

## PROPOSAL FOR INCREMENT / RETENTION BENEFIT

1. It is proposed to provide 3% increment on Basic and AGP.
2. It is proposed to provide 2% DA on Basic and AGP each year. Additional DA may be announced if necessary.
3. The above proposed increment will have an impact of approximately 4% as compared to previous impact of 4.5%.
4. It is proposed to provide additional 3% increment (Basic + AGP) after completion of three years of service at JECRC under following conditions
  - a. Faculty member of Applied Science must have PhD qualification. They are given one year time for the registration and five year time for the completion of PhD there after their benefit may be considered from the date of completion certificate.
  - b. Associate Professor must have PhD qualification. They are given one year time for the registration and five year time for the completion of PhD there after their benefit may be considered from the date of completion certificate.
  - c. Assistant professor must have M.E. / M.Tech qualification. They are given one year time for the registration and three year time for the completion of M.E. / M.Tech there after their benefit may be considered from the date of completion certificate.

AND
  - d. At least 50% students must have more than 60% marks in the theory subject's the faculty member is delivering.

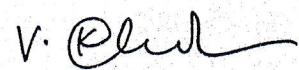
AND
  - e. Publish at least one paper in reputed conference / journal during previous year.

AND
  - f. If someone leaves the service within one year after availing the benefit, he/she has to deposit the whole amount of benefit before leaving.
5. It is proposed to provide two increments (6%) additional increment (Basic + AGP) after completion of five, ten and fifteen years of service at JECRC (taking 1/7/17 as base month and year to all the faculty members) under following conditions
  - a. Faculty member of Applied Science must have PhD qualification. They are given one year time for the registration and five year time for the completion of PhD there after their benefit may be considered from the date of completion certificate.
  - b. Associate Professor must have PhD qualification. They are given one year time for the registration and five year time for the completion of PhD there after their benefit may be considered from the date of completion certificate.
  - c. Assistant professor must have M.E. / M.Tech qualification. They are given one year time for the registration and three year time for the completion of M.E. / M.Tech there after their benefit may be considered from the date of completion certificate.

AND
  - d. At least 50% students must have more than 60% marks in the theory subject's the faculty member is delivering.

AND
  - e. Publish at least one paper in reputed conference / journal.

- (2)
6. There will be additional benefit such as Mobile Number may be provided to all the HOD's, TPO's and Mentors of each semester students.
  7. Faculty members who will complete Five years of service after 1/7/17 and before 31/12/ 17 may be provided retention benefit of 3% in addition to conventional increment only.
  8. Assistant professors, Associate professors and Professors are provided with 5, 7, 10 days of duty leave respectively for taking examination, attending conference and any other academic assignment as assigned.
  9. The faculty members who do not qualify criteria 5 for consecutive three years, retention benefits may be withdrawn.
  10. Faculty member who publish a paper in a reputed conference / journal listed in UGC approved list only will be provided 50% of the registration charges subject to a maximum of Rs. 5000/- (Five Thousand) only.
  11. In case of promotion the next increment date will be the date of promotion. However, in case of any ambiguity the committee will decide the next increment date.
  12. These will not be applied to non teaching staff including class IV servants.



Dr. V. K. Chandna

### Promotion Policy

Under the fitment of proposal and increment retention benefit the faculty members are kept in the pay scale AGP of 6000, 7000, 8000 for Assistant Professors, 9000 AGP for Associate Professors, 10,000 AGP for Professors. The change of AGP for one level to another AGP 6000 AGP 7000 after five years, from AGP7000, AGP 8000 after four years and from AGP 8000 to AGP 9000 after three years as per AICTE. Along with the faculty members who wish to promote to AGP 9000 must have minimum qualifications of Ph.D and must appear in front of Selection Committee for the same.

The above benefits will be applicable if the faculty member have at least 50% points out of 200 self appraisal points.

