

- d) Recording the minutes of the fortnightly department level meetings

3.1.4 Department Secretary

Department Secretaries are appointed by the Management to lessen the heavy load of academic and disciplinary activities of the HODs.

The responsibilities of the Department Secretary are:

- a) Result analysis immediately after the announcement of the University examination results and series examination by the Institution.
- b) Organising meetings in the department after each sessional examination and adopting suitable remedial measures if required.
- c) Submitting the report to the Director/Manager through the Principal after evaluating in the results in the Department meeting.
- d) Releasing of the Department Newsletters on time.

3.1.5 Teaching Staff

A teacher is constantly under the gaze of his students and their parents. Society keeps the teachers on a high pedestal and expects exemplary behavior from them and to practice what they teach. In particular, they should

- a) Manage their private affairs in a manner consistent with the dignity of their profession.
- b) Seek to make professional growth through continuous study and research.
- c) Actively participate in professional meetings, seminars and conferences with a view to not only contribute knowledge but also to keep them acquainted with the latest developments in areas of their professional interest.
- d) Perform, with diligence and dedication, their duties in teaching, tutorial, practical, seminar, research work, mentoring, etc.
- e) Cooperate and assist in carrying out functions relating to educational responsibilities of the College and the University such as appraising applications for admission, advising and counseling students, assisting in the conduct of college and University examinations including supervision, invigilation and evaluation.
- f) Participate in co-curricular and extra-curricular activities including community service.

- g) Encourage students to express their views on curricular and extracurricular matters and patiently try to clarify their doubts.
- h) Deal with the students with absolute impartiality regardless of their religion, caste, economic or social position, particularly in the assessment of their merit.
- i) Recognize the difference in aptitude and capabilities among the students and try to meet their individual needs.
- j) Inculcate scientific outlook, respect for physical labor & ideals of democracy, patriotism and concern for fellow human beings & environment among the students.
- k) Make themselves available to the students even beyond the class hours and help and guide the students without consideration for remuneration or reward.
- l) Treat other members of the profession with respect and refrain from making unsubstantiated allegations against them and render assistance for their professional betterment. Never speak or behave with disrespect to the colleagues, especially in the presence of the students.
- m) Refrain from undertaking any other employment or commitment including private tuition or coaching classes which are likely to affect professional responsibilities in the institution.
- n) Adhere to the rules and regulations of the institution in the discharge of professional responsibilities and respect the hierarchy of authority and render necessary assistance to higher authorities in matters like maintenance of discipline, attainment of academic excellence, development of cocurricular activities, advancement of research and other academic and related matters.
- o) Actively participate in the mentoring activity undertaken by VJCET and help in regularly monitoring the academic and all-round performance of the students entrusted to their care and appraise the guardians at regular intervals about the progress or problems of the students through progress reports and personal contacts.

3.1.5.1 General Guidance on Teaching Practice and Procedures

- a) Course plan for succeeding semester should be prepared as soon as the current semester classes are over, so that no classes are taken in the succeeding semester without course plan. Course plan must be developed (in the prescribed format) collectively by all teachers of the same subject, endorsed by the H.O.D. Due consideration must be paid to the course objective and the paper objective,

while preparing the course plan to ensure proper documentation of such course plan.

- b) Teaching must strictly follow the order in the course plan. The course plan should be used as teaching schedule for the teacher. At the end of every class, the topic to be dealt with in the next class must be announced and the students should be asked to read the topic before they come for the next class. The teacher must ask simple questions on the topic before commencing the explanation.
- c) At the end of every class, a few minutes should be spent to summarize what was taught in the class.
- d) Explanation must be in simple language with adequate illustrations.
- e) As far as possible make use of Information and Communication Technology (ICT) tools to improve the effectiveness of teaching-learning process.
- f) Dictation of notes should be restricted to tough topics and these notes should be prepared by the teacher himself. On other points, encourage the students to develop their own notes.
- g) After each topic, familiarize the students about the type of questions that may be asked therefrom.
- h) Suggest how to answer questions which uses terms like define, explain, discuss, critically analyze, elucidate, clarify etc.
- i) Assignments for internal assessments must be such that reference to library materials and Internet would be necessary for its completion. Mere copying from reference material must be wholly discouraged while evaluating internal assignments.
- j) No class must be left free for reasons of non-availability of faculty.
- k) Engagement of guest faculty must be done only if the inadequacy of internal resources is established.

