KIPM CET Faculty Resource Book

Your revolution starts ...

KIPM

GIDA, GORAKHPUR

KIPM - Technical Campus, BL 1 & 2, Sector-9, GIDA, Gorakhpur (UP)

KIPM - College of Engineering & Technology

(Approved by AICTE, New Delhi & Affiliated to AKTU & BTE, Lucknow)

Your revolution starts ...

KIPM
GIDA, GORAKHPUR

Ref – KIPM/ENGG./2019/   14/05/2019

To,
The Chairman, BOG
KIPM College of Engineering & Technology,
GIDA, Gorakhpur-273209

Subject: Approval of Institute's By-Laws by the Members of the Board of Governors

Respected Sir,

It is with great enthusiasm that I write to you today on behalf of KIPM College of Engineering & Technology to seek the approval of the esteemed members of the Board of Governors for the revised institute's by-laws.

Our institute has undergone a meticulous and collaborative process to develop these by-laws, which serve as the framework guiding our operations, governance, and decision-making. The by-laws have been carefully edited by incorporating valuable insights from various stakeholders and industry best practices to ensure that they align with our institute's vision, mission, and strategic goals.

Enclosed with this letter, please find a copy of the proposed by-laws for your review and consideration. We believe that these by-laws will significantly contribute to the efficient functioning of our institute and enable us to achieve our objectives with even greater effectiveness.

I kindly request you take the time to thoroughly review the by-laws and provide your valuable input. Your feedback and suggestions are of utmost importance to us, and we are open to any revisions that will enhance the clarity, comprehensiveness, and efficacy of the by-laws.

I recognize the importance of your role as chairman of the Board of Governors in shaping the future of our institute. Your guidance and expertise have been invaluable in steering us towards excellence, and we believe that your endorsement of the by-laws will provide us with a strong foundation for achieving our goals.

Thank you for your unwavering dedication to the Institute. We look forward to your continued support and guidance as we work together to advance our institute's mission and vision.

Sincerely,

Dr. Suryakant Pathak
Director
KIPM College of Engineering & Technology
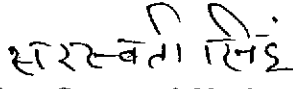
Approval Certificate

This is to certify that the following resolution was duly approved by the members of the Board of Governors (BOG) during a meeting held on 30/05/2019.
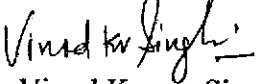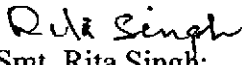
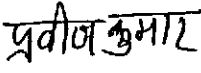Resolution: Revise By-Laws

Date of Meeting:
Location: Gorakhpur
Members of the Board of Governors present and voting in favor:
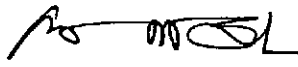
Smt. Saraswati Singh:
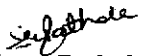Member of the BOG

Mr. Praveen Kumar
Member of the BOG

Mrs. Sunita Singh:
Member of the BOG

Prof. Dr. B.B. Singh
Member of the BOG
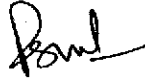
Shri. Vinod Kumar Singh:
Member of the BOG

Dr. Suryakant Pathak
Member of the BOG

Smt. Rita Singh:
Member of the BOG
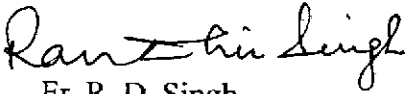
Dr. Deepak Kumar Srivastava
Member of the BOG

This By-Laws has been duly passed and approved by the required majority vote of the Board of Governors, and will be for implementation in KIPM College of Engineering & Technology, Gorakhpur.

Date of Approval: 30·5- 2019

Effective Date: 1-7· 2019

This certificate is issued in accordance with the minutes of the aforementioned meeting and is hereby attested to the accuracy of the proceedings.

Er. R. D. Singh
Chairman, BOG
KIPM College of Engineering & Technology,
GIDA, Gorakhpur-273209
Date:

KIPM CET Faculty Resource Book

Table of Contants

KIPM CET Faculty Resource Book

KIPM CET Faculty Resource Book

KIPM CET Faculty Resource Book

KIPM CET Faculty Resource Book

KIPM CET Faculty Resource Book

Er. R. D. Singh
Founder and Chairman
KIPM Technical Campus

KIPM-College of Engineering & Technology (KIPM-CET) is one of the leading institutes in Uttar Pradesh and the Top Engineering College in Purvanchal (UP) because of providing quality education in engineering. KIPM-CET is known for its academic standards, state-of-the-art infrastructure, and extra co-curricular activities.

KIPM-CET was established in the session 2012-13 with an intake of 60 students in each U.G. (B.Tech) program (C.E., CSE, ECE, ME, E.E.). The college has a strong network with its alumni. It has contributed to over 2000 engineering professionals in top-ranking companies as well as in national development. The college is always indebted to faculty members for their remarkable contribution to leading it at its present height. Management of the College makes every effort to provide facilities and incentives for the faculty to upgrade their skills. The college also provides a better environment and crystal-clear work culture so everyone can contribute to the best of their abilities. To avail of this structure, every faculty member has equal opportunities to deliver their responsibilities effectively and efficiently, which should be in line with the core value and for the achievement of the Vision and Mission of the Institution.

In This, The H.R. Department, Administration, and Management Members of KIPM-CET jointly issued orders, instructions, and schemes on various aspects related to service rules, leave policies, appraisal policies, incentive schemes, etc. The Faculty Recourse Book is an anthology of these documents. The book comprises instructions regarding academic responsibilities, ethics, and a code of conduct for the faculty, which they should follow. I am sure that the book will be of immense use to new joining and the current on-roll faculty.

I congratulate and appreciate the efforts made by the persons involved in publishing this first edition of 'Faculty Resource Book'.

My sincere best wishes to the faculty fraternity of KIPM-CET for their continuous efforts in upgrading the quality of education being provided to the students.

Chairman

Er. R. D. Singh

Chapter 1 About KIPM-CET History, Governance & Management

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KIPM-Technical Campus , BL 1 & 2 Sector-9 GIDA, Gorakhpur, Uttar Pradesh

KIPM CET Faculty Resource Book

1.1 About KIPM-CET

KIPM College of Engineering & Technology (KIPM-CET) is affiliated with Dr. A. P. J. Abdul Kalam Technical University, Lucknow, UP (AKTU), with an objective of providing quality education in Engineering programs. The programs offered by the college includes various verticals under the Bachelor of Technology (B.Tech.), such as; Civil Engineering, Computer Science & Engineering, Electrical Engineering, Electronics & Communication Engineering & Mechanical Engineering. KIPM-CET is approved by AICTE New Delhi. **The College is ISO 9001:2008 QMS Certified.** KIPM-CET is one of the pioneering engineering institutions of Gorakhpur.