# Jaipur Engineering College and Research Centre, Jaipur

FACULTY APPRAISAL FORM (Session 2018-2019)

For best faculty award

Total 200 points

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Name of Faculty Member:

Department:

Designation:

| S. No.                | Item Name  | Maximum Points | Points obtained |       |    |       |    |       |   |       |    |                       |                 |    |  |
|-----------------------|--|----------------|-----------------|-------|----|-------|----|-------|---|-------|----|-----------------------|-----------------|----|--|
| 1                     | Academic result 30 points average (90% students having more than 70% : 30 points, 80-89% students having more than 70% result: 27 points, 70-79% students having more than 70% result: 24 points, 60-69% students having more than 70% result: 21, 60-69% students having more than 60% result: 18 points, 50-59% students having more than 60% result: 15 points else ZERO)<br>Example:<br><table border="1" style="margin-left: 20px;"> <tr> <th>Theory Subject</th><th>Points obtained</th></tr> <tr> <td>Sub-1</td><td>30</td></tr> <tr> <td>Sub-2</td><td>27</td></tr> <tr> <td>Sub-3</td><td>0</td></tr> <tr> <td>Sub-4</td><td>18</td></tr> <tr> <td>Average points scored</td><td>75/4 i.e. 18.75</td></tr> </table> <b>No marks for Labs subjects</b> | Theory Subject | Points obtained | Sub-1 | 30 | Sub-2 | 27 | Sub-3 | 0 | Sub-4 | 18 | Average points scored | 75/4 i.e. 18.75 | 30 |  |
| Theory Subject        | Points obtained  |                |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| Sub-1                 | 30   |                |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| Sub-2                 | 27   |                |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| Sub-3                 | 0  |                |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| Sub-4                 | 18   |                |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| Average points scored | 75/4 i.e. 18.75  |                |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| 2                     | Research Publication 20 points average (1 sci indexed publication: 10 points, 1 publication having ISSN number : 5 points, Else ZERO)  | 20             |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| 3                     | Faculty development programme 10 point average (one faculty development programme minimum 5 days attended 5 points, 2 points for attending 2 days workshop, subject to maximum of 10)  | 10             |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| 4                     | International / National conference 10 points average ( 5 points for attending International, 3 points for attending National of repute, 2 points for National conference)   | 10             |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| 5                     | Research grant average 20 points for having grant of more than 5 lakh, if only project submitted to DST/other govt agency: 10 points, subject to maximum 20  | 20             |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| 6                     | Patent 10 points / Product development / startup   | 10             |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| 7                     | New Skills / additional specialization / certification course  | 25             |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| 8                     | Innovation in teaching learning, video lecture, online MOOCs, Online notes uploading, any other 20 points  | 20             |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| 9                     | Technical activity organized   | 5              |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| 10                    | Participation in social responsibility 5 points / activity subject to maximum of 10  | 10             |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| 11                    | Institute level activity organized 5 points, participation 2 points subject to maximum of 5  | 5              |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| 12                    | Any award received, session chair in conference, guest lecture, invited talk, etc.   | 5              |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| 13                    | HOD recommendation maximum 30 points (Departmental responsibility 2 points, NBA related activity 5)  | 30             |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |
| Total                 |  | 200            |                 |       |    |       |    |       |   |       |    |                       |                 |    |  |

Note: HOD will verify the documentary proof.

Signature of Faculty

Signature of HOD

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**JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE**

**HAND BOOK**

**OF**

**RULES & REGULATIONS**

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**Jaipur Engineering College & Research Centre**  
**Sri Ram Ki Nangal, Via-Vatika Tonk Road,**  
**Jaipur – 303 905**

## CHAPTER – 1

### INTRODUCTION

#### **PREAMBLE:**

The courses under Jaipur Engineering College & Research Centre, Jaipur (JECRC) are recognized by the AICTE. The JECRC, Jaipur is affiliated to University of Rajasthan, Jaipur. Being the affiliated institutions, the conditions of services of these institutions are normally governed by the rules framed in this respect by the AICTE/ Rajasthan University / State Government. Additionally, for academic staff the College will also be guided by the relevant rules of the AICTE. Taking this in view, the Jaipur Engineering College & Research Centre, Jaipur has framed a document, which gives the a brief idea of the conditions of service and the benefits attached to the employment etc. Further, the information given in this booklet may be subject to revision from time to time. In addition to the conditions of service, the institutes have made certain procedural guidelines to make the administration more smooth and transparent. These are also included here in this document.

