

HR Policy



Netaji Subhas Institute of Technology

Amhara, Bihta, Patna

Affiliated to Bihar Engineering University, Patna

INTRODUCTION

Netaji Subhas Institute of Technology is the most prestigious institution established by Sitwanto Devi Mahila kalyan Sansthan in 2008. The Institute has about 492 B.Tech students. The institute is ISO 9001:2008 certified. The College is affiliated to Bihar Engineering University, Patna.

SERVICE AND CONDUCT RULES

1. General

(a) There are some Rules in "Netaji Subhas Institute of Technology. These rules shall apply to all categories of employees (Teaching and Supporting Staff Members)

2. Definition

For the purpose of the Service Rules the following terms are used in the sense as explained below:

- **College** means Netaji Subhas Institute of Technology
- **Trust** means Sitwanto Devi Mahila Kalyan Sansthan.
- **Teaching Post** means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts.
- **Supporting Staff Members** means a person appointed in a Non-Teaching post to which no other person holds a lien.
- **Appraisal Committee** means the committee created by the Authority for performance appraisal of an employee.
- **Authority** means the Governing Body of the College and represented by the Administrative head such as Director of the College having powers delegated to one by the Governing Body.

- **Employee** means any person appointed by the Authority/Trust as a member of its staff. Such employees shall be classified as i) Regular, ii) Probationer iii)Contractual Employee.
- **Regular Employee** is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed by writing, on the basis of satisfactory service rendered by him as a “Probationer” on expiry of probation period or extended provision period by the Authority / Society.
- **Probationer** is an employee who is provisionally employed to fill up a permanent vacancy in a post and has not been confirmed in service as regular by the Authority / Society. The period of probation shall be defined in his appointment letter, in a case to case basis based on his profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended by written communication. No probationer shall be deemed or classified as regular unless the Authority / Society have confirmed him explicitly by a letter. In absence of the written communication from the Authority / Society it is deemed that his probation period had been extended.
- **Contractual Employee** is one who is engaged either by an agreement or by an Contractual appointment for a fixed period or otherwise whose appointment is of casual nature and whose service will come to an automatic end with the expiry of the specific period for which he was appointed, without any notice or compensation, Such an employee may be paid his remuneration or honorarium or wages either in a consolidated monthly rate or on a per hour basis. No other Allowances will be admissible.
- **Faculty Member** means the Employee engaged in Direct Academic work such as Teaching, Research and Publication and so on. “Faculty Member” and “Teaching Staff” are used interchangeably and mean the same thing.

3. ACRONYMS

The following Acronyms will be used throughout this document.

Acronyms	Meanings
NSIT	Netaji Subhas Institute of Technology
GC	Governing Council
HOD	Head of the Department

4. DESIGNATION OF EMPLOYEES AT INSTITUTE

The following posts/ designations have been sanctioned at the time of initial creation of the service rules. The further creation of new posts / designation and / or abolition of existing posts / designations are done by the Governing Council based on the needs and requirement of the Institution.

- **Academic - Teaching**

1.	The Director of the Institution
2.	The Head of the Departments of the Institution
3.	The Professors of the Institution
4.	The Associate Professors of the Institution
5.	The Assistant Professors of the Institution
6.	The Lab Instructors of the Institution
7.	Other position as may be decided by the Governing Body such as Emeritus Professors, Adjunct Professor etc. of the institution.
8.	Placement Officer

- **Non - Teaching**

1.	The Librarian
2.	The Account Officer of the Institution
3.	The Administrative officer of the Institution
4.	The Office Assistants of the Institution
5.	The Maintenance in charge of the Institution
6.	Electrician, Plumber, Generator Operator of the Institution
7.	Other position as may be decided by the Governing Council.

5. GENERAL DUTIES & FUNCTIONS OF MEMBERS OF STAFF

- Each of the Employees needs to work for at least 48 Hours per week. Members of the Faculty and staff should be available in their respective class/ cabin / workshop for student service from 9.15 A.M to 4.30 P.M.
- The Institution must observe at least 210 actual teaching days in a calendar year and the remaining working days shall be devoted to the development of Academic standard, Research & Training, examination, faculty development program, seminar, workshops, publication and other activities of the Institution as per guidelines of the Authority/Society.
- The faculty members have to take tutorial Classes / Remedial Classes / Advanced Classes / makes up tests & the same to be included in the academic calendar at the commencement of each semester., Two tutorial hours / two laboratory hours will be counted as one teaching hour.
- The Counseling of the students will be an essential component of role & responsibilities of faculty members.
- The faculty members of our college need to dress professionally and observe the faculty dress code guidelines mentioned below. Following is the dress code for the faculty of Institute:
- **Gents faculty:** All male faculties must be attired in formal dress, properly tucked in shirts with black belt and black shoes.
- **Ladies:** All female faculties shall wear Saree with decent formal footwear and tie their hair properly. Nails should be periodically trimmed
- **Mobile phones:** The faculty members are not allowed to bring mobile phones inside the class rooms and laboratories. There allowed to use the mobile phones only for official purpose.
- **Preparation of Lesson Plan and Lesson Schedule:** The Faculty may re-arrange the units of the syllabus, if necessary, for better and effective understanding by the students, prepares a well contemplated lesson plan clearly indicating the topics and portions to be covered class wise on specified dates in the prescribed format available in the logbook issued. The lesson schedule shows the topics of the portion covered in every class.

