



## **KHAMMAM INSTITUTE OF TECHNOLOGY & SCIENCES**



### **1. SERVICE & CONDUCT RULES-**

1. **NAME:** These rules shall be called “Khammam Institute of Technology & Sciences”, Khammam Service and Conduct Rules 2003 (Governing the conditions of service of teaching and non-teaching staff).
2. **APPLICATION:** These rules shall apply to all teaching and non-teaching employees of “Khammam Institute of Technology & Sciences”, Khammam unless otherwise mentioned in the appointment order.
3. **EFFECTIVE DATE:** These rules have come into effect from 1st July, 2003 and shall supersede all the earlier rules.
4. **DEFINITIONS:**
  - a) **COLLEGE/INSTITUTION:** Means Khammam Institute of Technology & Sciences”, Khammam.
  - b) **MANAGEMENT:** Means the Executive Body of the college constituted in conformity with relevant orders of Government/University/AICTE as applicable from time to time represented by its President.
  - c) **PRESIDENT/CHAIRMAN:** Means President/Chairman of the Executive Body or Governing Body as the case may be.
  - d) **UNIVERSITY:** Means Jawaharlal Nehru Technological University, Hyderabad.
  - e) **PRINCIPAL:** Means Principal of the college or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation, otherwise.
  - f) **EMPLOYEE:** Means a person employed under the categories of teaching or non-teaching staff including the Principal and Vice-Principal.

h) TEACHING STAFF: The teaching staff comprise of the following categories.

- i) Principal                      ii) Vice- Principal                      iii) Professor
- iv) Associate Professor   v) Assistant Professor
- vi) Any other category of post declared so by the Executive Body.

i) NON-TEACHING STAFF: Means those categories of staff that are not categorized under the teaching staff shall be deemed to be non-teaching staff.

j) COMPETENT AUTHORITY:

- (a) President / Sec. & Correspondent of the Executive Body in case of Principal
- (b) Principal in case of other employees.

k) DUTY: An employee is said to be on “duty” for the purpose of service benefits.

- i) When the employee is discharging the duties of the post to which he is appointed or is undergoing training prescribed for the post.
- ii) When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.
- iii) When the employee is attending conferences/seminars/summer schools duly permitted by the competent authority.
- iv) When the employee is attending to the work assigned to him by the competent authority, in the interest of the Institution.

l) LEAVE: Means leave, granted by the appropriate authority to an employee, to which he is eligible.

m) PAY: Means Basic Pay in the time scale or Basic Pay with Dearness Allowance as the case may be.

n) YEAR: Means Calendar Year/Financial Year/Academic Year as the case may be.

### **1.1. SELECTION PROCEDURE & RULES:**

a) Appointments: The Secretary & Correspondent shall be the authority for issuing all

appointment orders.

b) Qualifications: The qualifications, age, experience etc. shall be as per shall be as per AICTE/UGC Norms in respect of teaching staff and as per A.P. State Government / JNTUH University norms in respect of Non – Teaching staff.

c) Faculty Selection Committee: The Constitution of the selection committee shall be as laid by State Govt G.O's issued/Other Statutory bodies from time to time. The extracts of norms are as follows

i) For Appointment of Assistant Professor the members of the Selection Committee shall include

1. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
2. The Principal of the College.
3. Head of the Department of the concerned subject.
4. Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert.
5. Two subject-experts who are not connected with the College to be nominated by the Chairperson of the governing body of the College out of a panel of five names approved by the relevant statutory body of the University concerned.
6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.
7. The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.

ii) For Appointment of Associate Professor, the members of the Selection Committee shall consist of

1. The Chairperson of the Governing Body or his/ her nominee, from among the

members of the Governing body to be the Chairperson of the Selection Committee;

2. The Principal of the College,
3. The Head of the Department of the concerned faculty from the College.
4. Two University representatives nominated by the vice chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject.
5. Two subject-experts not connected with the College to be nominated by the Chairperson of the governing body of the College out of a panel of five names approved by the relevant statutory body of the University.
6. An academician representing SC/ST/OBC/ Minority/Women/Differently abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category. The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

iii) The Appointment of Professors and Adjunct faculty will be done at the University level duly following the norms and guidelines stipulated by the respective statutory councils from time to time.