1.2 History

KIPM-CET was established under the aegis of **"Ashutosh Shiksha Evam Sewa Sansthan"** under the benevolent guidance and leadership of Er. R. D. Singh (President of the Society), to provide quality education to Engineering students. The Promoters are driven by the objective that our students need to be highly accomplished, enterprising, and committed citizens, so that they deliver the best values. Er. Singh, the founder of the college, started this journey for Engineering in 2012 with a vision to provide the best quality of education to young minds in the field of engineering & technology. The college carries a rich legacy of more than 10 years, and has more than 2000 alumni. The college was approved by AICTE and was affiliated to Uttar Pradesh Technical University, Lucknow. With the progress of time we also added Diploma Mechanical Engineering (Production) and Diploma Civil Engineering, in the year 2014. Rescently, in the year 2022 we have added a new stream in engineering education, that is, Computer Science Engineering (AI-ML).

1.3 Vision, Mission, Quality Policy & Core Values

1.3.1 Vision

To be a centre of excellence in technical education and research to produce professional minds with human values and ethics to serve the society by engaging in industrial, scientific, innovative, academic, and entrepreneurship activities.

1.3.2 Mission

- To provide quality education to achieve excellence in teaching, learning, and researches.
- To impart skill-oriented trainings to meet the need of the industry and society.
- To undertake collaborative projects with industry and academia.
- To promote an environment which facilitates creativity, innovation, team spirit and entrepreneurial leadership.
- To promote effective interaction of students, faculty, and stakeholders with industry personnel, alumni, and academicians of other institutions of repute.
- To promote cocurricular and extra-curricular activities for the overall personality development of the students.

1.3.3 Core Values

Every individual in the college is expected to adhere to the following value system.

- **Respect** – We treat people the way we want to be treated.
- **Integrity** – We believe in doing things in right way even when no one is watching.

KIPM CET Faculty Resource Book

- **Accountability** – We take full responsibility for our actions and, are accountable for them.
- **Transparency** – We communicate openly amongst ourselves and all our stakeholders to avoid any misconceptions.
- **Excellence** – We endeavor to think out of the box and deliver maximum value to all our stakeholders

1.4 Governance of the College

The KIPM-CET is a self-financing institution. It is governed by a society entitled "**Ashutosh Shiksha Evam Sewa Sansthan**". The college has a Board of Governance (BOG), which oversees the college's activities, determines its future direction, and fosters an environment in which the college vision & missions are achieved. The BOG has been constituted as per the guidelines of AICTE. The prestigious Board of Governors of KIPM-CET has academicians and industrialists as its members. Er. R. D. Singh is the Chairman of BOG, and Mr. Vinod Kumar Sing the Managing Director of KIPM Technical Campus. Mr. Vinod Kumar Singh is also Secretary of the society. The important functionaries of the BOG is as follows:

Er. R.D. Singh
President, Ashutosh Shiksha Evam Sewa Sansthan
Chairman, KIPM Technical Campus

Mrs. Suneeta Singh
Manager, KIPM Technical Campus

Mr. Vinod Kumar Singh
Secretary, KIPM Technical Campus

1.4.1 Functions of the Governing Body

- The BOG endorses the Institute's Vision & Mission and provides direction for achieving the established objectives defined by the Society for Educational Excellence. These objectives encompass aspects like providing Quality Education, fostering Skill Development, instilling Human Values and Professional Ethics, and ensuring the comprehensive growth of students.

- One crucial role of the BOG is to secure active engagement of stakeholders in institutional matters, safeguarding their interests. This fosters confidence and trust in the name of KIPM-CET.

- The Board of Governors (BOG) undertakes a comprehensive assessment of the institute's operations to guarantee that the actions of the institute's senior management align with the principles of proficient leadership in harmony with the college's vision and mission.

- The BOG evaluates the perspective plan/strategic implementation plan formulated by the institute's Management and Director to ensure its alignment with the institute's declared vision and mission.

- The BOG evaluates the perspective plan/strategic implementation plan formulated by the institute's Management and Director to ensure its alignment with the institute's declared vision and mission.

- The BOG assesses both the annual action plan of the institute and its corresponding accomplishments.In addition, the BOG oversees the compliance of the institute with legal, statutory, and regulatory requirements.

- In addition to the aforementioned responsibilities, the BOG possesses the flexibility to undertake diverse functions as deemed necessary for the institute's progress. Its adaptive role ensures timely and essential actions to support the institute's evolving needs and challenges.

1.4.2 The Chairman of KIPM-CET

- At the highest echelon of the institute, the management is headed by the Chairman of KIPM-CET, who serves as the President of the society. This leadership is complemented by Mr. Vinod Kumar Singh, the Secretary of the society and Managing Director of KIPM Technical Campus.

1.5 Director KIPM-CET

- The Director holds the pivotal role as the Head of the Institution, shouldering the responsibility for its comprehensive growth and advancement. This individual is tasked with furnishing proficient leadership across all dimensions of the institution's operations, aligning them harmoniously with the institution's overarching vision and mission.

- Furthermore, the Director holds a vital position as a member of the Board of Governors (BOG), playing a pivotal role in presenting a myriad of proposals encompassing perspective plans, strategic blueprints, annual schemes, and additional academic and financial propositions before the BOG for endorsement and subsequent execution.

- The Director serves as a crucial bridge connecting the Heads of Departments (HODs), faculty, administrative staff, and students with the higher management. A critical duty is the fostering of an environment conducive to the empowerment of faculty members, enabling them to deliver their utmost potential.

- Ensuring exceptional support mechanisms for students is another essential facet of the Director's responsibilities. This encompasses the establishment of channels for guidance, assistance to students grappling with learning challenges, a cell for addressing grievances, and provisions for overall student welfare.

- A key initiative for the Director involves taking dedicated measures to enhance student placement and advancement prospects. This involves a profound emphasis on delivering quality education, honing skill sets, and nurturing soft skills—addressing concerns shared by both parents and students.

- Holistic student development is a cardinal objective. This encompasses optimizing opportunities for co-curricular and extra-curricular activities, as well as inculcating values and professional ethics that shape well-rounded individuals.

- Enforcing stringent adherence to the regulations stipulated by the affiliating University pertaining to student attendance and discipline stands as a non-negotiable duty of the Director.