- 1.1 The service conditions shall be applicable to all employees of the Jaipur Engineering College & Research Centre, Jaipur (JECRC). They may be supplemented or amended from time to time based on AICTE/ Affiliating University/ State Government rules. However, the management shall have the right to relax any of the rules.
- 1.2 For any other matters or details relevant to the service conditions of the employees, not specifically covered here, the College shall be guided by the rules, norms and procedures as prescribed by the Rajasthan Government / AICTE/ Rajasthan University from time to time.
- 1.3 Definitions:
  - (a) "Chairman" means the Chairman of the Executive Council
  - (b) "College," means the Jaipur Engineering College & Research Centre, Jaipur / any other college under the domain of Governing Council
  - (c) "Executive Council," means the Executive Body of the college
  - (d) "Funds," means the Funds of the College
  - (e) "Governing Council," means the Governing Body of the college
  - (f) "President," means the President of the Governing Council
  - (g) "Principal," means the Principal of the Jaipur Engineering College & Research Centre, Jaipur
  - (h) "Secretary," means the Secretary of the Governing Council
  - (i) "Society," means the National Society for Engineering Research and Development, Jaipur
  - (j) "Financial Year," means the year commencing from 1<sup>st</sup> April and closing on 31<sup>st</sup> March of the next calendar year.
  - (k) "University," means the affiliating University

- (l) Academic Year means period of academic activity from 1<sup>st</sup> July to 30<sup>th</sup> June of the next year.
- (m) "Faculty" means a teaching staff of the College
- (n) "Employee" means anybody who has been employed by the College either as 'faculty' or on any post covered under 'other staff'
- (o) "University" means Affiliating University
- (p) "Regular Employee" means the faculty or other staff appointed in the prescribed scales of the post either on probation or confirmed one.
- (q) Ad-hoc employee means appointed on ad-hoc basis for specific period either in the scale or with consolidated salary with specific conditions as shown in the appointment order.

NOTE: For teaching positions, the eligibility will be as per AICTE & the affiliating University norms.

## CHAPTER – 2

**APPOINTMENTS AND ITS TERMS AND CONDITIONS****FACULTY STAFF:**

- 2.1 There are various categories of employees at the College. Their salary scales are given separately in this document. Normally, regular appointments particularly as faculty will be made by direct selection by inviting applications through public advertisement. The required qualifications for faculty staff are generally as prescribed by the AICTE.
- 2.2 The regular employees of the institute will be eligible to the Dearness Allowance and other allowances as sanctioned by the BOG of the College from time to time.
- 2.3 The paramount consideration in the appointment or promotion of an employee shall be guided by the desired standards of efficiency, competence and integrity.
- 2.4 Selection and compensation of employees shall be made without distinction as to race, sex, or religion and the same shall be made on competitive basis.

**Terms and conditions of appointment**

The appointments shall be made subject to the following terms:

- 2.5 (a) The terms of appointment provide for termination by a notice on either side of one month. If anyone desires to be relieved prior to the completion of the notice period, he/she will be required to pay to the College an amount equal to his / her salary and allowances for the deficient notice period. However, the management will have the right to waive the notice period.
- (b) Unless waived in part or in full by the appointing authority, there will be a probationary period for three months. At the end of the probationary period, it may be extended by the appointing authority for a period upto one year. The services of an employee on probation can be terminated without notice and without assigning any reason.
- (c) The age of superannuation will be 70 years for the faculty and 62 years for other staff unless extended by the competent authority.

Other service conditions will ~~be~~ generally agree with the norms and executive instructions of the AICTE / Affiliating University / Rajasthan Government and as amended by the College from time to time.

- 2.6 An employee shall not without the previous written permission of the Managing Trustee in the case of Director / Principal and in case of teaching and other staff of the Director / Principal respectively be engaged directly or

indirectly in any trade, business or occupation or any other remunerative or non-remunerative work.

2.7 Besides appointments in regular scale, the appointments of the faculty and staff may be made on fixed terms on ad-hoc or contract basis. These appointments will carry a consolidated salary or salary in the scale. Fixed term appointees are eligible for vacation and it is admissible to one who has completed minimum service of one semester. In case a fixed term appointment gets converted into a regular appointment for various terminal purposes, the continuity of service will be reckoned from the date of the commencement of the term of appointment.