- d) Selection Committee Proceedings: All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein minutes are recorded along with scoring proforma and recommendation made on the basis of merit with the list of selected & waitlisted candidates/ Panel of names in order of merit, duly signed by all members of the selection committee. The term of appointment of the College Principal shall be FIVE years with eligibility for reappointment for one more term only after undergoing a similar selection committee process. The University nominee shall submit a record of the faculty selected along with their qualifications to the University along with the dissent note if any. The decision of the University on inquiry based on dissent note if any and after taking due explanation from the College, shall be final. The College/Institution

shall be liable for further action by the University

- e) All other non teaching staff posts, all the appointments shall be done by secretary and correspondent.

#### **1.1.1. SENIORITY:**

The seniority of an employee in a post shall be determined by the date of joining in that post. In case two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them having regard to the merit order in which they have been placed by the selection committee, if any, which has included them in the panel. However, seniority alone is not the criterion for promotion or for conferring any other benefit/authority.

#### **1.1.2. DUTIES & RESPONSIBILITIES AND CONDUCT OF CONDUCT**

- a) Teaching-Learning: A Faculty is responsible for
  - Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
  - Making the teaching more effective and interesting to the students by the use of multi-media teaching aids.
  - Conducting the core / elective course as project based / experimental / activity
  - He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same.
  - Each faculty member is required to keep a file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit.
  - If the faculty member is assigned to be the Class Incharge by the HOD, he/she should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them.
  - The faculty of any course is required to watch the attendance and academic

performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Incharge so that the information can be sent to the parents/guardians.

- A faculty member may be required to be a Counselor to a group of students. He/she is then really a mentor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advice and counsel the students.
- As a counselor, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till they leave the University.
- Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD.
- The faculty member shall not permit any student to attend the class after the stipulated time specified by the college so as to ensure punctuality in attending class by the students.
- A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
- A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.
- As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made and the same should be intimated to HOD. This will ensure better compliance of scheduled classes.
- As research is an inherent component of the functions of a Institution, every faculty member shall take active efforts to make research contributions in

his/her field of specialization

- As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.
- Faculty members should publish their research output only in peer reviewed SCI or SSCI journals and publications in non-refereed journals will not be recognized.
- A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/ instruments / computer software/computer control of machines or processes.
- A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department or Institution.

b) Examination and Evaluation: A Faculty is responsible for

- A faculty is required to set standard question papers to test the knowledge / analytical thinking of students and evaluate the answer scripts of courses and submit the same to exam branch with in 48 hours.
- A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only.
- A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only.

c) Code of Conduct

The faculty member plays a pivotal role not only in attaining the general aims of education, but also in the realization of the mission, goals and objectives of the Institution in which he/she is a member.

He/she has to make all efforts for the physical, mental and intellectual development of students. In particular a faculty member shall strive to achieve,

- to accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
- to make regular contribution for the personal development of students, while looking after their interest and welfare.
- to be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.
- not to disclose confidential information about students to anyone except to authorized persons/agency or in the interest of law.
- To be fair and to assess the students impartially and only on merit/performance.
- to have respect for and an affectionate and friendly attitude towards all students and help them to improve their behaviour unmindful of some untoward events if occurred, rather than having feeling of revenge.
- to abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.
- Use of cell phones by students in the College campus during working hours is prohibited and hence the faculty member has to set an example. They should not use them during class hours, meetings, the open premises, etc., while they are free to use them in their cabin.

### **1.1.3. DISCIPLINARY ACTION:**

- a) All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about dereliction/negligence of duties.
  - Censure
  - Withholding increments/promotion
  - Recovery from his salary whole or part of any pecuniary loss caused to the



college due to negligence of duty or breach of orders.

- Suspension
- Removal from service
- Dismissal from service

#### **1.1.4. PAY, ALLOWANCES & INCREMENTS:**

- a) Pay: AICTE/U.G.C. scales of Pay, as applicable from time to time, shall be adopted to posts classified as teaching staff. The scales of pay as applicable A.P. state govt./University scales of pay shall be adopted for all posts not falling under the category of teaching staff.
- b) Allowances: Dearness, House rent and other allowances as per A.P. State Govt. rates and rules as extended by management are adapted from time to time to all regular employees of the college.
- c) Increments:
  - Increments shall be sanctioned by the Principal only on satisfactory performance of the employee as recommended by the Head of the Department in the prescribed Performa. In the case of HOD, Principal is the sanctioning authority. In the case of Principal, Secretary& Correspondent is the sanctioning authority. In the case of employee in the office and other supporting staff, Principal is the sanctioning authority as recommended by the Manager/ Administrative Officer in the prescribed proforma.
  - The management shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend oneself.
  - The Governing body /Management shall be the competent authority to implement career advancement scheme as per relevant UGC/ University/ A.P. Govt. norms.