- The amplification of the Internal Quality Assessment System (IQAC) within the institute lies within the Director's ambit, aimed at ensuring an elevated standard of institutional quality.

- The Director is also an advocate for the institution's participation in accreditation processes conducted by accrediting bodies like the NAAC and NBA. To this end, maintaining adherence to the quality norms and benchmarks set forth by these accrediting agencies is a paramount consideration.

- Moreover, bolstering the metrics evaluated during the National Institutional Ranking Framework (NIRF) assessment is a focal point, contributing to the institution's stature in the academic landscape.

- Safeguarding the institution's alignment with legal, statutory, and regulatory obligations prescribed by the University and AICTE remains an imperative responsibility for the Director.

- Overseeing the conduction of all academic activities, including examinations, in accordance with the established university regulations and guidelines is integral to the Director's role.

- Implementation of anti-ragging measures aligned with AICTE guidelines is of utmost priority.

- The Director strives to create an environment that is gender-friendly, both in terms of physical infrastructure and social inclusivity, while concurrently offering suitable facilities for female students, faculty, and staff members.

1.6 Additional Director

Additional Director, KIPM-College of Engineering & Technology GIDA, Gorakhpur have following duties:

Supervision of Staff Conduct: The task involves closely observing the behavior, regularity, and discipline of both administrative and academic personnel. This monitoring is conducted in collaboration with the Dean and Heads of Departments (HODs).

Effective Teaching and Learning Monitoring: This duty entails ensuring that the teaching and learning process aligns with the stipulated curriculum. Additionally, adherence to instructional methodologies endorsed by recognized entities such as the University, AICTE, and the Management is closely monitored.

Administration Procedure Oversight: This responsibility covers a wide array of administrative procedures. Oversight includes recruitment processes, salary disbursements, procurements, and other office-related matters. It involves guaranteeing compliance with established protocols.

Liaison Activities Management: This task involves the supervision of interactions and collaborations with various external bodies, encompassing government entities, corporate partners, and academic institutions. Effective communication and partnerships are crucial in this regard.

Meeting Conduct Monitoring: This responsibility extends to overseeing the organization and execution of meetings on behalf of the institution. This includes staff meetings, as well as meetings involving the Dean, HODs, and the College Academic Council Coordinators.

Auditing and Inspection Oversight: The role involves supervising the institution's audits and inspections. These assessments are conducted by regulatory bodies like AICTE, government agencies, and the university. Additionally, internal audits overseen by top management are also

included. The Coordinator of the National Board of Accreditation (NBA) also plays a significant role in fulfilling these duties.

Collectively, these responsibilities ensure the institution's smooth operation, adherence to educational standards, and effective engagement with various stakeholders.

1.7 Assistant Director

Assistant Director, KIPM-College of Engineering & Technology GIDA, Gorakhpur have following duties:

- One of the primary tasks involves vigilant monitoring of student behavior and adherence to institution guidelines, including attendance. Upholding decorum within the institution is paramount, fostering a conducive learning atmosphere.

- Overseeing admission processes, fee collection, and attendance records are key aspects. Additionally, keeping a watchful eye on financial matters, accounts, and conducting audits are essential to maintain financial transparency and integrity.

- Ensuring the acquisition of necessary items such as furniture, lab equipment, books, and other essentials follows prescribed protocols. This involves meticulous monitoring of procurement processes and maintaining a well-organized inventory.

- Collaborating with relevant personnel, maintaining the institution's physical infrastructure is crucial. This involves regular upkeep and addressing any issues promptly, all while prioritizing the safety of everyone associated with the institution.

- A critical responsibility is safeguarding the life and property of everyone linked to the institution. Implementing measures to ensure a secure environment for students, staff, and stakeholders is a top priority.

- Cultivating and nurturing positive relationships with staff, students, parents, and all individuals directly or indirectly involved with the institution is essential. Maintaining open lines of communication and a harmonious atmosphere contributes to overall success.

1.8 Dean Academics

Dean (Academics) will report to the Director and HoDs will report to Dean (Academics) for all the work related to academics. Dean (Academics) monitors the academics of all the departments and ensures the following:

1.8.1 Academic Calendar

At the onset of every semester, the Dean (Academics) collaborates with the Registrar, Heads of Departments (HoDs), and the Controller of Examinations to formulate an academic calendar. The Dean (Academics) bears the responsibility of aligning the Institute's Academic Calendar seamlessly with the University Calendar, thus ensuring their harmonious synchronization.

1.8.2 Subject Allotment

The allocation of subjects must be meticulously carried out, taking into account both the specific class and faculty assignments, and this should ideally occur 3 to 4 weeks prior to the commencement of the semester. This strategic timing allows for a well-prepared start.

Each faculty member is entrusted with the responsibility of instructing 2 subjects. The distribution can involve either distinct subjects within separate classes or the same subject across different classes. Notably, a teacher will not be assigned 2 subjects within a single class, promoting an equitable distribution of teaching loads.

Furthermore, it is advisable to allocate faculty members the same subjects they taught in the previous year. This approach aims to cultivate expertise among the faculty in those subjects, contributing to enhanced teaching quality and academic proficiency.

Time Table
1.8.2.1 Subject Load

This concept pertains to the allocation of classes for a particular subject within a span of one week. The number of classes assigned aligns with the difficulty level of the subject. A subject categorized as challenging would necessitate a higher frequency of lectures per week, while a subject of lesser difficulty would have a lower frequency. The overall sum of classes allocated to subjects must correspond to the total number of classes taking place during the week.

1.8.2.2 Class Timetable, Lab Timetable, Faculty Timetable, & Timetable of Lab Instructors

Prior to the beginning of the semester, class timetables are prepared and posted on the class notice board. Lab timetables for individuals are displayed on the Lab notice board. The faculty timetable includes a comprehensive schedule of faculty activities, covering both theory lectures and lab assignments throughout the week. This approach guarantees that the class timetable is devoid of any scheduling conflicts. Before the semester commences, individual faculty timetables are provide to the respective faculty members. The Lab Instructor's timetable outlines the intricate schedule of lab allocations to them during the week. This meticulous arrangement ensures that the timetable remains free from any clashes.

1.8.2.3 Faculty Teaching Load

The teaching load pertains to the total number of classes conducted by a faculty member within a week, encompassing both theory and lab sessions. Ideally, each faculty member's teaching load should range from 18 to 20 classes per week. This distribution translates to approximately 8 to 12 theory classes and 6 to 10 lab classes. The allocation of teaching loads for Professors, Associate Professors, and Assistant Professors conforms to the guidelines established by the institute.