- It is very important to prepare Weekly Portions for Continuous Assessment tests clearly and the same should be completed within the specified week and never to be postponed, even if the staff member have to go on leave or absent due to unavoidable circumstances or due to unexpected holidays. In such cases, extra classes must be handled to complete the specified Continuous Assessment test portions. HoDs will monitor and report non-conformities, if any, in the prescribed format to the Director every first working day of the week.
- **Course File:** A Course file must be handed over to the Director through HOD at least one week before the first working day of the semester. Detailed work sheets (one per week) containing problems and cases with solutions to conduct tutorial sessions are also required to be included in the lecture notes. The faculty-student ratio for the tutorial class is **1:30**. The course file contents for the theory and laboratory courses are as follows:

S.No	Course File contents for Theory Subjects
1.	Target sheets
2.	Individual time table (faculty)
3.	Course Delivery Plan (CDP latest) with Question Bank as per Blooms include content beyond syllabus
4.	Five units lecture notes
5.	Two mark Question and answers for five units
6.	Proof of the various innovative teaching methodologies used (on line teaching, Flipped class, Google classroom, Experiential learning, collaborative learning etc)
7.	e-learning materials(learning materials downloaded from internet) – NPTEL Video Tutorials, YouTube Videos, Animations etc.
8.	Proof of content beyond the syllabus conducted
9.	Tutorial Questions if applicable
10.	Course End survey (Collect the course end survey through the Google form) or any other mode
11.	Result Analysis
12.	Separate Assignment Questions for slow learners and fast learners for all units
13.	Bihar Engineering University Questions at least five Years
14.	Proof of Quiz/Cross word conducted in class
15.	Gate/UPSC/IES questions with solutions

S.No.	Course File contents for laboratory courses
1.	Syllabus
2.	Course Outcomes
3.	CO-PO Mapping
4.	CO-PO Mapping with Justification
5.	CO attainment
6.	List of equipment's (as per syllabus)
7.	Additional equipment's
8.	List of experiments
9.	Additional experiments
10.	Lab manual
11.	Viva-Voce question and answers
12.	Pilot reading
13.	Lab record
14.	Model exam question paper
15.	Model exam answer sheet
16.	Log book (NSIT lab log book)
17.	Rubric along with affective domain sheet
18.	Lab evaluation sheet

- ICT Enabled Teaching and Learning:** Wherever necessary, lecture sessions should have PPT for clear visible and vivid expression of difficult parts of the lecture topics. The slides may be numbered unit wise for easy access and a hardcopy of this should be kept in the course file. Similarly, other teaching aids like models, charts and sketches are to be used and the list should be kept unit wise in the course file.
- To augment more knowledge in the subject and for good career planning, experts from industry and academics are invited as per academic calendar to deliver special lecture programs, in consultation with HOD and approval by the Director. Prior approval from the management for expenditure involved is mandatory.
- Preparation of Question Paper for Internal Assessment Test (IAT) and Continuous Assessment Test (CAT):** The Faculty shall prepare Type-I, Type-II and Type-III questions, ranging from easy, medium and hard respectively, Part-A (1-Marks), Part-B (5-Marks). Easier questions should typically appear closer to the beginning of the section while harder questions are towards the end in each section.

5.1 Continuous Assessment tests (CAT):

- 5.1.1 Continuous Assessment tests start from the 2nd week of reopening of the college for a semester. The Continuous Assessment test portions available in the course file. Non-conformities are to be communicated to all in the prescribed format before each test.
- 5.1.2 Continuous Assessment tests are conducted in the 1ST period on each day and the answer paper scripts valued within 2 days are to be handed over to the HOD.
- 5.1.3 Continuous Assessment test question papers should be framed with 30% easy questions (Type-1), 50% of questions with average difficulty (Type-2), and 20% difficult ones (Type-3).
- 5.1.4 A student who is absent or failed in the Continuous Assessment test(s) should appear for the substitute Continuous Assessment test(s) for the missed Continuous Assessment test(s). The substitute Continuous Assessment test(s) will be held on the immediate Saturday in two sessions of one hour each. At a time, a student can take up two test(s) and in case the student who was absent for three Continuous Assessment tests he/she will skip one test. Such incidents have to be brought to the notice of the Director, the next day itself. Any student desirous of improving his/her performance can also attend these substitute Continuous Assessment tests. Separate question papers will be prepared for this substitute Continuous Assessment tests by the respective faculty.

5.2 Internal Assessment Test (IAT):

- 5.2.1 Two Internal Assessment tests should be conducted in a semester, one after the second Continuous Assessment test covering 1.5 units of the portions in the syllabus, second one after the fourth Continuous Assessment test again covers 1.5 units from the balance and third one after the last Continuous Assessment test, covering rest of the portions. The Internal Assessment tests are conducted for two hours. HODs should send Internal Assessment Test Notification Circular Request along with the test schedule to

the Director at least one week before the scheduled date of conduct of Internal Assessment tests.

5.2.2 Students write Internal Assessment tests in bound notebooks. Each subject/course has separate notebook.

5.2.3 Internal Assessment Test Answers are to be valued within 2 working days after the respective test and the mark statements should be handed over to the Director through HODs.

