		
		Thesis submitted	Thesis submitted	7 / each candidate		

				e		
III(E) TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS						
III (E) (i)	Research Methodology / Workshops Or Conferences / Seminars & Symposia	a. Research Methodology course (not less than three weeks) / Workshops of not less than one week duration.	a. Research methodology course (not less than three weeks) / workshops of not less than one week.	20 / each Event		
		b. International conference / Seminar / Symposia	b. International conference / seminars / symposia	20 / each		
		c. National conference / Seminar / Symposia	c. National conference / seminars / symposia	10 / each		
		d. State level / university / college level seminar / conference / symposia	d. State level / university / college level seminar / conference / symposia	5 / each		

III(E) (ii)	Papers in Conference s/ Seminars/ workshops etc.*	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in			
		a) International / Foreign conference etc.,	(i) International / Foreign conference etc.,	7.5 Each		
		b) National	a) National	7.5 each		
		c) Regional /State level	10 Regional / State level	5 each		
		d) Local –University / College level	5 Local – University / College level	3 each		
III(E) (iv)	Invitations for conference s/seminars /	a. International/foreign	b. International/foreign	10 /each		
		c. National	d. National	7.5 /each		
		e. State	f. State	5 /each		

	workshops / symposia to deliver lectures/and/or chair sessions	level/Regional g. University/College level Endowment lectures	level/Regional h. University/College level Endowment lectures	5 /each		
III (F) Awards / Honours / Recognitions / Fellowship titles / Post-doctoral Research degrees like D.Sc., D.Litt., LLB etc.,						
III(F) (i)	Discipline specific Awards	a. Awards by Foreign universities / Accredited International Bodies	a. Awards by Foreign universities / Accredited International Bodies	50 /each		
		b. National: by UGC, CSIR, DST, DBT, ICAR & other Government bodies and Professional Academies like Bhatnagar Award etc.,	b. National: by UGC, ICSSR, ICCR, Sahitya Academy and Professional Academies like Gnana-peet award etc.,	50 /each		
		c. State/university level	c. State/university level	20 /each		
		d. Regional / local	d. Regional / local	10 /each		
III F (ii)	Honours/ Recognitions	a. Foreign countries / Governments & International bodies like UNESCO etc.,	a. Foreign countries Governments & International bodies like UNESCO etc.,	50 /each		
		National like Padma Sri etc.,	National like Padma Sri etc.,	50 /each		
		State level/university level	State level/university level	20 /each		
		Regional / local by GO/NGOs/Rotary/ Lions etc.,	Regional / local by GO/NGOs/Rotary/ Lions etc.,	5 /each		
		Professional	Professional	5 /each		

		Subject Based associations	Subject Based associations			
III F(iii)	Fellowship Titles	Foreign universities/bodies like FRCP, FRCS etc.,	Foreign universities/bodies like Trinity title etc.,	50 /each		
		Indian Science & other Academies like Fellow of Indian National Science Academy FNA, FNASC, FAMS etc.,	Indian Academies of Languages, Arts etc.,	50 /each		
		Discipline specific National level Associations	Discipline specific National level Associations	10 /each		
III F(iv)	Post-doctoral degrees	D. Sc from an university based on post-doctoral thesis	D. Litt from an university based on post – doctoral thesis / LLD	50 /each		

The incumbent teacher other academic staff or the candidates applying for direct recruitment shall follow the norms prescribed in Appendix III – Table I to III while filling up this PBAS proforma and providing the self appraisal score. The self appraisal score to be given by the applicant based on evidences criteria which would be verified by the screening – cum Evaluation committee / Selection committee at the appropriate level of CAS promotion.

Signature of the faculty with

Forwarded by:

Designation, Place & Date

Signature of HOD / School
Chairperson /

Principal

31. QUALIFICATIONS

Faculty are recruited based on the qualification prescribed by the AICTE – Approval Process Handbook JAN 2010.