1.8.2.4 Number of Periods

There will be 6 periods of 60 min duration starting from 9.30 AM to 4.30 PM and lunch of 60 min after 3rd period (for 1st Year), and after 4th period (for 2nd, 3rd and 4th Year).

1.8.3 Lecture Plan

After the allocation of subjects, it is expected that faculty members create a comprehensive Lecture Plan, offering a detailed outline of class distribution throughout the entire semester. This Lecture Plan should be included within the Course File of each respective Faculty Member. It is essential for faculty to guarantee that once the Lecture Plan is finalized, they adhere to it diligently.

1.8.4 Unit Wise Solved Questions

During the summer and winter breaks, faculty members are required to formulate solved questions for the subjects assigned to them. The initial focus should be on the first two units, which will be covered in the introductory classes. Subsequently, the third unit's solved questions should be ready before the commencement of the first sessional exams. Likewise, the preparation of the fourth and fifth unit's solved questions should be completed prior to the second sessional exams. A physical copy (if handwritten) or a digital version (if typed) of these materials must be provided to the students for their reference. A copy of this must also be kept in Course File.

1.8.5 Daily Abstract

The daily summary provides an overview of the day's classes and lab sessions. In instances where a faculty member is unavailable due to reasons like CL (Casual Leave), LWP (Leave Without Pay), etc., contingency plans are put in place to prevent class cancellations. It is the responsibility of the respective faculty to ensure these alternative arrangements are organized. When the Head of the Department (HoD) designates a faculty member to conduct a class, compliance is expected. Failure to adhere to the scheduled timetable constitutes a deviation. While deviations are permissible, the key objective is to avoid class cancellations under any circumstance.

1.8.6 Tutorials

The faculty will conduct written assessments during tutorial classes to gauge students' ability to recall and articulate the class teachings. The faculty has the flexibility to choose different approaches for tutorials, such as open book tests or providing questions a day in advance. However, regardless of the method chosen, the evaluation must involve written tasks. These tutorial sessions are scheduled on a weekly basis throughout all academic years.

1.8.7 Course Completion Status

✓ *1st – from the start of the semester to 1st sessional exam*

✓ *2nd – between 1st and 2nd sessional exam*

1.8.8 Sessional Attendance Eligibility

The departments will compile the list of eligible sessional exam attendees and post it on the relevant notice boards shortly before the sessional exams begin. Students' eligibility will be based on their cumulative attendance across lectures, tutorials, and labs.

1.8.9 Sessional Theory Marks

The respective Heads of Departments (HoDs) are required to retain signed hard copies of both the 'Cumulative Sessional Theory Marks' and the 'Individual Subject Theory Evaluation Sheet.' Additionally, these documents must be displayed on the appropriate notice board for public access.

1.8.10 Sessional Lab Marks

Within the semester, there will be two Lab Sessional Exams conducted subsequent to the 1st and 2nd theory sessionals. These Lab Exams will be overseen by both the Lab Instructor and the Head of the Department (HoD). The calculation of Lab internal marks takes into account the marks from the two Lab sessionals as well as the Continuous Internal Evaluation for each lab.

1.8.11 Sessional Performance Sheet

After the completion of the 1st and 2nd sessional exams, a student performance sheet will be created. This sheet will encompass sessional marks and attendance data up to the respective sessional exam.

1.8.12 University Admit Card Distribution

The Head of the Department (HoD) will provide the details of detained students to the Controller of Exams (COE). Subsequently, the COE will hold the admit cards of these detained students while simultaneously issuing admit cards for the regular students.

1.8.13 Students Feedback Analysis

To maintain the quality of the teaching and learning experience for the courses, a structured feedback process is implemented. The feedback is gathered by faculty/staff members deputed for the task by Dean (Academics)/ Director. Objective of this practice is to collect final impressions about the teaching and learning journey of the students. We also practice of taking feedback on facilities too.

1.9 Dean Student Welfare

Dean Student Welfare (DSW) ensures the following:

1.9.1 Attendance

Monthly attendance of students has to be compiled and displayed to notice boards on the last day of the month, and a copy of the same has to be made available to the concerned faculty members for

their records. Students/parents must be informed regularly concerning the attendance for which the mentor-mentee system has already developed in the institute.

1.9.2 Counselling

If any student's attendance is found poor, he/she may be asked to come with their parents for a counselling session with the Dean of Student Welfare.

1.9.3 Women Grievance Cell

The formation of a Women's Grievance Cell (WGC) is essential to provide support to female faculty members, staff, and students within the institution. This Cell should include female faculty representatives from diverse departments, and if appropriate, can also involve students. Regular meetings of the Cell should be conducted to facilitate effective communication among its members. Additionally, the Cell should actively engage in disseminating information to students regarding the various initiatives undertaken to promote the well-being of both staff and students.

1.9.4 Class representatives

Each class should nominate two representatives, ideally comprising one male and one female student. The process of choosing these individuals could rely on their academic achievements. The names and contact information of the selected class representatives must be provided to the Dean of Student Welfare. These chosen students may then be entrusted with responsibilities such as maintaining awareness about class discipline and monitoring academic advancement.

1.9.5 Faculty Coordinators

Before the semester commences, it is crucial for Heads of Departments (HODs) to acquaint students from various classes with their respective class coordinators. These coordinators will serve as the initial point of contact for students concerning general academic and administrative matters. Once the class coordinator provides guidance, students may then approach higher authorities, such as HODs, the Dean of Student Welfare, or the Dean of Academics, based on the coordinator's recommendations.

1.9.6 Mentor-Mentee System

Approximately 20 students should be allocated to each mentor. The mentor assumes the role of a guide and is responsible for overseeing the students' punctuality, academic progress, and overall performance. Parents should have the option to communicate with mentors to inquire about their children's progress. After the 1st and 2nd sessional exams, mentors are expected to meet with their assigned students. During these meetings, they should review the students' 'Sessional Performance sheet' together, and offer guidance and recommendations for their next steps.

KIPM CET Faculty Resource Book

1.9.7 Suggestion Box

The student welfare department will keep a suggestion box in the reception area for the students and staff. DSW will take necessary action for useful suggestions.

1.10 Registrar office

Registrar ensures the following:

1.10.1 Admission of new students

All work related to admission and enrolment of new students (1st year, 2nd year (lateral entry)) B. Tech/Diploma will be seen by the registrar's office.