3.1.5.2 Job Description of Teaching Staff

- a) Preparation of course plan with detailed break up of syllabus for the subject handled, as per the guidelines, and decide on the prescribed textbook for the study.
- b) Preparation of daily faculty report (work diary) in the prescribed format.
- c) Fortnightly review of the faculty report along with other faculty handling the same subject for the same class of other divisions/departments.

- d) Effectively utilize the teaching hours for the benefit of the students duly adapting to the teaching methodology as may be specified for the particular course, including holistic education classes.
- e) Ensure that any teaching hour lost due to leave or other exigencies is compensated by filling in the leave hours of any other faculty of the same class.
- f) Prepare and conduct monthly class tests as per the guidelines.
- g) Prepare a question bank along with suggested answers progressively for the topics covered, jointly with other faculty handling the same subject for the same class of another divisions/ department.
- h) Prepare question paper for the subject handled for mid-semester examination.
- i) Prepare and evaluate internal assessment exercises.
- j) Evaluate the answer sheets of the mid-semester and end semester examinations and prepare post examination "Examiner's Report" in the prescribed format.
- k) Update oneself on the current developments in the subjects handled by regular reference to publications and internet.
- l) Participate in academic discussions initiated by the HOD.
- m) Suggest areas of modification, improvement or changes required in the curriculum.
- n) Suggest relevant study materials/magazines/books on the subject for student reading and/or procurement for the college library.
- o) HOD may specify any other responsibility.

3.1.5.3 Additional Responsibilities of Tutor/Faculty Advisor

To be responsible for all matters concerning the class under his/her charge, particularly:

- a) Attendance, attitude, dress code, conduct, behavior, academic performance, extra and co-curricular activities of the students.
- b) Identify non/under-performing students and ensure their improvement by suitable measures including mentoring and remedial classes.
- c) Assist in choosing class representatives, one for boys and one for girls, and delegating role responsibilities.
- d) Interact with students discreetly and with a class representative to know difficulties experienced by the students and take measures for their rectification.

- e) Interact with other faculty of the class for feedback on student performance and ensure appropriate corrective action.
- f) Consolidate period-wise attendance data for the class on a daily basis for necessary follow up on habitual late comers and absentees.
- g) Consolidate and review mark details of the students of the class for internal assessments/mid-term examinations to initiate steps on underperforming students.

3.1.5.4 Examination Duty

- a) Attending examination duty by faculty/staff as per work allotment given by the Controller of Examination is mandatory.
- b) The invigilators should report at least 15 minutes before the scheduled start of the examination. Request for adjustment in the allotted schedule should be done well in time with the permission of the Controller of examinations.
- c) No leave shall be granted during the examination days except in cases of extremely unavoidable exigencies.
- d) Any leave approval during the examination period should be cleared by the Controller of Examinations.

3.1.5.5 Mentoring Activity

- a) In consultation with the HOD and the Student Welfare Officer, the class tutor will divide each class into small groups put each group and put in the charge of a faculty. Departments that have two batches may also utilize the services of the faculty of Science and Humanities department, in consultation with the HOD of that department.
- b) The faculty (mentor) will meet the group (mentees) on a convenient date and time, for half an hour every fortnight and discuss with the mentees the progress in their studies, problems they face in academic and personal matters and the help they need to overcome these problems. If the mentor thinks that a mentee is not sufficiently forthcoming during these discussions, he/she should encourage the mentee to have a private discussion with him/her and if the mentor thinks that he/she is not able to help the student himself/herself, he/she should seek the help of colleagues, student welfare officer, HOD or higher authorities. In some cases, it may be necessary to inform the guardians and ensure their cooperation to solve the problem of the mentee. The mentor should keep a brief note of these meetings in the teacher's diary. The HODs should see these diaries once in a quarter and