PROGRAM	CADRE	QUALIFICATIONS	EXPERIENCE
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Engineering /Technology	Assistant Professor	BE / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B Tech or ME / M Tech	
MCA	Assistant Professor	BE / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B Tech or ME / M Tech OR BE / B Tech and MCA with First class or equivalent in either BE / B Tech or MCA OR MCA with first class or equivalent with two years relevant experience.	
Management	Assistant Professor	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable	
All Program	Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD Student is highly desirable.	Minimum of 5 years experience in teaching and/or research and/or Industry of which at least 2 years shall be post PhD is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered Valid.
All Program	Professor	Qualifications as above that are for the post of Associate Professor, as Applicable. Post PhD publications and guiding	minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at

		<p>PhD students is highly desirable.</p>	<p>the level of Associate Professor.</p> <p>OR</p> <p>minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection Committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members in Selection committee.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p>
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9. GENERAL RULES RELATING TO ADMISSION

- a) The University shall be open to the persons of either sex and of whatever caste, creed, race or class, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to

entitle him to be to be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof.

- b) The University shall maintain an all- India character and high standards of teaching and research and shall admit students strictly on merit as determined through a common national level entrance examination conducted by the University either individually or jointly with other universities.
- c) The common national level entrance examination shall be aimed at assessing knowledge, comprehension and aptitude of the student to pursue higher studies and merit of the candidates shall be determined by a composite score based on the marks scored in written test, past academic performance, viva, group discussion and personal interview.
- d) The academic calendar and commencement of classes for all Programmes of Studies shall be in accordance with the guidelines/regulations issued by the UGC and/or other national level regulatory bodies as issued and amended from time to time.
- e) The minimum and maximum duration of Programmes of Studies shall be prescribed by the Academic Council in conformity with requirements of regulations prescribed by the UGC and other national regulatory bodies from time to time and shall be notified in the Prospectus.
- f) No candidate, pursuing a full-time programme of study in the University shall be allowed to take up a job without prior and explicit permission of the University.
- g) No student pursuing full time Programme of Study in the University shall be permitted to take any other regular examination leading to another degree of this University or any other education institutions. However a student would be eligible to take courses under Career Oriented Proficiency/Certificate/Diploma Programmes of simultaneously either from VTU or any other university/ educational institution/board etc.
- h) If at any time it is discovered that a candidate has made a false or incorrect statement or has furnished false or incorrect information or has used any other fraudulent means have been used for securing admission his / her name shall be removed from the rolls of the University.

9.2) Application for Admission

- a) All admissions shall be based on the applications received in response to the admission notification and issue of Prospectus. The University shall, publish its Prospectus, as approved by the Board of Management on the recommendation of Academic Council.
- b) Applications for admission must be accompanied by a non-refundable application fee in the form of an Account Payee Bank Draft/ Pay Order (payable to the Vel Tech Rangarajan Dr.Sagunthala R&D Institute of Science & Technology) or receipt of remittance of cash transfer to the University through designated channels or Cash Receipt obtained from the designated Banks.
- c) University will have a single common application form for admission to all programme of studies at a particular level i.e. a single common form for all programme of studies at the Undergraduate (UG) Level, a single common form for all programme of studies at the Postgraduate (PG) and a single common form for

admission in Ph.D

- d) Applicants for admission shall be required to indicate their choices of Programme of Studies in order of their preference in their application form and that the admission shall be made strictly on the merit of based on the composite score of the selection criteria in accordance with the preference of the applicants.

9.3) Prospectus:

- a) The prospectus shall be published on the website of the University, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements in the prominent national dailies. Printed copies of the prospectus may also be available along with the application forms for admission at a nominal price. Price of Prospectus and application fee shall be prescribed by Board of Management on the recommendation of the Academic Council
- b) Content of the Prospectus, shall be such as approved by the Board of Management on the recommendation of the Academic Council, and will broadly contain, at least, the following:
 - i) the number of approved intake/seats and the commencement and the receipt of application for each programme of study for the academic year for which applications for admission are invited.
 - ii) procedure for the issue and receipt and submission of application forms for admission including the dates and timings of the issue and receipt of Admission forms
 - iii) the conditions of eligibility including the minimum prescribed educational qualification and minimum and maximum age limit of persons for admission as a student in a particular programme of study, where so specified by the institution.
 - iv) the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test.
 - v) each component of the fee, deposits and other charges payable by the students admitted to the University for pursuing a course or programme of study, and the other terms and conditions of such payment.
 - vi) the percentage of tuition fee and other charges refundable to a student admitted in the University in case a student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to that student as per the stipulated regulations of UGC.
 - viii) information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library and hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution.
 - ix) broad outline of the syllabi specified for every programme of study, including the

teaching hours, practical sessions and other assignments.