## 1.2. LEAVE RULES

### A) General :

- Leave cannot be claimed as a matter of right. College authorities reserve the right to refuse or revoke leave of any description other than Medical Leave and Maternity Leave.
- b) A leave account shall be maintained for each employee in an appropriate form.
- c) An employee shall not take up any service or accept any employment, while on leave.
- ii) Further, the management also may impose restrictions on holding of organized events on working days and ask the staff to conduct the events such as Technical Festivals etc., only on holidays and Sundays, and declare these days as official working days.
- (iii) Apart from the above there are certain specific provisions applicable to specific type of leave.

B) Approving Authority: In respect of the staff of the college, the Approving authority of leave applications of any type will be Principal of the college on the recommendation of the HOD as the case may be; and in his absence Vice Principal / staff member duly authorized to perform the duties of Principal of KITS

### C) Casual Leave:

- i) All employees of the College shall be entitled to twelve days of casual leave and two optional holidays to be decided before the beginning of calendar year or proportional to the service put in by an employee during the year of his / her initial employment.
- ii) Casual Leave in and one stretch shall not exceed seven days in total period of ten days prefixing, suffixing or sandwiching with public holidays.
- iii) Casual leaves for half day can be granted to an employee for the Forenoon or Afternoon session.

iv) In normal circumstances, casual leave requires advance sanction. The employee has to make alternate arrangements for his/her work.

D) Special Leave:

i) All the teaching staff members are entitled special leave up to fifteen days in calendar year to take up examinations work in our college or outside, to attend conferences or seminars etc.

ii) Special Casual Leave may also be granted for attending to calamities subject to prior approval after exhausting all casual leaves.

E) Maternity Leave: All Women employees are entitled to maternity leave of 90 days each for first two pregnancies.

F) Faculty Improvement Programme: The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institution of learning. The maximum number of faculty deputed is restricted to one member per department per year. In such cases the faculty members is entitled to receive his full salary during his period of study.

Management is the sanctioning authority for such leave on the recommendations of the Principal and the Head of the Department concerned.

G) Grand of Extraordinary Leave: Extraordinary leave may granted to all regular employees by Principal/ Management to work elsewhere for a period of one year, when an employee has put in 5 years or more continuous service in the Institution. During such leave, he/she shall not be entitled for any pay or allowances.

H) Leave Rules for Contingent Staff: All the contingent staff of the College are eligible for a Casual Leave of 12 days in a calendar year and other leaves of 12 days.

I) Traveling Allowances, Daily Allowance, Local Transport: Employees of the college when deputed to any out stations shall be entitled to travelling allowances, daily allowances and other permissible expenses they incur. These shall be regulated as under:

Note: It is a fundamental principle that allowance is not to be a source of profit and no allowance is granted to cover the expenses of family members accompanying them when traveling on duty.

### **1.3. FUNCTIONS OF HEAD OF THE INSTITUTION**

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Advisory Committee. He is the ex-officio member of Board of Governors as member secretary, Chairman of Academic Advisory Committee, and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.

He is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He is responsible for according extension or changes various functionaries in the administration, with the approval of Academic Advisory Committee.

#### **1.3.1. Functions of Principal**

- ❖ To conduct the meetings of the Board of Governors as per the stipulated guidelines
- ❖ To hold Academic Advisory Committee meetings as per the norms.
- ❖ To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
- ❖ Shall work for the common goal of providing effective education and provide guidance to enable the students to carve out promising career and lifelong learning.
- ❖ He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education.

He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic Advisory Committee, Affiliating University, State Government, AICTE/UGC, students, parents and all other stakeholders

for the smooth and effective functioning of the college. The duties of the Principal may be suitably categorized as

**1.3.2. Academic Administration:**

- I. On academic matters the Principal is generally guided by the rules and regulation as well as the norms lay down by Governing Body of the college, Affiliating University, State Government, AICTE, UGC.
- II. Will be assisted by Director- Administration, Director –Academics, various Heads of the departments, Controller of Examinations of the college, senior faculty members and various committees constituted if required.
- III. Matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Advisory Committee of the college.
- IV. In Admissions process, coordinator-admissions/ Admission Officer will assist the Principal.
- V. In matters related to academic work, he will be assisted by the Dean-Academic, and Heads of the departments.
- VI. An integrated time table of the entire institution shall be prepared and submitted to the Principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various Heads of the departments extend support to the Principal.
- VII. Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charge.
- VIII. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- IX. Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- X. If necessary, shall instruct the class in-charges and Heads of the departments to conduct remedial classes academically to support the slow learners.
- XI. In matters related to internal examinations, semester end examinations (both

theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of examinations of the college.