the Principal may see them at random to make sure that the scheme works effectively and it benefits the students. VJCET considers that mentoring activity will immensely help in improving the academic performance and extra-curricular activities of the institution and the all-round development of the students and therefore attaches great importance to it. VJCET expects the wholehearted cooperation and support of the faculty in this endeavor.

3.1.5.6 Grievance Redressal Machinery

Grievances of staff if any, should be presented in person and in writing before the HOD, Principal, Director or Manager. The concerned authority shall make an effort to solve the problem and redress the grievance informally but if he does not succeed in this, a grievance committee shall be formed, the composition of which shall be decided by the Principal, or the Manager, depending upon the nature and gravity of the grievance. The committee shall look into the grievance objectively and with due regard to the rules and the institutional and academic goals, recommend appropriate action to redress the grievance.

3.1.6 Technical Staff

The technical supporting staff such as Instructors and Technicians are employed in the workshops and laboratories of various departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible

- a) To assist the faculty for an effective and orderly conduct of practical courses.
- b) To ensure whether all the equipment and machineries are in proper working condition before the commencement of lab classes.
- c) To ensure the safety of the students during lab classes by carefully following the safety instructions
- d) To arrange the equipment/instruments for conducting experiments by students.
- e) To keep the working tables in their respective labs always in working condition by proper maintenance.
- f) To issue the required equipment, instruments, meters, components etc., to the students during practical classes and receiving the same back after checking for any malfunctioning, damage caused etc., and reporting to the faculty any damages etc., if noticed.
- g) To help the students in the fabrication of working models/ in the preparation of specimens required etc. as part of their work.
- h) To maintain the laboratory clean.
- i) All the other works assigned to them by HOD/higher authorities.

5. LEAVE AND HOLIDAYS

5.1 WORKING DAYS AND WORKING HOURS

- a) Monday to Friday will be working days for VJCET institutions. Co-curricular activities will be arranged to take place on Saturdays and if such activities spread over more than a day they will be so arranged that one of the days is a Saturday. Such Saturdays will be treated as working days. If any working day is lost due to natural calamities, agitations of any kind, declaration of holiday by Govt./ District Collector or for other reasons, the Saturday immediately following, and if that is not possible the Saturday following after that, will be a working day. Other Saturdays may be declared as working days if that is found necessary to make up shortfall in total number of working days in a semester.
- b) Classes start at 8.55 a.m. and close at 4. 15 p.m. Lunch break is from 12. 45 p.m. to 1.30 p.m.
- c) All staff are required to punch-in before 8. 55 a.m. and punch out after 4. 15 p.m.
- d) If total duration of late punch-in or early punch out exceeds 30 minutes in a month it will be treated as half-day casual leave and if it exceeds 3 hours it will be treated as full day casual leave. However, the number of late punch-in and early punch-out will be limited to five occasions in a month for this purpose and beyond this each late punch-in and early punch-out shall be treated as half-day casual leave. If casual leave is not available, it will be treated as loss of pay leave.
- e) 'Forgot to punch' shall not be accepted as a reason for not punching. In such cases the faculty should submit his/her explanation to the H.O.D at the earliest opportunity and in any case not later than the next day. The H.O.D. shall forward the explanation with his comment to the Principal and his decision in the matter shall be final. If the explanation is not satisfactory, the day shall be treated as on leave.
- f) All public holidays, Saturdays not declared as working days and Sundays are holidays for all faculty. Saturdays, except second Saturdays, will be working days for office staff and other staff, except non-teaching technical staff.
- g) Holidays declared by the govt. (with the clause 'for all educational institutions including professional colleges') will be holidays for both the students and the faculty.
- h) On all holidays, except Sundays, skeleton office staff will be on duty.
- i) Days of hartal, restricted holidays and district holidays will be working days for the entire staff, teaching and non-teaching. Absence on these days shall be treated as

leave and online application for leave should be submitted to the competent authority.