2.8 Pay Scales:

(i) Normally, the pay scales of the faculty will be as per the recommendations of AICTE and as approved by the state Government.

(a) The existing structure of the scales are as under –

| S. No. | Category            | Pay scales                        |
|--------|---------------------|-----------------------------------|
| 1      | Lecturer            | 8000 – 275 – 13500                |
| 2      | Senior Lecturer     | 10000 – 325 – 15200               |
| 3      | Assistant Professor | 12000 – 420 – 18300               |
| 4      | Professor           | 16400 – 450 – 20900 – 500 – 22400 |

2.9 Annual increment will fall due on completion of one year of continuous service.

2.10 Incentives for Higher Qualifications - At the time of recruitment as Lecturers, advance increments may be admissible to those who hold higher degrees as under:

- (a) Two increments will be admissible to those Science / Humanities teachers with M. Phil and to those technical faculty with M.E. / M.Tech.  
(b) A staff will be eligible for two increments as and when he /she acquires a Ph.D. Degree in his / her service career.

2.11 Career Advancement for faculty

The promotions under Career Advancement Scheme will be as per the guidelines given below. All the promotions in career advancement will be "in-situ" basis and therefore the work allocation (teaching load, etc) may remain the same after promotion and additional responsibilities may also be assigned.

**(C) Professor:**

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Assistant Professor after 10 years of service as Assistant Professor. The selection committee for promotion to the post of Professor will be the same as that for direct recruitment.

Some of the desirable activities of candidates for the post of Professors will be as follows -

- (a) Research contribution: books, articles, research papers etc. published (at least four papers in journals required) The best three written contributions of the papers (as defined by her/him) may be sent in advance to the experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the applications.
- (b) Seminars/ conferences attended: must have attended at least 4 seminars/conferences at national or international level or must have attended summer / winter schools (short-term course) of total duration of 4 weeks.
- (c) Significant contribution to teaching / academic environment / project supervision / sponsored projects / institutional corporate life etc.
- (d) Adequate extension and field outreach activities
- (e) Development of course material / monographs
- (f) Participation in continuing education programmes
- (g) Other academic and administrative contributions

**2.12 Career Advancement for Faculty**

- (a) Provides for movement of:
  - (i) Lecturer to Senior Lecturer (Senior Scale)
  - (ii) Senior Lecturer to Assistant Professor
- (b) Calls for promotion under Career Advancement Scheme: The candidate must have consistently satisfactory performance

**Non Faculty**

**2.13 Pay Scales – qualifications of other staff:**

- (i) The other staff there will be of two categories viz. (a) technical staff  
(b) administrative / ministerial staff.
- (ii) The pay scales and qualifications for different technical posts will be on par with AICTE/State Government/ University Rules.
- (iii) Similarly for administrative staff, the same will be on par with university / government rules.

Minimum length of service for eligibility to move into the grade of Senior Lecturer would be four years for those with Ph.D., five years for those with M.Phil, M.Tech and six years for others at the level of lecturer. For eligibility to move into the Grade of Assistant Professor, the minimum length of service as Senior Lecturer shall be five years.

For movement into grades of Assistant Professor and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go upto the level of Senior Lecturer.

An Assistant Professor with a minimum of ten years of service in that grade will be eligible to be considered for appointment as a Professor. The selection committees for Career Advancement shall be same as those for direct recruitment for each category.

The requirement of consistently satisfactory performance appraisal reports shall be the mandatory requirement for Career Advancement from Lecturer to Senior Lecturer and from Senior Lecturer to Assistant Professor.

(A) Senior Lecturer:

A lecturer will be eligible for placement in a senior scale through a procedure of selection, if she / he has:

- (i) Completed 5 years of continues service at the College. However, relaxation of one year and two years respectively, will be given to those with M.Phil, M.E. / M.Tech. and Ph.D.
- (ii) Organization of short term course/conference or research publications will be considered an additional qualification.
- (iii) Consistently shown satisfactory performance.