- XII. In matters related to student attendance, drop outs, medical condonation Principal gets assistance from Dean Academic.
- XIII. The Principal should plan for training need analysis of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
- XIV. Principal shall also ensure quality assurance and he should be assisted by coordinator, IQAC.
- XV. Shall monitor, evaluate research, development and consultancy activities. Dean, R&D, will assist the Principal in this matter. He shall advise and guide the faculty members to get sponsored research projects from various funding agencies.
- XVI. The Principal should promote industry-institute interaction for better employability of the students.
- XVII. Shall promote internal revenue generation activities with the help of staff and students.
- XVIII. Shall efforts to look after overall welfare of staff and students.
- XIX. For effective functioning of the college he shall build close rapport between staff, students and management.
- XX. Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- XXI. Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UGC, University, State Council of Technical Education, Department of Technical Education authorities.
- XXIII. Shall involve faculty members at different levels for various institutional activities.

### **1.3.3. General Administration**

On general administrative matters, Principal shall be assisted by Dean-Academics, Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc.

- I. Shall make proposal for appointment to all posts of cadres including contract, part-time, and daily wage employees.
- II. Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non-teaching staff.
- III. Arrange performance appraisal of faculty and supporting staff.
- IV. Shall have power to sanction Special leave and Medical Leave upto the level of Heads of departments, except himself.
- V. Empowered to initiate disciplinary proceedings ( with proper guidelines such as constitution of enquiry committee etc.) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.
- VI. All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the Principal.
- VII. Campus maintenance cell shall work under the instructions of Principal.

### **1.3.4. Financial Administration**

- I. Principal is assisted by the Finance committee in financial administration.
- II. Subject to the budget allocations for a specific area of expenditure, Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- III. Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body.
- IV. All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.

- V. Principal shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action and also the members of the Governing Body and its sub committees.
- VI. The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
- VII. Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
- VIII. Shall countersign T.A bills.
- IX. Shall have power to sanction advances and final withdrawal of EPF of the staff as applicable.

#### **1.4. ROLES AND RESPONSIBILITIES OF HEAD OF THE DEPARTMENT**

- I. Responsible for all the academic affairs of the Department.
- II. Looks after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.
- III. Reports to the Principal regarding all the requirements of his/her department such as Faculty Member, supporting staff, equipment, books & journals, maintenance etc.
- IV. Represents his/her department and will report to the Principal all the requirements/short comings for the development and proper functioning of the Department, during weekly/fortnightly meetings.
- V. Looks after the matter related to R & D, Consultancy and Research Publications.
- VI. Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.
- VII. Responsible for mobilizing his/her Faculty Member for different research grants.
- VIII. Responsible for innovative programmes including collaboration with other institutions, Universities and different industries.



## **1.5. ROLES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER**

- I. Provides guidance to college administrative and management staff on all phases of budget development, preparation, monitoring and management; assist in projection of budget needs and provides data on current and prior years expenditures; assists the Dean in strategic planning for the college.
- II. Maintains an effective oral and written communications process between college administrators and their staff and the Office of the Dean regarding fiscal and other matters.
- III. Acts as a liaison between the college, accounting, purchasing, and payroll departments; ensures college compliance with University policy and procedures.
- IV. Acts as a liaison with Human Resource Services to ensure that proper procedures are followed during the Faculty and Staff hiring process.
- V. Administers processes for inventory control, disbursements, and staff continuing education programs.
- VI. Prepares or supervises the preparation of financial and statistical reports.
- VII. Evaluates administration of fiscal, inventory, and other systems developed to achieve institutional goals regarding internal controls, overall administrative efficiency, and fiscal policy compliance.
- VIII. Develops and implements procedures within the college that support internal control regarding all phases of fiscal management including, but not limited to: budget preparation, assets control, expense authorization, and reconciliation of college accounts.
- IX. Manages the Office of the Dean in their respective college.
- X. Knowledge of all Microsoft Office software and able to learn and use institutional software systems.
- XI. Complies with all State and University policies. Other duties may be assigned.