- j) Conduct of classes on days of hartal, restricted holidays etc. will be decided by the Management. As a general rule, if the college buses ply, the classes will be conducted.
- k) The Management reserves the right to convert any holiday into a working day in special circumstances.

5.2 CASUAL LEAVE

All members of the staff who are eligible for vacation are eligible for 15 days' casual leave and others are eligible for 20 days' casual leave in a calendar year. Application for casual leave should be submitted to the HOD/ competent authority in advance with proposal for alternate arrangement to engage the class or to attend to the day's work. If application cannot be submitted in advance on account of some emergency or unforeseen reason, the HOD should be contacted over phone at the earliest so that the HOD should be able to make arrangements to engage the class. Failure to engage the class on account of leave shall be treated as dereliction of duty on the part of the faculty availing leave. Casual leave cannot be availed for more than three days at a stretch and it cannot be combined with any other type of leave. Principal is the authority to sanction casual leave to teaching as well as non-teaching staff. Any absence without proper sanction will be treated as unauthorized absence and salary will be cut at double the normal rate for the days of such absence.

5.3 DUTY LEAVE

- a) Duty leave of a maximum of 15 days in a calendar year will be granted with full pay to the faculty for the following
 - ✓ Attending conferences/seminars/workshops
 - ✓ Delivering invited talks
 - ✓ Interacting with industry
 - ✓ Attending meetings of the University
 - ✓ Performing any other task assigned /approved by the Principal
- b) As far as possible faculty from a dept. are to go on rotation to attend valuation camps/university examinations so as to limit the duty leave to a maximum of 15.

- c) Management may sanction duty leave in excess of 15 days if it is found necessary to enable the faculty/staff to perform duties assigned by the University or the Principal.

5.4 COMPENSATORY OFF

The Management has the right to assign employees on duty on public holidays. In such cases the employee will be entitled to avail compensatory off on any working day with the previous permission of the leave sanctioning authority. In the alternative, he/she may claim cash compensation at the rate fixed by the Management from time to time. If compensatory off is the choice it should be availed within three months from the date of doing duty on holiday. Compensatory off will not be granted for external duty for which extra remuneration is paid or for normal extra work in VJCET, as it is part of one's duty.

5.5 BLOCK LEAVE

Members of teaching staff who have completed the probation and have one year of continuous service in an academic year (ending on 30th April) are eligible for 30 days block leave (annual leave) in an academic year. For a faculty who joins during an academic year the block leave shall be calculated proportionately to the length of his continuous service. Block leave may be availed in the month of May/June with the prior approval of competent authority (Principal). Management reserves the right to sanction block leave in other months if it is satisfied that block leave can be sanctioned to a faculty without affecting the classes. Block leave can be availed in a single stretch or in installments of not less than ten days at a time. But if availed in installments there should be a gap of not less than 10 days. Block leave cannot be combined with any other leave except maternity leave.

5.6 MATERNITY LEAVE

All lady members of the staff, who have satisfactorily completed the probation and have been confirmed in the service are eligible for maternity leave. Maternity leave will be for a period of 180 days. However, 90 days with full pay & other allowances and the rest 90 days without pay & allowances. Normally maternity leave should commence 15 days before the expected date of child birth and application for leave should be submitted to the competent authority sufficiently in advance. Information on child birth should be given to the sanctioning authority promptly. No other leave except block leave will be allowed to be combined with maternity leave. Block leave, if available to the credit of the mother, may be permitted, at the discretion of the Management, to be combined with maternity leave. Management

may sanction loss of pay leave to be combined with maternity leave, on production of medical certificate, in the case of serious sickness of mother or child but this will be limited to a maximum period of 30 days. All leaves combined should not exceed 120 days. No substitute will be appointed to fill up the vacancy due to maternity leave and the classes to be engaged by the person on leave shall be shared by the other faculty of the department.