1.10.2 Registration of 2nd, 3rd, and 4th, year students

Registration of regular students in 2nd, 3rd, and 4th years will be done by respective departments at the start of every semester. Students will take the registration form from the department, get the -stamp of accounts, and submit the form to the department. Accounts stamp is a must on the registration form. Along with the registration form, the attendance affidavit and anti-ragging affidavit is to be signed by the student (for 2nd year students).

1.10.3 Internal Mars

Dean Academics will give a final copy of internal marks to the registrar. The registrar will monitor that all departments have properly sent the internal marks to the University and have double-checked it to avoid any mistakes. The registrar's office will keep a record of all the marks sent to the University.

1.10.4 Student Records

The registrar's office will maintain all the records of all the students enrolled in the institute.

1.10.5 Student Input Quality

Registrar's office will give PCM marks of the newly admitted students to the 1st year to make a progress report and to give them an idea of the quality of students admitted.

1.10.6 AKTU/AICTE

All work related to AKTU/AICTE will be seen by the registrar's office.

1.10.7 AKTU Counselling

The registrar will be in charge of the AKTU counselling process. For counselling, the registrar will take the necessary support from the Director.

KIPM CET Faculty Resource Book

1.11 Heads of Departments (HoDs)

Head of the Department (HoD) is an Adminitrative Post and is supposed to look after the smooth functioning of his/her Department along with academic activities.

1.11.1 Formulation of Annual Action Plans for the Department

HoD is responsible for setting the annual plans for the department as per requirements and in line with the plans set by the IQAC.

1.11.2 Academics

Annual target setting for the department for critical academic activities such as student performance in examinations, teaching-learning, faculty development, research publications, various Outcome Based Education parameters, etc., and obtaining the concurrence of the Director.

1.11.3 Registration of 2nd, 3rd, and 4th, year Students

Registration of regular students of 2nd, $3^{rd,}$ and 4th years will be done by respective departments at the start of every semester. Students will take the registration form from the department, get the stamp of accounts, and submit the form to the department. An account stamp is a must on the registration form. Along with the registration form, the student will sign the attendance affidavit and anti-ragging affidavit. ***Online Registration process

1.11.4 Co-curricular and Extra-curricular Activities

Ensures that regular Co-curricular and Extra-curricular activities are conducted in the departmental society.

1.11.4.1 Summer Training Program

Every summer, all departments should organize training programs for 3rd year students who have not got a good place for summer training. Giving quality training to these 3rd year students in-house is better than letting them do sub-quality training outside. 2nd year students should also be encouraged to do the summer training. Efforts should be made to attract students from other colleges for summer training.

1.11.5 Student Welfare

Student Welfare will regularly call class representatives and will regularly go to the classes to take a review of the students. Will take care of all the problems of the students in their department. Will see that all requirements of Dean Student Welfare are met

1.11.6 Discipline

Discipline will ensure proper discipline in their department and will give full support to the Proctorial board in maintaining discipline in the institute.

1.11.7 Class Adjustment

Any faculty going on CL/LWP/OD/SPL must adjust his/her class with other faculty members before going on leave and must inform the concerned HoD at least 1 day before. If faculty cannot come due to some emergency/sudden sickness, he/she must inform the staff by phone to concern HoD by 8.30 AM.

1.11.8 Accounts

Accounts will give full support to the accounts officer in recovering the fees of students with pending fees. Before the start of the new session, the department ensures that the budgets are prepared in advance in the prescribed format, and prior approvals are taken from the BOG for setting up any new lab, COEs, procurement of lab equipment, software, consumable items, annual maintenance of lab equipment, for organizing various events & activities such as Conferences, FDPs, Guest speaker lectures, etc. in the department.

1.12 Controller of Examination (COE)

1.12.1 Theory Exams (Sessional)

COE, in consultation with HoD, will organize a sessional exam.

1.12.2 Lab Exams (Sessional)

HODs will conduct the lab exam (internal and University) and will communicate with COE regarding all matters related to lab examinations.

1.12.3 Semester Results Analysis

The office of COE will prepare the result analysis for every semester and will submit it to Director and one copy to the department.

1.12.4 Students Marks Record

COE office will keep a record of the university marks of students.

1.12.5 University Admit Card Distribution

Dean Academics will give the final list of students detained in university exams to COE. COE will hold the admit cards of such students and release the admit cards of regular students to their respective departments. Admit card of regular students is to be distributed from the respective department. Admit cards not taken by students are to be returned to the COE office.

1.12.6 University Exam (Theory)

COE shall be overall in charge (Central Superintendent) for conducting the University theory exam. Everything related to that exam shall be initiated and conducted by COE.

1.13 Research and Development Committee

The Research and Development (R&D) Committee holds a crucial role in advancing the academic and innovative pursuits of an institution. Its responsibilities encompass:

- **Research Facilitation:** The committee fosters a conducive environment for research activities among faculty and students. It guides researchers in proposal development, project execution, and publication.

- **Collaboration:** It promotes partnerships with industries, research organizations, and other institutions to enhance the impact and relevance of research efforts.

- **Funding Assistance:** The committee identifies funding opportunities, aids in grant proposal preparation, and supports faculty and students in securing research funding from various sources.

- **Ethical Oversight:** It ensures that all research activities adhere to ethical standards and regulatory guidelines, safeguarding the welfare of participants and maintaining research integrity.

- Innovation Promotion: The committee encourages innovative thinking and entrepreneurship among faculty and students, fostering an environment conducive to idea generation and implementation.

- **Publication and Dissemination:** It supports the publication of research findings in reputable journals, conferences, and platforms to share knowledge and contribute to the academic community.

- **Intellectual Property Management:** The committee guides researchers in patent filing and intellectual property protection, facilitating commercialization of innovative ideas.

- **Recognition and Awards:** It acknowledges and celebrates research accomplishments through awards, honors, and recognition programs.

- **Strategic Planning:** The committee aligns research goals with the institution's broader vision, identifying emerging research areas and technological trends.

- **Interdisciplinary Initiatives:** It encourages interdisciplinary collaboration, fostering the convergence of diverse expertise for holistic research outcomes.

- **Research Infrastructure:** The committee advocates for the development of research facilities, labs, and centers to support advanced research endeavors.

- **Student Engagement:** It involves students in research activities, promoting their active participation and nurturing their research skills.

- **Research Communication:** The committee facilitates seminars, conferences, and workshops to enable knowledge exchange and networking among researchers.
- **Feedback and Improvement:** It gathers feedback from researchers to continuously enhance the research environment, addressing challenges and promoting a culture of continuous improvement.
- **External Relations:** The committee maintains relationships with funding agencies, industry partners, and academic collaborators to enhance research opportunities and visibility.