- x) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution including provisions relating to the prohibition of ragging of any student or students

9.4) Reservation of Seats in Admission:

- a) The University shall follow reservation in admission as mandated by University grants commission
- b) If the seats remain vacant which are reserved, the said seats shall be filled with other categories

9.5) Conduct and Administration of Admission:

- a) The administration, conduct and logistics including maintenance of confidentiality and secrecy and preparation of list of candidates called for interview on the basis of the merit of as applicable, shall be the responsibility of the Admission Officer or of any person specifically appointed by the Vice Chancellor for the purpose. Accordingly, it shall be the responsibility of the Admission Officer to:
 - i) Ensure that the provisions of the Statutes with regard to admission of students are strictly adhered to.
 - ii) Coordinate the task of preparation of the University Prospectus.
 - iii) Issue notification for admission including the date of commencement of the issue and the last date for the receipt of application form.
 - iv) Receive, verify and process application forms received for admission including allotment of roll numbers and issue the admit cards.
 - v) Take care of the logistics and conduct of entrance examination including.
 - vi) obtain the approval of the Vice Chancellor for appointment of paper setter (s), evaluator(s), coder(s) and decoder(s) and get the answer scripts coded, evaluated and decoded by the panel of experts as approved by the Vice Chancellor.
 - ix) Verify and prepare the list of candidates finally selected for admission in various programmes of studies in accordance with the merit of the composite score.
 - x) Notify the list of the selected candidates along with the waiting list and to issue admission and fee slips to the selected candidates for completing the admission formalities.
- xi) allot registration/enrolment numbers to the candidates finally admitted and Forward the names of the candidates admitted to different programmes of studies to the Deans of the Faculties and Heads of the Department concerned

3. PROCEDURE FOR CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES, INSTITUTIONS AND OTHER AGENCIES INCLUDING LEARNED BODIES OR ASSOCIATIONS

1. The University envisages to network and collaborate with other institutions of

repute from India and abroad.

2. The University may network and collaborate with Institutions of higher Education, research institutions, industry, and/or NGOs of National and International repute.
3. The objective of such networking and collaboration shall be to further teaching, research, extension, consultancy aimed at providing opportunities of enhanced learning, hands on experience, cross-cultural dialogue and exchange of ideas for its faculty, research scholars and students.
4. With the above in view, the University may enter into Memorandum of Understanding (MOU) with other institutions of national and international repute.
5. Any proposal received and/or initiated by the University to enter into an MOU with other institutions shall be examined by a Committee comprising the following:
 - a. Director Research
 - b. Two faculty members from the Dynamic Development Department
 - c. The Deans of the Schools concerned
 - d. The Finance Officer
 - e. The Registrar, who shall be the Member Secretary
6. The Committee, referred as above, shall examine the proposal taking into consideration all aspects involving rights and obligations of the University and will make a recommendation as to whether it is in the interest of the University to enter into the MOU.
7. Recommendations of the Committee together with the draft of the MOU shall be placed for the consideration and approval of the Academic Council and Executive Council of the University.
8. All MOUs are to be for a specified time period and shall be reviewed periodically by the Committee for extension/continuation.

4.SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT

- 1) The Vel Tech Rangarajan Dr. Saguntahala R&D Institute of Science and Technology shall be committed to the elimination of all forms of discrimination against women and shall take proactive steps towards gender sensitisation and elimination of sexual harassment.
- 2) In order to take proactive steps and sustained efforts towards gender sensitisation and prevention of workplace harassment of all kind, the University shall have an Apex Committee consisting of the following:
 - a) Three persons, of whom at least two shall be women, from amongst the teachers of the University, to be appointed by the Vice Chancellor, the senior most of the woman member shall be the Chairperson.
 - b) Two persons, of whom at least one shall be a woman, from amongst the non-

teaching staff of the University, to be nominated by the Registrar.