(B) Assistant Professor:

A senior lecturer will be eligible for promotion to the post of Asstt. Professor if she/he has:

- (i) Completed 5 years of service in the senior scale
- (ii) Obtained a Ph.D. degree or has equivalent published work.
- (iii) Made some mark in the areas of research, quality of publications, contribution to education innovation, design of new courses and curricula and extension activities.
- (iv) Organization of short term course/conference or research publications will be considered an additional qualification.
- (v) Shows consistently good performance.

Promotion to the post of Assistant Professor will be through a process of selection by a selection committee.

**Selection Procedure**

All the vacancies of faculty staff and other staff will be advertised in prominent newspapers. The selection will be done on competitive merit which shall be judged by a duly constituted selection committee.

**NOTE:**

The staff members of the College deputed for any training program / conferences/seminar/workshop etc. has to serve the institute at least for one year after completion of training. In case he /she resigns from the post before completion of the one year, the recovery of the salary & other expenses paid to him / her for training /deputation period would be made.

## CHAPTER - 3

**HOLIDAYS, LEAVE AND VACATIONS**

## 3.1 Holidays:

The College will observe public holidays in a calendar year as fixed by the competent authority. This will be announced at the end of the previous year.

## 3.2 Vacations:

3.2.1 Faculty Staff are entitled to 45 days vacation in a year provided they have joined the College on or before the 1<sup>st</sup> of July. The entitlement will be worked on pro-rata basis for faculty staff joining by end of October. A faculty staff joining after October will not be entitled to any vacation during the current academic year.

3.2.2. Total vacation may be broken up in parts like (1) a week around Dipawali, (2) a week in winter and (3) the remaining in Summer.

3.2.3. For non teaching staff, the vacation entitlement in a full year is 30 days. This also may be broken up in three parts like (1) a week around Dipawali, (2) a week in winter and (3) the remaining in Summer.

## 3.3 Leave:

3.3.1 No holidays or leave shall be claimed as a matter of right by an employee except such holidays or leave as are enforceable by law.

3.3.2 Sundays will be normally treated as holidays.

3.3.3 List of possible holidays will be announced in the beginning of the calendar year. However, at times a holiday / Sunday may be declared as a working day on need basis.

## 3.4 Casual Leave:

3.4.1 A faculty staff shall normally be entitled to 15 days casual leave in a year on accrual basis. The accounting period is from 1<sup>st</sup> of July to 30<sup>th</sup> of June next year.

3.4.2 A non faculty staff shall normally be entitled to 12 days casual leave in a year on accrual basis. The accounting period is from 1<sup>st</sup> of July to 30<sup>th</sup> of June next year.

3.4.3 An employee can normally avail of 1 day's casual leave in a month during the probation period provided that he has at least 20 days of uninterrupted duty record at the college.

3.4.4 Sundays and holidays can be prefixed or suffixed with casual leave after a written request has been made to this effect.

3.4.5 Casual leave shall be permitted on recommendation of the in-charge (HOD) keeping in view the interests of the College / Department/ Section as the case maybe.

3.5 Medical Leave

3.5.1 Employees unable to carry out their regular duties due to continuous ill health (for more than 3 months) will not be permitted to continue in service.

3.5.2 Maternity leave shall be admissible to a female employee of this college for a maximum period of 60 days with the following provisions –

3.5.2.1 She is a regular employee and has served the College continuously for not less than three years.

3.5.2.2 The employee will be eligible for full pay during the leave period.

3.5.2.3 The employee shall be given 50% of the total emoluments every month during the period of her absence subject to production of maternity certificate and the balance 50% shall be provided to her in six equal monthly installments after resuming duties.

3.5.2.4 The employee under special circumstances arising out of medical complications may be permitted leave without pay for the required period.

3.6 Leave other than specified leave

3.6.1 Any employee absenting from duty without proper permission for 6 days will lose the benefit of salary on the following or intervening Sunday and any Holiday in continuity. He/She shall be liable to be dismissed from service if his/her absence from duty persists for 15 days in this manner.

3.6.2 Any employee who has been dismissed from service earlier but has been given employment again shall be treated as a new employee and the benefits of the earlier period of service shall automatically lapse.

3.7 Academic leave / duty leave

3.7.1 An employee going for attending the work entrusted by the College or for participating in a Conference etc shall be treated as on duty, provided the participation in the Conference has been approved by the College and they produce a certificate of participation on return. Some faculty staff may also be provided TA

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& DA and the registration if any may also be reimburse depending upon the length of the service of the employee.