1.14 H.R. Office Ensures the Following

1.14.1 Individual Faculty Records

Prepare Personal File of all the faculty members and staff appointed in the institute.

1.14.2 Faculty / Staff Recruitment

The H.R. department must conduct the staff recruitment as needed and will ensure a filing of all the CVs of candidates pisbely department wise.

1.14.3 E-communications (Paperless Culture)

To promote paperless culture, faculty members and staff of each department must be provided their institute mail-IDs.

1.14.4 Faculty Appraisal

Faculty / Staff Appraisal is to be taken at the end of Academic Session. The increment will be given from the month of July, depending upon the appraisal.

1.14.5 Staff Memo

H.R. department will see that every faculty and staff maintain proper decorum in the institute. Any faculty/staff found to be involved in any disciplinary action may be issued a memo slip.

1.14.6 Staff designations

1.14.6.1 Teaching staff:

- Assistant Professor, Associate Professor, Professor depending on AICTE norms.
- Technical staff for the laboratory (Lab Instructor)

1.14.6.2 Office staff:

- Office Executive, office in charge, Office assistant (other office staff)
- Workshop staff
- Supporting staff, Attendant

1.14.6.3 Maintenance staff:

Driver, Electrician, Painter, Plumber, Sweeper, House Keeping Staff, Gardenner.

1.14.7 Scheme of Granting the Adavance

1.14.7.1 Staff joining is less than 1 year

Maximum 1/2 salary after 15th. Advance to be deducted from the salary.

1.14.7.2 Staff joining is between 1 to 2 years

Maximum full salary after 15th. Advance to be deducted in 3 installments (1/3 salary every month for 3 months).

1.14.7.3 Staff joining is more than 2 years

As per the need of staff and consent of the Director in consultation with the management.

1.15 Public Relations Officer (PRO)

PRO ensures the following:

1.15.1 Photography
PRO will arrange photography of all events and prepare a detailed report of the event.

1.15.2 Media coverage
PRO will ensure that all important events of the institute are given media coverage.

1.15.3 Liaison with Outside Agencies
The officer will take care of all the liaising with outside agencies, including the press and media.

1.15.4 Hospitality
The officer will take care of the hospitality of all guests and external examiners.

1.16 Account Section

The accounts section takes care of all finance related issues of institute level. Acount section is supposed to report to Directr/Managing Director/Chairman. The accounts section must send a summary of accounts daily to Managing Directr/Directr.

1.16.1 Salary Sheet
After receiving the LWP sheet of all employees must prepare a salary sheet and will disburse salary to all employees after approval from Director.

1.16.2 Fees Structure
Before the start of the session, the Accounts section will get the fee structure approved by the Director and will notify all students well in advance.

1.16.3 Fees Deposit

The accounts section will ensure that fees are deposited by all the students on time and will take necessary action against students with pending fees with the help of Departments.

1.16.4 Payments

All payments are to be done only after approval from the Director.

1.17 Institute Finance Committee

The Committee shall,

> ➤ Examine and scrutinize the annual budget of the College prepared by the Director and make recommendations to the Management board

> ➤ Give its views and make its recommendations to the Management Board either on the initiative of the Management Board or of the Director or on its own initiative on and financial question affecting the Society/Trust.

- The Committee shall meet at least once in a year.
- Three members of the Committee shall form a quorum for the meeting of the Committee.
- The Chairman, if present, shall preside over the meeting of the committee, in his absence, the members present shall elect one from amongst themselves to preside over the meeting.
- A copy of the minutes of every meeting of the Committee shall be sent to the Management Board for approval.

1.18 Finance Officer/Charterd Accountant

- Finance Officer shall be appointed by the Chairman.
- He shall maintain proper accounts of income received from all sources and expenditure under various heads.
- He shall monitor the expenditure under the various heads under the provision of the annual financial budget approved by the Management Board.
- He shall assist in the preparation of annual budget for the next financial year.
- He shall prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Management Board/Chairman.
- He shall audit of accounts.
- He shall be custodians of all the financial records.

- He shall advise the Chairman on all the financial matters.

1.19 Purchase Officer

The Purche Office will ensure:

- All purchases must only be processed after getting its approval by the Managing Director/Director.

- Head of Department shall prepare a list of equipments to be purchased for his department and take financial approval from Director/Chairman. He will invite quotations from the relevant firms and prepare Comparative Statement of the quotations received. A meeting of the Central Purchase Committee will be held with the consent of the Chairman and matter of purchase will be placed before the Committee for approval. The Purchase Officer will issue Purchase Orders to the relevant firms. The purchased items shall be received by the Stores Officer and after due verification from the Purchase Order he will make entry in the Stores Register and send purchased items to the concerned department for testing. On satisfactory testing the Head of Department will arrange entry in the Stores Register of the department.

- The purchase Officer must ensure that all the Indents received from the Central Store are processed, and items are purchased in time. Any department in need of any item must send the requisition to Central Store. The central store will make an indent if the item is not available in the central store. The store In charge must get the signature of the Director on the indent form before sending it to the purchasing department.

- The Director will have the power to sanction the purchase of items below Rs. (10,000/- from the market. For items above Rs10,000/- quotation should be invited, comparative statement must be prepared and get it discussed with Managing Director.

- The purchase officer will purchase the items on a cash/bill basis and send them to Central Store for processing of payments as per institute procedures.

1.20 Store In-Charge

Store -In charge will ensure the following-

1.20.1 Issue of Items

Requirement of any department must be raised in requisition form, signed by the concerned HoD, duly approved by the Head of the Institution/Director, and finally sent to the Store-In Charge. Items

will only be issued on receiving a proper requisition slip signed by the concerned HoD and approved by the Director. HoD will ensure that the item issued on their recommendation must not be misused.

1.20.2 Indents to Purchase Department

The central store will prepare the indent for the Purchase department, if items are not available in the central store. All indents are to be approved by the Managing Director.

1.20.3 Stock Registers

Store-In charge will have to ensure that all the items entered in the campus have to be properly entered in the stock register.

1.20.4 Inspection Report

If any item that has already been purchased is not found suitable, then an Inspection Report has to be made by the concerned official and must be passed to Store-In Charge to take further action.

1.20.5 Gate Pass, Inspection report, Incoming Voucher

The store will send the Gate Pass, Inspection report, and Incoming voucher for every item received to the accounts department daily.