5.2.4 Each course in the program is evaluated periodically through internal assessment test (IAT). Students' academic performance derived from the result analysis helps the mentor to categorize students as Bright, Mediocre and Weak. Students Classification:

- 50% and below score in three or more subjects: Academically Weak Students.
- 50% and < 60% in all the subjects: Mediocre Students.
- >60% in all the subjects: Bright Students are provided with necessary academic support through counselling which help them perform better in future.

5.2.5 Parents of each ward should be intimated about the following in the prescribed format, by post, within 6 working days after the Internal Assessment test is over. (Marks secured in the Internal Assessment Test and Subject-wise monthly attendance).

5.3 Semester End Coaching: Immediately after the two internal assessment tests, the slow learners are given intensive coaching for at least one week. They are counselled for effective learning and good preparation. The course-wise/subject-wise list of slow learners is identified in the Department meeting.

5.4 Model Examinations: At the end of the semester and after adequate preparatory work by both the students and staff, model examinations are scheduled for each subject. Theory model examinations and practical model examinations should be conducted before the last working day for the semester. The schedule for the model examination theory and Practical along

With question paper / viva voce questions to be submitted to the Director through concerned HOD one week before the commencement of the schedule.

5.5 Assignments: Each student is given separate note book for writing assignment. A faculty must design the total assignment work, worth of 6 hours of intensive study each so that it is approximately 60 hours of both study and writing per semester.

5.6 Motivated Study/Work Project book: A student can choose a project work or motivated study on any current and emerging area in the subject and work on the same with constant interaction with the faculty members concerned for a worthy practical model which will have a high quality. The work should be more than hours equivalent of study. The faculty member should assist the student in all possible ways. The completed project work neatly written must be reported to the Director along with the proto type.

5.7 Observation of Students Discipline:

5.7.1 All students must observe the top order of discipline and decorum inside and outside the college.

5.7.2 They have to remember that any act of indiscipline will bring discredit to themselves and bring down reputation of the college. Any act of indiscipline must be reported to the Director immediately.

5.7.3 Use of mobile phones inside the class rooms by students is banned. In case a student is found using mobile phone the matter should be reported to the HOD immediately, after seizure of the phone and obtaining a statement from the student.

5.7.4 If a student is found indulging in malpractice such as attempting to use or having used unfair means in an examination such as copying from some manuscript or from a neighbor, helping or receiving help from any other candidate or keeping with him the material connected with the examination, the same is to be reported to the HOD immediately.

5.7.5 It is mandatory that all students write Continuous Assessment Tests every day.

5.7.6 Students must strictly adhere to dress code, i.e. prescribed uniform, shoes and the ID card hanging around the neck, on all days.

6. SPECIFIC RESPONSIBILITIES

6.1 DIRECTOR:

- The Director shall be the chief academic and administrative Head of the College.
- Policy planning and leadership.
- Communicating the Vision, Mission, Objectives and all Policy of the authority to all employees of the Institution.
- Implementation of the directions of the Authority / Society
- Total Administration of the Institution.
- Fixing parameters and goal sheets for the teaching and non-teaching employees.
- Monitoring and evaluation of Teaching, Research, Publication, Real knowledge application etc.
- Close participation in the process of performance evaluation of employees.
- Personal involvement in Teaching, Research, Publication, Real knowledge application as per norms.
- To monitor & follow up the proceedings of meeting of the Departmental committee & activities.
- To monitor & follow-up the proceeding & activities of all the college committee, such as faculty / student, faculty / HOD, HOD / Director interfaces to ensure that all issues are addressed timely and properly for the best interest of the students.
- Monitoring of the student's feedback systems duly authenticated by respective HODs.
- To monitor and ensure that all relevant data are duly uploaded in AICTE and college website.
- Any other responsibility given by the Trust.
- Parents of each ward should be intimated about the following in the prescribed format, by post, within 6 working days after the Internal Assessment test is over. (marks secured in the Internal Assessment test and subject-wise monthly attendance)

6.2 The Head of the Departments: Subject to the Supervision, direction and general control of the Authority/Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive :

- The Head of the Department has to be appointed on the basis of academic qualification and teaching performance by the Director.
- The Head of every Department shall act under the General supervision and Control
- HODs will actively participate in Teaching, Research, Publication, Real world knowledge
- The HOD shall always maintain the academic standard in the departments. In addition to the allotment of classes to the teachers, he / she shall assess the workload of the teachers, lab Instructors and other technical persons in the department, requirements of staff members etc. He / She shall also maintain a liaison with the other departments. He / She shall keep vigil about the quality teaching in every theoretical & practical subject as per syllabi of the University.
- The HOD shall ask the teachers to prepare lesson planning on each subject and he / she shall monitor whether the scheduled is maintained. He / She shall prepare a list of the equipment, books etc. well before the beginning of the semester and forwarded straight to the Director for early procurement. He / She shall take care of conducting all the examinations, evaluation methods, keeping all records of examinations as per regulations under the guidelines of the Director. In any case of urgency or anything related to Academic affairs which are not mentioned above the HOD shall take advice from the Director and shall take necessary steps.
- As a part of academic affairs the HODs will impart knowledge to the students by taking classes, to take tutorial and remedial classes on regular basis, need based laboratory development and Lab classes, conducting evaluation of the students and so on.
- As part of Real world knowledge Application, HOD shall encourage consultancy and project work amongst faculty members as per norms in consultation with the Director. The said activities, progress and achievement are recorded in the meeting of the Departmental Committee.
- HOD will also ensure that senior faculty members hold regular (i.e. two meetings in each semester) interaction with Class Representatives (CR) to resolve ongoing issues and healthy student-teacher relationship is maintained with all dignity.
- HOD will provide effective leadership towards industry Institution partnership. Organization of special lectures, seminar, workshops by the industry professionals for total development of the future professionals. Interaction with Industry and the Institute for academic development of the students