- 3.7.2 An employee going out of station on duty in connection with College work shall be suitably compensated for his outstation travel and stay.

## CHAPTER - 4

**PROVIDENT FUND, GRATUITY**

## 4.1 Provident Fund

Every employee of the College shall be entitled for the benefit of Contributory Provident Fund. Some of the important salient features of the scheme are identical to EPF rules.

## 4.2 Employees State Insurance Scheme

Employee of the College shall be entitled for the benefit of Employees State Insurance Scheme (ESI) as per the Central Government rules.

## 4.3 Gratuity

The employers of the College will also be eligible for gratuity as per provision of act.

The main components of this benefit are as under:

(1) Gratuity shall be payable to an employee on the termination of his/her employment after he/she has rendered continuous service for not less than five years.

- (a) on his/her superannuation or
- (b) on his/her retirement or
- (c) on his/her death or disablement due to accident or illness

- Provided that the completion of continuous service of five years shall not be necessary where termination of the employment of any employee is due to death or disablement.
- Provided further that in the case of death of the employee, gratuity payable to him/her shall be paid to his/her nominee, if no nomination has been made, to his/her heirs, and where any such nominees or heirs is a minor, the share of such minor shall be deposited with the controlling authority who shall invest the same for the benefit of such minor in such bank or other financial institution, as may be prescribed, until such minor attains majority.

## CHAPTER – 5

**TESTING AND CONSULTANCY RULES**

The College staff shall be encouraged to take a consultancy and testing jobs from industry and others R&D agencies on payment basis. They will be permitted to use the infrastructure of the College. The consultancy / testing fee will be apportioned between the consultants and others who make a contribute to it and also to the College.

## 1) Remuneration to Regular Faculty &amp; Staff:

## (a) Testing:

The distribution of total income between the College and the employees will 30:70. The 70% staff distribution is as under as per the institution Rules:

|   |  |     |
|---|--|-----|
| 1 | The faculty staff  | 65% |
| 2 | Lab. Technician  |     |
| 3 | Lab. Attendant   |     |
| 4 | Office Staff / Administration staff involved & Dept. Clerk | 5%  |

## (b) Consultancy:

The distribution of total income between the College and the employees will 30:70 but after deducting all expenses.

|   |                              |
|---|------------------------------|
| 30% will be retained by the College         | After deducting all expenses |
| 70% distributed amongst the concerned staff |                              |

## CHAPTER – 6

**INCENTIVE RULES**

Incentive rules have been classified into two categories. These are (i) Performance based and (ii) Time based

## 6.1 Based on Performance Appraisal

| Period of Stay  | Performance Appraisal Rating | Proposed Incentive   |
|-----------------|------------------------------|--|
| After Probation | Excellent                    | + one increment/DA increase/BOTH   |
| After 2 yrs     | Very Good/Excellent          | + one increment/DA increase/BOTH<br>Conf Participation on duty leave + Registration Fee + Basic Travel (city to city)  |
| After 3 yrs     | Very Good/Excellent          | + HRA / DA Increase / BOTH<br>+ Conf Participation on duty leave + Registration Fee + Basic Travel (city to city) + B&L<br>+ Book allowance (Rs 1000 per year)<br>+ Professional Society membership (90%)<br>+ Promotional Opportunity |
| After 4 yrs     | Excellent                    | As above<br>+ Conveyance Allowance (Personal Vehicle)<br>+ Medical Allowance / Group Medical Scheme  |
| After 5 yrs     | Excellent                    | As above<br>+ Phone Allowance<br>+ Lap Top subsidy (80%)<br>+ Contribution to EMI for Car/Housing Loan<br>+ LTC<br>+ Education Allowance<br>+ Gratuity   |

**Promotional Opportunities:**

- (a) Lecturer to Sr Lecturer
- (b) Sr Lecturer to Assistant Professor
- (c) Assistant Professor to Professor

**Guidelines:**

- (a) Eligibility to be as per AICTE recommendation
- (b) Lecturer to Sr Lecturer promotion on informal appraisal
- (c) Sr Lecturer to Assistant Professor: Through a formal internal appraisal
- (d) Assistant Professor to Professor: Open Competition

**Appraisal -**

- (a) Academically Sound
- (b) Quality of Teaching (Lectures, Tutorials, Labs)
- (c) Laboratory Development
- (d) R&D

- (e) Books and Manuals
- (f) Participation in other activities like (i) Placement, (ii) Student Development, (iii) Examination work, (iv) Co-curricular and ECA, (v) Contribution to College/ Industry interaction (vi) College administration ...