1.20.6 Physical Verification of Stock

Store-In Charge will have to ensure that his stock has been physically verified at least once a year (Preferably in May-June).

1.21 Proctorial Board

Chief Proctor will form a Proctorial board consisting of 1 faculty from each department and any other member as required by approval from the Director. The proctorial board will ensure the following:

1.21.1 Discipline

Ensures that strict discipline is maintained among the students in the institute. Ensures that students follow all disciplinary rules made by the college.

1.21.2 Prevention of ragging

Ensure that no ragging takes place inside or outside the institute.

1.21.3 No Roaming During Class Hours

When classes/labs are going on, no student should be seen roaming in the college building corridor, canteen, hostel (unless written permission is taken from the warden), mess, campus field, etc.

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1.21.4 Dress Code

Ensures that every student is in proper uniform. No student is allowed to enter the college without a proper college uniform.

1.21.5 College ID Card

All the students must wear their college I.D. card while in the college.

1.21.6 Disciplinary Slip

Any student involved in any disciplinary action will be issued a disciplinary slip with a fine (amount depending on the severity of the discipline-Rs 100 to Rs 500, approval from the Director is necessary for an amount more than Rs 500).

1.22 Library

Library Committee shall consist of:

Faculty Incgarge/s	Convenor
Librarian	Member
Assistant Librarian	Member

1.22.1 The Library Timing

9.30 AM to 7.30 PM from Monday to Saturday. Provisions canbe made to open the library on Sunday too by taking approval from the Director.

1.22.2 Library Rules and Regulations

Ensures that students follow all Library rules and regulations. Such Rules must be posted on relevant places/notice Boards in the Library.

1.22.3 New Books and Journals

Before starting the new session, the Librarian will finalize and place an order of books (reference books prescribed in the course outline by the department) and journals required by all the departments after approval from the Director.

1.22.4 Physical Stock Verification

After the end of classes in every semester, physical stock verification will be done of all the books by Librarian and Library In charge.

1.22.5 Publication Summary

Maintains full details of the 'publications in journals and papers in conferences presented under the institute.

1.22.6 Books and Book Chapters Summary

Maintains full details of the books written by faculties, books reviewed by faculties, and any book chapters written.

1.23 Administration

The decisions taken by the Administrative Committee on routine matters will be implemented by the Director whereas the policy matters shall be placed before the Chairman/ Management Board for their consideration and approval before being implemented.

1.23.1 Daily Attendance:

- Daily attendance of students must be monitored by the Dean Academics.

- To review the attendance of the students in class and lab. Class Coordinators interact with the irregular students and also with their parents.

1.23.2 Feedback From Students and Other Stakeholders:

The department ensures that the feedback from the students and other stakeholders is collected, analyzed, and follow-up action is taken. (In consultation with the Dean Academics)

1.23.3 Student Grievances Handling

Timely handling of student grievances is an important aspect of student harmony in the department. Dean Student Welfare should constitute a **'Student Counselling and Grievance Redressal Cell'** to resolve the grievance of the students.

1.23.4 Other Administrative Responsibilities

- Ensure that the faculty discharges the invigilation, evaluation, anti-ragging, and other such duties as decided by the College authorities.

- Ensure that the. books required in the central and departmental libraries are procured timely. Also, submit the requirements of scholarly journals to the library and ensure these are procured.

- Ensure that all mandatory and essential records are maintained in the department as per guidelines.

- Support quality initiatives of the IQAC Cell.

- Student discipline Maintaining and controlling student discipline in the department is one of the prime responsibilities of the HoD.

- Ensure that students respect the faculty. Any act of indiscipline or misbehaviour by the students should be dealt with in accordance with College rules. If need be, the cases should be reported to the Proctor.

1.24 Training and Placement Officer

The training & Placement Officer (TPO) can be contacted or approached for any assistance regarding corporate training programs and related lectures, mock tests and interviews, placement drives, personality development, industrial tours/visits, and general issues concerning training and placement. The office must ensure the following:

1.24.1 Continuous Improvement and Skill Development

KIPM has its focus on continuous improvement and skill development of its students. Students are groomed to achieve their goals. This initiative offers various training programs for our 3rd and 4th year students. We dedicate 2 class/week for 3rd & 4th year students. Training and Placement Office must strive and continuously make efforts to improve the students in the following aspects:

- ✓ Communication (spoken & written)
- ✓ Body language
- ✓ Proper physical appearance (formal dressing & grooming)
- ✓ Employable Skills
- ✓ Etiquettes
- ✓ Interpersonal Skills, Leadership, etc.
- ✓ Document writing
- ✓ Newspaper reading
- ✓ Mock Employability Tests
- ✓ Group Discussions
- ✓ Mock Interviews
- ✓ Continuous Improvement

1.24.2 Industrial Visits

TPO must plan industrial visits for 3rd and 4th year students regularly, so that students may be aware of the latest industry trends and prepare themselves for new challenges.

1.24.3 Guest Lectures

Experts or professionals from the industry and academia must be invited to interact with the students to give insights into current technology trends and motivate them to learn more and more.

1.24.4 Summer Training Programme

Every summer, the Training and Placement department, in association with other departments, should organize training programs for every stream for 3rd year students who haven't got the opportunity for summer training in any industry or institution. It's better to give quality training to

these students in-house. 2nd year students should also be encouraged for the summer training and efforts should also be made to attract students from other colleges for the summer training at our institute.

1.24.5 Campus Placement, Pool-Campus, and Job Fairs

The T&P department should put its best effort into exploring opportunities and liaising with the existing recruitment partners/organizations, liaising with other T&P Officers for Pool campus drives and job fairs to provide job/placement to the maximum number of students possible.

1.25 Hostel Warden and Mess In-Charge

Chief Warden must enact a committee consisting of the warden and some students from the boy's and girls' hostel (not more than FIVE students). The list of members has to be approved by the Director. The committee must ensure the smooth function of the hostels concerning to following aspects:

1.25.1 Raw material

Chief Warden will inspect raw materials in the mess weekly, and an inspection report will be submitted to Director. A copy is sent to the mess contractor. The Chief Warden will take a weekly report of food quality from boys and girls hostel students representatives and submitted to Director.

1.25.2 Hostel Room Allotment

Students interested in staying at the hostel are required to deposit the hostel fees at the accounts section. Upon presenting the payment slip, the chief warden's office will facilitate the completion of the 'hostel form' and 'guardianship form' by the student, subsequently issuing a hostel pass. This pass must be presented to the hostel warden, who will then assist the student in filling out the 'Dues form' and allocate a room accordingly.