- HOD will give advice & suggestion regarding purchase and preservation in the Departmental Library of books or other resources pertaining to his sphere of learning to the Librarian.
- Faculty/Teaching Skill Development Program to be planned by the HOD based on need analysis of all the concerned faculty and technical staff members.
- Any other responsibility given by the Director.

6.3 Associate Professors of the Institution: Subject to the Supervision, direction and general control of the Director, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive :

- Associate Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode.
- Associate Professors will assist HOD in academics and administration of the department and also contribute in Policy planning, Monitoring & Evaluation and promotional activities both at Departmental and Institutional level.
- As far as management of the academic affairs of the Department concerned the Associate Professors will take active participation in the Departmental Committee as advised by the HOD.
- As a part of academic affairs the Associate Professors will impart knowledge to the students by taking regular classes, tutorial classes and remedial classes on regular basis, they will also guide the faculty members regarding the need of Laboratory Development and to improve the quality of the Lab classes and so on.
- As a part of academic affairs the Associate Professors will implement Faculty development program, Conduct departmental Workshop and Seminar and also monitor and evaluate academic activities.
- Associate Professors will provide Research Guidance ensure Publication Work and also design and development of new program as suitable for the students.
- Associate Professors are most suitable for Real world knowledge application, they will provide leadership In external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development; modernization, expansion, promotion of entrepreneurship and job creation , to implement sustainable Quality Improvement Program (OIP) and brand building of the department providing technical

support etc.

- Has to give valuable guidance as a senior member of college committees duly nominated by the Director.
- Associate Professors must undertake the responsibility to bring sponsored research project and industrial consultancy work.
- The promotion to the post of Associate Professor is subject to an approval of the Selection Committee/Appraisal Committee formed for the said purpose by the Director.

6.4 The Assistant Professors of the Institution: Subject to the Supervision, direction and general control of the Director, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- Assistant Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode. They will also be closely involved in his examination process as per guidance of HOD.
- Assistant Professors will take active role in the Departmental Committee as directed by the HOD.
- Assistant Professors will take regular classes, tutorial classes and remedial classes on regular basis, laboratory development and lab classes, Preparation of lesson plan, teaching materials, publications and full implementation of online teaching learning systems.
- As a part of academic affairs the Assistant Professors will participate in Faculty development program, departmental workshop, seminar for continuous quality improvement teaching learning process.
- Assistant professors will be actively involved in Research and Project, Publication work, and design/development of new program as suitable for the students.
- Assistant Professors will participate in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, . (including funding proposal), Seminar, Laboratory Development, Modernization, Expansion, Promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Program (QIP) and brand building of the department providing technical support etc.
- Assistant Professors will actively take part in extra-curricular, cultural and social service activities of the college as member of respective college committees and clubs.
- They will devote significant time and energy for the total counselling of the students round the year.
- Any other responsibility given by the Director or HOD.

- Assistant Professors will involve themselves in research and development. They must try to publish research papers and engage themselves accordingly for doctoral work (if applicable).
- Assistant Professors will have to take active role to bring sponsored industrial consultancy work as well as sponsored research projects.

6.5 Lab Instructor of the Institution: Subject to the Supervision, direction and general control of the Authority/Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- As a part of academic affairs the lab Instructors will actively participate in laboratory development, Preparation of laboratory manual, charts and conducting lab classes with full theoretical knowledge duly guided by concerned faculty members.
- Lab Instructors is always guided by the respective faculty in charge of the laboratory. Technical Assistants & lab Instructors shall also be responsible to take every care & ensure the proper maintenance of the equipment, electric connections, etc. kept in the laboratory, in case any other assignments given by the respective teachers, he/she shall always participate in any activity related to college affairs. He / She shall also carry out the decisions of the HOD as well as the Director.
- They will also be actively involved in multiple college activities duly nominated by HODs.
- In the event of modification in the syllabus the concerned technical staff members need to be updated and trained by the senior faculty members to implement the modifications appropriately.
- Any other responsibility given by the Director or by the HOD.
- Technical Staff members must augment their qualification with the approval of the Director.

6.6 The Librarian of the Institution: Subject to the Supervision, direction and general control of the Authority/Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive: Librarian will be responsible for smooth & effective operation of the college library.

- Librarian will Manage the planning, administrative and budgetary functions of library and information services including :
 - a) Establish and implement library and information policies and procedures.
 - b) The person will be responsible for procurement planning in consultation with respective HODs and the Director.
 - c) Develop and manage convenient, accessible library and information services.