## 6.2 Time Based

### a. Faculty Staff

| S.No. | Items   | Remarks  |
|-------|---|--|
| 1     | Additional Increment                                      | One additional increment in the III year if there has been no promotion / change of designation / salary revision etc.   |
| 2     | Promotion   | A faculty staff joining as a lecturer will be promoted to the post of a Sr. Lecturer in the sixth year if there has been no promotion / change of designation / salary revision etc. Similarly a staff member joining as a Sr. lecturer will be promoted as an Assistant Professor if there has been no promotion / change of designation / salary revision etc. |
| 3     | Conveyance  | From third year: Conveyance allowance @250/- per month for staff (with salary upto Rs. 20000/- pm) and Rs. 500/- per month (for staff with salary above 20000/-pm)   |
| 4     | Internet<br>(Staff members have to ask for it)            | From third year: Staff members having internet at residence in their own name can claim minimum BSNL rental  |
| 5     | Conference / Short course etc.                            | <ul style="list-style-type: none"> <li>a. Duty leave will be admissible</li> <li>b. After one year: registration fee will be <u>reimburse</u></li> <li>c. After two years: all above and city to city travel cost will be reimbursed</li> <li>d. After three years: All above and subsidy towards boarding &amp; lodging</li> </ul>                              |
| 6     | HRA   | To be paid @ 7.5% of basic pay from IV year  |
| 7     | Book allowance<br>(Staff members have to ask for it)      | From third year : Cost of relevant books purchased by faculty to be reimbursed upto Rs. 1000/- PA  |
| 8     | Education Allowance<br>(Staff members have to ask for it) | From sixth year : 50% of tuition fee for two children. This is restricted to Rs. 500/- per month per child. This further subject to the spouse not claiming this allowance from other organization.  |
| 9     | Mediclaim   | Efforts are being made to cover all the staff through mediclaim policy applicable from third year onwards.   |

b. Other Staff (Other than faculty staff)

| S.No. | Items                          | Remarks   |
|-------|--------------------------------|---|
| 1     | Additional Increment           | One additional increment in the III year if there has been no promotion / change of designation / salary revision etc.  |
| 2     | Promotion                      | A staff will be promoted to the next higher post in the sixth year provided there has been no promotion / change of designation / salary revision etc. If next higher post is not existing, suitable increments may be given.   |
| 3     | Conveyance                     | From third year: Conveyance allowance @250/- per month for staff (with salary upto Rs. 20000/- pm) and Rs. 500/- per month (for staff with salary above 20000/-pm)  |
| 4     | Conference / Short course etc. | <ul style="list-style-type: none"> <li>a. Duty leave will be admissible</li> <li>b. After one year : registration fee will be reimbursed</li> <li>c. After two years : all above and city to city travel cost will be reimbursed</li> <li>d. After three years: All above and subsidy towards boarding &amp; lodging</li> </ul> |
| 5     | HRA                            | To be paid @ 7.5% of basic pay from IV year   |
| 6     | Education Allowance            | From sixth year : 50% of tuition fee for two children. This is restricted to Rs. 500/- per month per child. This further subject to the spouse not claiming this allowance from other organization.   |
| 7     | Mediclaim                      | Efforts are being made to cover all the staff through mediclaim policy applicable from third year onwards.  |

## CHAPTER – 7

## Assessment

### 7.1 Performance Appraisal of Faculty:

The performance of faculty appointed on regular basis will be assessed at two stages viz (a) During Probation and (b) Confirmation

#### (a) During Probation:

The faculty staff will be required to submit his/her self performance appraisal one week advance of probation. The HOD will give his own observations as Reporting Officer and the Director or the Principal will review the document.