## **1.6. ROLES AND RESPONSIBILITIES OF TECHNICAL STAFF**

- I. To assist the faculty, research scholars and students in their research work.
- II. To provide technical assistance in their field.
- III. To maintain and operate all types of sophisticated equipment and computers.

- IV. To maintain the Lab/Computer Lab. for research work.
- V. To handle Lab/Classroom/Auditorium, LCD, Projector, Computers audio-visual equipment.
- VI. Any other duties assigned from time to time.

### **1.7. ROLES AND RESPONSIBILITIES PHYSICAL DIRECTOR**

- I. To promote sports activities in the university.
- II. To help schools/hostels in conducting in their sports meets.
- III. To conduct annual sports competitions, presentation and arrange prize/certificates.
- IV. To prepare agenda and convene meeting of the various sports clubs and University
- V. Sports Committee, and take consequential action thereon to purchase of sports equipment, articles etc.
- VI. To supervise the work of junior and field staff and assign work to them.
- VII. To coordinate with all other Section of the University and relevant outside sports agencies e.g. AIU, NSF, IOA etc.
- VIII. To supervise the maintenance of all sports facilities.
- IX. To make all necessary sport purchases and maintain all records.
- X. To prepare annual reports on sports for inclusion in the annual report of the college.
- XI. Any other duties assigned from time to time.

### **1.8. RESPONSIBILITIES OF PROFESSORS, ASSOCIATE AND ASSISTANT PROFESSORS**

#### **1.8.1. Professor:**

- I. Teaching.
- II. Development of Curriculum, developing learning resource material & Laboratory development.
- III. Students Assessment & Evaluation including examination work of University.
- IV. Participation in the Co-curricular & Extra-curricular Activities.

- V. Student Guidance & Counseling.
- VI. Helping the student in personal, ethical, moral and overall character development.
- VII. Continuing Education Activities.
- VIII. Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc.
- IX. Self-development through upgrading qualification, experience & professional activities.
- X. Providing Industry sponsored projects, consultancy, testing services and Industry – Intuition Interaction.
- XI. Involving in the Academic and Administrative Management of the institution.
- XII. Policy-Planning, Monitoring & Evaluation which are connected to the Department.
- XIII. Promotional activities both at Departmental and institutional level.
- XIV. Involving and Assisting the HOD in the Design and development of new programmes.
- XV. Preparing project proposals for funding in areas of R & D work.
- XVI. Laboratory Development, Modernization, Expansion, etc.
- XVII. Monitoring and Evaluation of academic and research activities.
- XVIII. Participation in policy planning at the Regional/National level for development of technical education.
- XIX. Develop, update and maintain MIS.
- XX. Assisting the HOD in Planning and implementing Staff Development activities.
- XXI. Maintain accountability, Conduct performance appraisal.
- XXII. Guiding Research, any other work assigned by the Principal/Management from time to time.

### **1.8.2. Associate Professor:**

- I. Teaching including laboratory work.
- II. Evaluation including administering tests, invigilation during conduct of tests.
- III. Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.

- IV. Leading consultancy projects and extension services
- V. Curriculum development and developing resource materials. V. Research activities and research guidance.
- VI. Assisting in conduct of and organizing seminars/workshops/guest lecturers
- VII. Development of the Curriculum and Learning Resource materials.
- VIII. Any other work assigned by HOD/Principal /Management from time to time.

### **1.8.3. Assistant Professor:**

- I. Teaching including laboratory instruction and academic activities such as acting as Class review Committee member, invigilator, Lab In charge, Coordinator (Attendance), assistance in conduct of seminars, symposia, guest lecturers.
- II. Students assessment and evaluation, aside from acting as paper setter.
- III. Assisting in consultancy and R & D Activities.
- IV. Developing resource material and laboratory development.
- V. Co-curricular and extracurricular activities / student welfare activities.
- VI. Assisting in departmental administration.
- VII. Involvement in departmental / institutional developmental activities.
- VIII. Be a member in such student welfare committees as Anti Ragging Committee, Discipline Committee and a proctor.
- IX. Shall attend to the work allotted by HOD/ Principal / Management from time to time, helping in the cause of Academic development of the institute.

The functions, roles and responsibilities of other administrative functionaries, staff, librarian etc. are clearly spelt out in the administrative manual of the college. The functions of various non-statutory committees are given separately along with their composition.