- d) Prepare and manage the budget for library and information services technology and media.
 - e) Develop and manage cost-effective library and information services technology and media.
 - f) Order materials and maintain records for payment of invoices.
 - g) Analyze and evaluate library and information services, technology and media service requirements.
 - h) Prepare reports related to library and information services, technology and media services, resources and activities.
 - i) Smooth & effective operation of the library.
 - j) Procurement planning in consultation with Director and HOD
 - k) Software Implementation/up gradation.
- Librarian will provide effective access to library collections and resources, maintain the organization of library materials, Provide library services in response to the information needs of library users and perform other related duties.
 - Any other responsibility given by the Director.

6.7 Administrative Officer of the institution: Subject to the Supervision, direction and general control of the Director, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- The Administrative Officer shall keep and maintain the records of attendance for the students and staff members regularly as per regulation.
- The Administrative Officer shall maintain the leave register of all the employees. The Staff members, for any leave, shall apply to the Director through the HOD.
- The Administrative Officer shall maintain all the records of the semester-wise examinations.
- The Administrative Officer shall always provide information to the Director/management when needed. Other than the Director and management, nobody can ask for any information about the college, unless and until, prior' permission is taken from the Director/management.
- In case of execution and implementation of any decision, the Administrative Officer shall consult to the Director. General administration within college and hostel, construction, accounts, library administration, security, transportation, games & cultural activities etc. will be under the direct control of the Administrative Officer.
- All admission shall be done, as per regulation, through the Administrative Officer under the direct supervision of the Director.
- Will ensure full compliance of fire protections and safety measures in the

buildings & overall campus.

- Will ensure compliance of timely payments towards taxes and insurance premiums as per statutory requirements.
- The Administrative Officer will report to the Director every day.
Placement Officer: Subject to the supervision, direction and general control of the Director, the duties of the post are prescribed as under Which are illustrated and considered but not exhaustive.
- The Placement officer will take the initiative to make visit to different Companies in order to build up a good Industry institute relationship.
- The Placement officer shall maintain all databases of the students necessary for placement of the students.
- He/She will maintain all records needed by the corporate for placement of the students.
- He/She will submit regular statement reports to the Director regarding the expenditure in his/her Cell.

6.8 Training and Placement Head:

- The Training & Placement head will be responsible for all activities related to training of the students to enhance their interview winning skill in consultation with the Director/Placement Officer and HOD.
- The Training & Placement head will be responsible to keep close Co-ordination with the Director/ Placement Officer and HOD.
- He/She will be ready to accept and execute any responsibility given by the Director or Placement Officer in matters related to Training & Placement.
- The Training & Placement head before taking any final decision shall always consult the Director and the Placement Officer.
- The Training & Placement head should keep the students informed about all activities of his/her Cell, which are related to students training & placement.

6.9 The Accounts Manager of the Institution: Subject to the Supervision, direction and general control of the Director/Chief Financial Officer, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- The Accounts Manager shall deal with all the financial matters related to the Institute. He/she will prepare and report financial statements, establish internal procedures and controls, and evaluate business performance and segment productivity. For smooth functioning, he / she shall maintain all financial records and as per regulations of the Institution and shall be sent it regularly to the CFO.
- He / She shall responsible for fee collections, reconciliation, monitoring

of due fees in close coordination with Administrative Office.

- He / She shall assist the Audit team for Financial Audit.
- He / She shall keep liaison with the Bank(s), where the accounts of the college is maintained. He /She shall report to the CFO/Director.

6.10 The office assistant of the institution: Subject to the Supervision, direction and general control of the Director, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- He / She is responsible to keep all the records related to the college under the directives of the Administrative Officer/Director/CFO.
- He / She shall always keep strict secrecy & confidentiality in maintaining the records.
- He / She shall execute any assignments time to time given by the college authority.
- He / She, under no circumstances, shall handover the records to anybody, unless & until he gets the permission from the Administrative Officer/Director/CFO. Under the instruction of the Administrative Officer/Director/CFO, he / she will maintain the records.
- Any other responsibility given by the Administrative Officer/Director/CFO.

6.11 Maintenance Supervisor / Maintenance In charge, Electrician, Plumber, of the Institution: Subject to the Supervision, direction and general control of the Authority/Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- Maintenance Supervisor/Maintenance-In charge/Electrician/Plumber is always guided by the respective procedure of the machine or facility.
- Maintenance Supervisor / Maintenance-In charge/Electrician/Plumber shall also be responsible to take every care & maintenance of the equipment, electric connections, etc. for which they are responsible.
- Maintenance Supervisor / Maintenance-In charge/Electrician/Plumber shall also carry out the decisions of the Director.

7. Procedure For Recruitment of Staff Members

7.1 All appointments: Permanent, contractual and temporary to fill up any category of post in the College shall be made by the Director-Society on the recommendation of the Selection Committee to be constituted as per regulatory Norms. All new appointments required to be endorsed in the next meeting of the Governing Body of the College.

7.1.1 Direct Recruitment: As per regulatory norms and strictly on merit: For selection of faculty member and staff members, advertisements are to be notified in Website of Netaji Subhas Institute Of Technology or in Newspaper. For appointment to any category of staff, a Selection Committee is to be constituted as per norms for each position to select eligible candidates purely

on merit, academic record and other eligibility criterion for each position.