Depending upon the assessment of the staff, the staff member may be confirmed in his/her position or probation may be extended if necessary. The faculty staff will be informed of the deficiencies when the probation period is extended.

During the period of extension of the probation, the HOD will continuously observed the working of the concerned staff member and will suggest ways to improve the performance.

#### (b) Evaluation after Confirmation:

Even after confirmation, the performance of the faculty shall continuously be monitored on the same lines as in self assessment form. This report will be considered for the benefit to be awarded under career advancement scheme, upward promotion even by direct selection and for other incentives.

### 7.2 Evaluation of other Staff:

On the similar lines as for faculty, the evaluation of the other staff also will be done. However, the proforma of such evaluation will be different depending upon the nature of the post.

## CHAPTER – 8

**CONDUCT RULES**

- 8.1 Code of conduct
- (a) Every employee shall, at all times, maintain absolute integrity and devotion to duty, and also be honest and impartial in his/her official dealings.
  - (b) An employee shall, at all times, be courteous in his/her dealings with other members of the staff, students and members of the public.
  - (c) Unless otherwise stated specifically in the terms of appointment, every employee is a full time employee of the institute. He/She may be called upon to perform such duties, as may be assigned to him/her by the competent authority beyond scheduled working hours and on holidays and Sundays. These duties shall, inter-alia, include attendance at meetings of committees to which he/she may be appointed by the College or any of its authorities.
  - (d) An employee shall observe the scheduled hours of work during which he/she must be present at the place of his/her duty.
  - (e) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- 8.2 No employee shall, in any radio broadcast or in any document published anonymously or in his/her own name or any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of the College.
- 8.3 No employee shall pass any confidential information of the College to any unauthorized person or agency.
- 8.4 No employee of the institute shall, engage, directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his/her official assignments.
- 8.5 An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not. An employee who is detained in police custody, whether on criminal charge or otherwise, for a period longer than forty eight hours shall not join his/her duties in the College unless he/she has obtained written permission to that effect from the competent authority.
- 8.6 No employee shall, except with the previous sanction of the competent authority, have recourse to any Court of Law or to the press for the indication of any official act which has been the subject matter of adverse criticism or an act of defamatory character. Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in his/her private capacity.
- 8.7 (a) Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance or of any wrong done to him/her, he/she must forward his/her

case through proper channel, and shall not forward advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief or the disposal of the matter is unduly delayed.

(b) No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or of any other matter.

8.8 An employee shall, regarding imposition of penalties for breach of any of these rules and regarding preference of appeals against any action taken against him/her, be governed by the rules made in this behalf from time to time by the competent authority.

8.9 A faculty staff shall be responsible for the results of the students of the class being engaged by him/her.

This will necessarily mean:

- a) Planning the course of lectures for the entire semester and suggesting suitable text and reference books to the students.
- b) Delivering well prepared lectures with the help of handouts and teaching aids.
- c) Preparing tutorial sheets with representative problems.
- d) Keeping an up-to-date account of attendance of students
- e) Conducting assessment of students as per the approved policies
- f) Explaining the steps taken to improve the situation / difficulty being faced in performing the duties and offering suggestions, if any, to improve the efficiency.
- g) The department will prepare an academic calendar for the department in conformity with the College calendar. The faculty staff will be following this calendar.
- h) Punctuality in arriving at the college, engaging classes shall be an important trait of a faculty staff.
- i) Faculty staff shall generally be available to students for discussion and guidance during college hours. The day's work of making attendance, checking answer books and entering and submitting marks and other details shall be completed before he/she leaves the college.
- j) The faculty staff shall regularly intimate the tutor guardians of the progress of the students. The tutor guardian, in turn, shall call the

students and try to find out the reasons for poor performance and deficiency in attendance. If necessary the tutor guardian shall inform the parents about the performance of the student and shall also maintain a record of the same.

8.10 Dress Code:

1. Male Staff – Should preferably wear shirts (no T-shirts) and Trousers (no Jeans). Ties also may be worn.
2. Female Staff – Should wear sarees.

**N.B.**

(This Hand Book contains guidelines for smooth functioning of the institute. These are guidelines and should not be interpreted as rules and hence can not be challenged in the Court of Law)

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