5.7 STUDY LEAVE

- a) A faculty who has put in at least three years of regular service in VJCET will be eligible for study leave. Study leave will be granted on loss of pay for three years for doctoral courses. The Management reserves the right to sanction leave for other courses for appropriate durations if the Management is satisfied that such a study by a member of the faculty will be beneficial to the institution. Study leave shall be counted for service if it is availed through QIP/FIP scheme of AICTE/UGC, but the period will not be considered for calculation of gratuity. The number of persons on study leave at a time from a department shall be limited to two. If there are more applicants than can be permitted leave at a time, preference will be given on the basis of seniority. However, if the Management is of the view that sanctioning leave to a junior or for a non-PG course will better serve the interest of the institution, the Management will have the discretion to do so.
- b) Extension of study leave will, normally, be not granted. The individual on study leave should rejoin the institution on the expiry of study leave, unless the Management permits him/her to extend the leave for want of vacancy or for other reasons.
- c) Faculty of VJCET with minimum 3 years of regular service wishing to pursue part time Ph.D. programme in any university, recognized and approved by the UGC / AICTE will be granted a special causal leave of 15 days in addition to 15 days of admissible leave per year, subject to submission of registration and approval letter from research guide from the institution / university. Every such leave availed will be supported by a letter from the research guide for approval. An undertaking of their willingness to continue their service for a period of three years after having acquired Ph.D. degree is required of them for the good of the institution.

5.8 LOSS OF PAY LEAVE

- a) Loss of pay leave may be granted by the Manager in the case of genuine need such as sickness, if the Manager is satisfied that the staff member will not be able to attend duties in spite of his best efforts and that he has exhausted all other types of eligible leave. A medical certificate will be insisted on, in the case of leave

on account of sickness. Leave on loss of pay will be granted only for one month at a stretch and the maximum loss of pay leave that can be granted in one instance will be limited to three months. Loss of pay leave beyond three months in a calendar year, if sanctioned by the Management as a special case, will not count for increment and gratuity, but will count for seniority.

- b) Loss of pay for a day at a time may be granted by the Manager in other cases if the Manager is satisfied that due to unforeseen exigencies the faculty /staff is not able to attend duty and all casual leave is exhausted. But the total number of such leave shall be limited to three days in a semester.
- c) Loss of pay will be granted when no other leave is available. Further, loss of pay application with Medical Certificate (MC) will be permissible for a maximum period of 5 working days consecutively. In case of emergency and unavoidable circumstances, the application may be considered as a special case by the authority. However, absence from duty beyond 5 working days which may include Saturdays, Sundays and other holidays falling in between loss of salary will be applicable.

5.9 GENERAL PROVISIONS ON LEAVE

- a) Approval of the competent authority should be obtained before availing any type of leave. If, on account of emergency or unforeseen reasons, previous approval could not be taken, the competent authority should be contacted over phone at the earliest possible opportunity and oral permission obtained. This should be followed by written application and ratification of availing the leave. Availing leave without previous sanction will be treated as unauthorized absence and for such period of absence the pay shall be deducted at double the normal rate. Unauthorized absence for a continuous period of more than 30 days will be treated as voluntary desertion of service and the service of such persons shall be treated as automatically terminated.
- b) All kinds of authorized leave will count for seniority and increment, except study leave, unless otherwise specified. Study leave on QIP/FIP scheme of AICTE/UGC will count for seniority and increment, but not for gratuity. Other types of study leave will be counted only for seniority.
- c) Leave not availed in a calendar year will not be permitted to be carried over to the subsequent year.
- d) It is the duty of the faculty/other staff going on leave to make alternate arrangement, with the approval of the HOD/Principal, to engage the classes/ attend to the work during his/her absence.