7.1.2 A Selection committee will be formed as per the norms of the regulatory body including the Subject expert. The selection committee will choose the candidates based on applicants and will recommend the best suitable candidate for the post based on the past record and face to face performance. The panel of the selected candidates will be valid for 6 months.

7.1.3 Recommendation of Selection Committee will be final subject to the approval of the Governing Body. In case, any kind of misinformation declared by the candidate is noticed even after the appointment or joining or confirmation of job, the appointment may be cancelled summarily depending upon gravity and nature of misinformation hiding of facts.

7.2 Probation: An 'employee appointed either as a faculty or as a non-teaching member of staff shall remain on probation as may be defined in his appointment letter. Typically the probation period will be for a period of one year. In case the performance of the candidate is unsatisfactory and/or inefficiency in handling the allotted assignment, his probation may be extended or his service can be terminated during the Probation period by giving one month's notice in writing or a month's salary, in lieu of.

7.2.1 Extension of probation will not be allowed for more than once. Extension of Probation period is' not a right to the candidate but may be considered by Authority/Society.

7.2.2 Period of probation may also be relaxed in exceptional circumstances at the discretion of the Appointing Authority/Society. In exceptionally deserving cases, the Authority/ Society may waive the Probation period of an employee at the time of appointment.

7.2.3 The Employee appointed under contract will be excluded from terms of Probation. Terms of Contract will guide contractual appointment only.

7.2.4 The contract will be valid up to the specified tenure only. The contract will be automatically terminated on the expiry of the contract period unless renewed further.

7.3 Confirmation: On completion of stipulated period of probation the performance will be evaluated as per appraisal procedures. Depending upon performance report he/ she will be eligible for confirmation of service.

7.3.1 On Confirmation he/she will be either placed on suitable scale or consolidated salary depending on performance report and the discretion of the Authority/Society.

7.3.2 In case, a member of staff does not receive a letter of confirmation from the Institution in time, his service in the College would not be deemed to have been confirmed and it shall be presumed that his period of probation has been extended.

7.3.3 Performance appraisal for all faculty and non-teaching, staff members is mandatory.

7.3.4 No person will be confirmed without Performance Appraisal. It will solely depend on total performance evaluation committee followed by personal appraisal held by the Appraisal Committee. The Chairperson of the Appraisal Committee will have to be duly appointed by Authority/ Society who will have to be an experienced Academician of repute, i.e. of a Senior Professor level.

8. Procedure For Performance Review of Staff Members

8.1 Performance Review will be carried out for Regular Employees and Probationers.

8.1.1 Regular Performance Appraisal of faculty member and other staff members is an essential parameter for career and professional development; hence the Performance Review is based on self appraisal form attached in Annexure - I will be conducted by the Director once in a year.

8.1.2 The Self-Appraisal Report (API score) will be the Key Document for all Promotion, Salary adjustment and handling Performance related issues.

8.1.3 Each self-appraisal form will be approved by the Director / Managing Director/ Chairman.

8.2 Academic Audit Committee Appointed by the Director will audit the department twice in academic year.

9. Procedure for Promotion of Staff Members

9.1 Promotion of Faculty positions will be decided as per the following procedures:

9.1.1 Availability of sanctioned vacant posts is to be decided by the Governing Body.

9.1.2 Governing Body will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.

9.1.3 On fulfilment of stipulated condition of regulatory body and/or norms of the College, the candidate will be eligible to appear before Selection Committee.

9.1.4 Application of eligible candidates will be scrutinized by the Selection Committee. The Committee will consider the points as mentioned along with other points decided by the Selection Committee.

9.1.5 Selection Committee will conduct personal interview/test of the eligible candidates and their opinion including Annual Performance review report, will be placed before the authority for appropriate decision regarding promotion Including the date from. which the order will be effective. The Director will be informed about the decision taken on the annual performance review report of a candidate (if needed).

9.1.6 Based on the recommendation of the selection committee the competent authority may issue the promotion order to the deserving candidates.

9.2 Promotion of Non-Teaching Employees will be decided as per the following procedures:

9.2.1 Availability of sanctioned vacant posts is to be decided by the Governing Body.

9.2.2 Governing Body will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.

9.2.3 On fulfilment of stipulated condition of regulatory body and/or norms of the Col/ege, the candidate will be eligible to appear before Selection Committee.

9.2.4 Application of eligible candidates will be scrutinized by the Selection Committee. The Committee will consider the points as mentioned along with other points decided by the Selection Committee.

9.2.5 Selection Committee will conduct personal interview/test of the eligible candidates and their opinion including Annual Performance review report, will be placed before the authority for appropriate decision regarding promotion Including the date from. which the order will be effective. The Director will be informed about the decision taken on the annual performance review report of a candidate (if needed).

9.2.6 Based on the recommendation of the selection committee the competent authority may issue the promotion order to the deserving candidates.

10. Leave Rules: 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.

10.1 Casual Leave (CL):

10.1.1 A Regular Employee will be eligible for 12 days casual leave per year of regular working.

10.1.2 Casual leave may be sanctioned to a member of staff for a period not exceeding 3 days at a time. Casual Leave cannot be carried forward to the next year.