- c) Two persons, of whom at least one shall be a woman, from amongst the Students of the University, to be nominated by the Director of Students' Welfare (DSW).
- 3) The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office or till such time as the Vice Chancellor may decide from time to time.
- 4) The Apex Committee shall, with the approval of the Vice Chancellor of the University:
 - a) evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence;
 - b) promote gender equity, obliterate gender-bias, eliminate discrimination against women, prevent and protect women from sexual harassment and gender-based violence;
 - c) take measures necessary for creating a social and psychological environment for harmonious and healthy relationship at workplace;
 - d) shall design and organise awareness campaigns, gender-sensitisation programmes, orientation and training for sensitising the students, staff and teachers of the University about gender-based discrimination and workplace harassment;
 - e) organise counselling, guidance and help centres aimed at preventing and protecting women against discrimination and sexual harassment;
 - f) frame and issue policies and guidelines of good conduct and behaviour amongst the students, staff, and teachers of the university;
 - g) take suo-motu cognizance of any act of gender discrimination, gender bias and sexual harassment on the campus and direct the Complaint Committee to look into the matter and make their recommendations for their redressal.
- 5) For effective and efficient discharge of the complaints against sexual harassment, the University shall have a University Complaint Committee (UCC) consisting of the following members:
 - a) One of the Members of Apex Committee to be appointed by the Vice Chancellor, who shall be the chairperson.
 - b) Three persons to be appointed by the Vice Chancellor from amongst the women teachers of the University.
 - c) One person to be nominated by the Registrar from amongst the women non-teaching staff of the University.
 - d) The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office or till such time as the Vice Chancellor may decide from time to time.
- 6) The Complaint Committee shall have the rights and duties to:
 - a) receive and register, in strict confidentiality, complaints from students,

staff and teachers of the University and/or from any other person from outside the university against sexual harassment by a student, staff, teacher, service provider of the University;

- b) request the university authorities to initiate necessary action for lodging complaint with the appropriate authorities, in case of sexual harassment by an outsider, i.e., by a person or persons unconnected with the University;
 - c) take cognizance of complaints about sexual harassment, and conduct enquiries, provide assistance and redressal to the victims and recommend penalties and other action to be taken; and
 - d) conduct a formal enquiry against the student/teacher/non-teaching staff /service provider of the University allegedly involved in a case on the basis of its findings during the preliminary enquiry maintaining strict confidentiality.
- 7) Sexual harassment shall include such unwelcome sexual behaviour (whether directly or by implication) as:
- a) Unwanted physical contact and advances;
 - b) A demand or request for sexual favours;
 - c) Making a sexually-coloured remarks;
 - d) Exhibiting/displaying/showing pornography; and/or
 - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- 8) The aggrieved party may lodge complaint of sexual harassment, either in writing or orally, directly to the Vice-Chancellor, or to the Chairperson or to any Member of the Complaint Committee.
- 9) In case the complaint is made orally, the same shall be recorded in writing by one of the Members of the Complaint Committee and shall be read out to the complainant and signed by the complainant and countersigned by the member.
- 10) The complaint received as such or as recorded in writing shall be forwarded to the Complaint Committee for conducting enquiry.
- 11) The Complaint Committee shall hear both the parties involved, i.e., the complainant and the accused in a manner as it may deem appropriate, and determine the course of action that the situation merits.
- 12) The enquiry shall be conducted under the rules and procedures already laid down by the University and will be in conformity with the principles of natural justice.
- 13) The formal enquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC (University Complaint Committee) finds it impractical to dispose off the case within the given time, it will be recorded in writing, and the period may be extended by the Vice Chancellor.
- 14) Depending upon the severity of the case, the University Complaint Committee may
- a) In case of employees of the University, recommend disciplinary action including penalty and punishment as per university rules;

- b) In case of outsiders/service providers to the University, request the university authorities to initiate necessary action for lodging complaint with the appropriate authorities; and
- c) In case of students, the penalty, punishment and disciplinary action against the offender may include:
 - i) Warning
 - ii) Written apology
 - iii) Fine in cash
 - iv) Bond of good behaviour
 - v) Debarring entry into hostel/campus
 - vi) Withholding examination results
 - vii) Expulsion from the university
 - viii) Denial of re-admission