10.1.3 Casual Leave can be taken for half day also. No other leave can be taken for Half Days.

- 10.1.4 Casual Leave cannot be combined with any other kind of leave.
- 10.1.5 Late arrival / early departure by an hour either way for more than two (2) days in a month will lead to deduction of half day's casual leave.
- 10.1.6 Employees who have got only half day's leave at credit when applying for half-day Casual leave for the afternoon of a day should ensure that they attend office the next day since Casual Leave cannot be combined with any other Leave. In this case it will automatically lead to Break of Service.
- 10.2 Semester Vacation:** Teaching Employees will be entitled to have 20 days vacation / Semester Break in a year in two phases (10 days each) In a specific period to be declared by the Director with the approval from Director.
- 10.3 Compensatory leave or Special Leave:** All employees may also be called for duty during vacation or holidays for special reasons. In such cases, they will be entitled for compensatory leave. This is the leave which is granted to an employee as compensation for his working on any holidays. The compensatory leave cannot be carried over to next year.
- 10.4 Medical Leave:** All regular employees may be granted medical leave of 6 days during each completed year of service. Medical leave will be on half pay leave basis i.e. 6 days half pay leave is equivalent to 3 days full pay leave.
- 10.5 Maternity Leave:** Maternity leave may be granted to a confirmed woman employee with less than two surviving children which can be availed twice in the entire service life.
- 10.6 Leave without Pay :** In exceptional cases, to avoid the discontinuity of the service and when no other leave is available to an employee, the college authority may grant a special leave to an employee called "leave without pay" after receiving an application from the employee duly recommended by the Director. It is not a right of an employee nor is it a common practice to grant leave without pay.
- 11. Procedure For Handling Unsatisfactory Performance Of Staff Members:**
- 11.1** Unsatisfactory Performance of an employee will be determined during the Self Appraisal review and will be marked as "Unsatisfactory".
- 11.2** In case of Unsatisfactory Performance of a Regular employee, the API will be communicated to him with suggestive corrective measure. Such employee will be personally counseled by his higher authority and corrective action will be planned out. The higher authority is expected to review the performance of such employees continuously and give him feedback and suggestion for

improvement. In the unfortunate case of two or more Unsatisfactory Performance Review report, the authority may terminate his service with the appropriate notice period or salary in lieu of. In such cases the Director of the college will be responsible to implement the release procedure.

12. EMPLOYEES CONDUCT AND DISCIPLINARY RULES

12.1 Disciplinary Rules

- 12.1.1 Every employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his/her official dealings.
- 12.1.2 An employee should at all times be courteous in his/her dealings with other member of the staff, students, parents and members of the public.
- 12.1.3 No Employee shall, without prior written permission of the Director, engage himself in any job, remunerative or non-remunerative, outside the Institution. Whole time duty of a member of staff shall be at the disposal of the Institution and his services may be required even beyond the schedule office hours including weekly off days and holidays in case of exigency.
- 12.1.4 No Employee shall take any paper, books & booklets, drawing, photographs, instrument, apparatus, document or any other property of the Institution out of the work premises except with the written permission of the Director.
- 12.1.5 All Employees shall observe all safety rules or orders that may be notified from time to time by the Institution and use safety equipment provided by the organization.
- 12.1.6 Faculty member/Teaching Staff has to obtain prior approval of the Director in order to apply to any outside authority to add to his present qualification and to qualify himself for higher degree/qualification.
- 12.1.7 All Employees must sign in and sign out manually or through automated attendance recorder at the time of arrival as well as at the time of departure, noting the time in both the cases. In case of technical failure of the automated attendance recorder the concerned staff has to record the attendance as per procedure directed by the Director. Late arrival/departure by an hour either way for any two (2) days in a month will lead to deduction of half day casual leave.
- 12.1.8 All employees should work on a 6 days week basis with one weekly off- day on Sunday or any other day in lieu thereof as may be notified by the authority. The working hours in the College shall be 48 hours/week.
- 12.1.9 An employee shall be required to observe the scheduled hours of work during which he/she must be present at the place of his/her duty. Except

for valid reasons and or unforeseen contingencies. No employee shall be absent from duty without prior permission. No employee shall leave station except with the previous permission of proper authority even during leave or vacation. Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached or to the Director if he/she is himself/herself the Head of a Department, the address where he/she would be available during the period of the absence from station.

- 12.1.10 Every employee must exercise due prudence or care and caution about the properties of the Institute and shall be responsible for the articles and / or equipments under his charge.
- 12.1.11 Faculty members and Lab/Technical Assistants must not give private tuitions to any students of the College. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
- 12.1.12 Any member of the Faculty/staff shall have to take prior permission of the Director for undertaking any such Assignments as a (i) part-time/visiting, (ii) Expert member, (iii) Consultant, (iv) members of committee, Governing bodies etc. during/beyond duty hours. Any employee of the Institution shall have to inform the Director at the time of leaving the station. He/She has to give the address and contact number during the said period of leave.
- 12.1.13 Faculty members will not be allowed to take honorarium/commission from any of the Organization by rendering service on duty except where such honorarium/commission, which is allowed by the policy or order of the organization.
- 12.1.14 Employee must refrain from inciting students against other students, colleagues or administration. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
- 12.1.15 Employee must refrain from any kind of criticism of the college authority or criticism of any decision of his/her superior officers, or of any current or recent policy or action of the College/Institution. Any failure to abide by this norm will be treated as an Act of Insubordination and a major disciplinary violation and will be acted upon with seriousness that it deserves.
- 12.1.16 Employee must refrain from spreading any kind of rumor/gossip on and off the campus. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
- 12.1.17 Employee should not have the habit of wasting or allowing wastage of electrical energy, water resources and other resources.
- 12.1.18 Employee must refrain from lodging unsubstantiated allegations against colleagues to higher authorities. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action. Any such act,

if caught, may attract severest punishment.

- 12.1.19 Employees must refrain from habitual absenteeism habitual late coming, habitual early leaving and habitual skipping the assigned classes and all acts of same nature will be treated as gross violation of service rule.
- 12.1.20 Any form of sexual harassment or offence would be considered as a most serious offence and will be considered as a major disciplinary violation and may invite strict disciplinary action and such other legal measures as may be thought/deemed necessary by the Director.
- 12.1.21 Employee must not promote any ideas, make statement or act which harms the harmony and cordial inter personal relationship amongst the members of diverse religions. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
- 12.1.22 Faculty and staff members must ensure that any, kind of malpractices have not taken place in any form in the examination process/academic system.
- 12.1.23 Any kind of grievances to be resolved at the College level amicably as per rules of the college. Any unitary action such as suspension of classes, suspension of normal activities, pen down strike, slowdown etc. individually or collectively will make the concerned employee (or employees) liable to face appropriate disciplinary action. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action including termination.
- 12.1.24 No employee shall take active part in politics in the campus of the College or exploit his/her official position for political ends or permit the use of College facilities for political purposes. In other cases where he stands in election he/she must take leave of absence from the College.
- 12.1.25 Without written permission from the Director, no employee shall appear in any radio/T.V. broadcast/telecast or publish any document anonymously or in his name or in the name of any other person or make any communication to the press or make any public utterance.
- 12.1.26 No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his/her official assignments.
- 12.1.27 Generally the Institution will not interfere in the domestic affairs of an employee. However, in case of complain of torture from the members of the family, the Head of the Institution in consultation with the management will be competent to hold departmental enquiry and award punishments including dismissal in case he is found guilty.

12.2 Accountability and Discipline: In consideration of nature of offences as mentioned above, the College authority may take the following disciplinary actions against the offender:

12.2.1 Withholding of increments.

12.2.2 Recovery of the whole or part of any pecuniary loss caused to the College by negligence.

12.2.3 Suspension pending enquiry for offence committed.

12.2.4 Removal or Dismissal.

12.3 Warning

12.3.1 Warning is not a punishment. It may be issued when a superior authority may find it necessary to criticize adversely any work done by his/her sub-ordinate or calls for an explanation to bring the defects to the notice of the employee or to give him/her a reasonable opportunity to explain his/her omission or commission which is not otherwise serious enough. A copy of such warning etc. may be maintained in the Personal File of the employee concerned.

12.3.2 If in the opinion of the authority, despite the warning etc. the concerned employee has not improved, a second caution letter may be Issued.

12.3.3 The following are the Penalties that may be imposed on an employee.

12.3.3.1 Minor Penalties:

- Withholding Increment
- Reversing to lower Rank
- Recovery from pay of the whole or part of any pecuniary loss to the Institution caused by the official/employee due to negligence or breach of order.

12.3.3.2 Major Penalties:

- Reduction to a lower stage in the time scale of pay/Grade
- Dismissal from service

13. Termination of Service/Resignation:

13.1 The Authority/Society may terminate the services of a member of the staff (Confirmed or probation) by serving notice period as specified in clause 9.1.1, 9.1.2 or salary in lieu of the notice period without assigning any reason.

13.1.1 The Notice Period of a confirmed employee or the staff (Both Teaching and Non-Teaching) is 3 months.

13.1.2 In case of Employee, under probation the notice period will be of 1 (One) month.

13.2 In case the concerned employee is found to have committed misconduct, when no such notice or payment of salary, in lieu thereof, shall be necessary and the employee can be terminated immediately.

- 13.3** in case if any staff want to resigning the job immediately without any valid reasons three months' salary will be incurred.
- 13.4** At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before issuing any release letter to the employee.
- 13.5** An employee needs to deposit the Identity Card, official sim card issued to him/her. The said things will have to be returned to the Institution and will remain with the Institution as Institutional property and every employee shall surrender the same to the Issuing Authority on termination of his service/ Retirement/ Resignation.

14. MISCELLANEOUS

14.1 Personal File: A personal file shall be maintained in respect of each employee, both teaching and non-teaching. wherein all the details of the employee concerned viz. name, age, address, names of spouse, dependent, children contact telephone number, qualification, record of service, etc will be recorded. All such official records in the personal file shall be attested by the Director. Appreciation of work may also be recorded in the personal file in the following cases:

- a. Issued by the Head of Department or the Director in respect of any work.
- b. Issued by any authority of the College/Institution /Governing Body expressing appreciation to any employee . in his name, through the Director of the College.
- c. Issued by any reputed individual, if it is confined to expressing appreciation for services duly rendered after the normal duty schedule.

14.2 Service Book: Individual Service Book (manual or e-Book) to be maintained in duplicate for each faculty and regular staff member in the College by the office of the Director.

14.3 Academic Performance Indicator Evaluation Sheet :

Annexure – API Evaluation Sheet