1.25.3 Notification to Mess Contractor about Registered Students in Hostel

Chief Warden will regularly send the updated list of registered students in the hostel to the Mess contractor. Institute will give the mess payment of these students only.

1.25.4 Faculty/Staff Room Allotment

Any staff who wants to stay in the hostel should give a written application to the Chief Warden. The room will be allotted based only on approval of Managing Director.

1.26 Maintenance Officer

Maintenance of the institute will be taken care of by a Maintenance Officer. The Maintenance Officer is supposed to look after the overall maintenance covering the following heads/titles.

1.26.1 Cleaning

Ensure proper cleaning and hygiene of the campus, including administrative, academic, and facilities like the hostel and mess.

1.26.2 Electricity

To ensure the proper functioning of all the electrical equipment installed on the campus and to draft out a feasible maintenance schedule for the same. He must also act to save electricity by efficiently using these installations.

1.26.3 Plumbing

To act towards saving water and to ensure fast supply recovery in case of any fault/leakage. Schedule a check-up plan of all the facilities available so that repair/maintenance can be done in time.

1.26.4 Drinking water

To plan a regular check-up schedules of all the drinking water facilities installed in the campus and ensure their proper functioning.

1.26.5 Whitewashing/Painting

To have an eye over spots of seepage or else on the walls/doors/windows and place a request/order to get it painted.

1.26.6 Furniture

To ensure the adequateness of furniture (Chairs, benches, tables, almirah, curtains, etc.) along with accessories such as; dustbins, wall-clock, water jugs, crockery, etc.) are present everywhere they are required.

1.26.7 Key Rules

All department attendants will be responsible for locking the classrooms and HoD's cabin. Laboratories must be locked by the lab instructor himself, and keys must be handed over to the the attendant. After office hours, the attendants must hand over the key to the Maintenance Officer or hang it on the key box placed in the office. A spare key for all the locks must be available in store that can be used in contingencies.

All college staff can pursue the Maintenance Officer for any kind of maintenance required in their department with proper approval by their HoDs.

1.27 Security

The security In charge ensures the following:

1.27.1 Campus Security

Security In charge, along with hostel wardens, ensures proper security on the campus, including the Academic building, Library, Playgrounds, Hostell Mess, and Boys and Girls hostel.

1.27.2 Students

Students will not be allowed to enter the institute after 9:30 AM. Students coming late will have to wait outside the campus for half an hour. The main gate will re-open at 10:00 AM. No students will be allowed to leave the institute before 04:30 PM. In case of urgency/emergency, one can leave with proper approval by the concerned Head.

1.27.3 Visitor

Every visitor must endorse his/her identity along with the name of the person/department to whom he/she wants to meet on the visitor register.

1.27.4 Vehicles

Vehicles inside the campus are monitored by CCTV cameras.

1.27.5 Items Brought Inside

Any item/consignment entering the campus must have chalan, which must be endorsed in the register at the gate itself.

1.27.6 Items Taken Outside

Any item taken outside for any kind of job, such as repair or maintenance, must have issued a Gate Pass. Entry of such events has to be recorded at the gate itself.

1.28 Transport In-Charge

The transport In-charge must enact a committee constituting a Coordinator for each bus. Bus timings must be decided in collaboration with the Director of the institute usually, and during examinations, it can be altered on the request/suggestion of the controller of the exam (institute level). In addition, Transport In-Charge and the committee have to ensure the followings:

1.28.1 Bus Pass

Transport In-Charge must issue the Bus-Pass to all the students and Faculty/Staff members, which can be checked by the Bus Coordinator frequently. Keeping the Bus-Pass must be mandatory for all the individuals availing the transport facility of the institute. If Bus Coordinator finds any student using the transport Facility without having a valid Bus-Pass, then the student must be charged the Bus-Fee for the whole year.

1.28.2 Bus Discipline

Bus Coordinators must ensure that students on the bus must maintain discipline. Bus discipline means students must be in proper uniform and not interact with others while traveling in the bus; they must not throw waste here and there in/from the bus.

1.28.3 Bus Timings

Transport In-Charge must ask the bus drivers to strictly follow the bus timings while coming in and going out of the institute. The Transport In-charge must inform of any change in the timings after getting approval from the Director.

1.28.4 Bus Maintenance

Transport In-Charge must ensure the regular maintenance of the busses and other convinces of the institute and must have a record for the same.

1.28.5 Bus Allotment

If a student or staff member wishes to utilize the institute's bus services, they should initiate contact with the bus coordinator to inquire about availability. Subsequently, they are required to complete payment of the relevant amount at the account section and obtain their bus pass from the Transport In-Charge.

1.28.6 Log Book of Institute Vehicles

The proper log book is to be maintained for all the vehicles of the institute.

1.28.7 Transport Facility (Hospitality)

If any official or department intends to provide transportation services to guests, experts, examiners, or faculty members, it is essential to engage in advance discussions with the Transport In-Charge. This proactive communication ensures proper coordination and arrangements.

1.29 Workshop Superintendent

Workshop Superintendent is responsible for managing all the labs in the workshop and training the people working there to conduct the labs smoothly. In addition, he must also be ready to make the items ready in the workshop itself. Workshop Superintendent ensures that all items are made of good quality and at a reasonable cost and ensures the longevity of all items.

1.30 Construction In-Charge

The Construction In-charge oversees all construction-related activities within the institute, guaranteeing the efficient and timely execution of such projects while optimizing costs. The appointment of the Construction In-Charge is made by the Institute's Chairman.

1.31 Institute Advisory Committee (IAC)

The management consistently seeks counsel from the Institute Advisory Committee when formulating policies concerning significant aspects of the institute. This committee consistently offers recommendations aimed at advancing the institute's growth, enhancing academic outcomes, and strengthening placement opportunities.

1.31.1 Research Work, Paper Presentation

The faculty members are actively encouraged to showcase their research through paper presentations at both national and international platforms. These papers should ideally be published in well-regarded conferences or journals on the national or international stage. The institute is committed to supporting this endeavor, and therefore, registration charges for conferences will be covered after obtaining necessary recommendations and approvals. Additionally, applicable Travel Allowance (T.A.) and Daily Allowance (D.A.) will be provided, contingent upon the submission of required documentary evidence.

1.32 Estate Officer

Estate Officer shall be appointed by the Chairman

- The appointment of the Estate Officer will be carried out by the Chairman.
- The designated individual will be responsible for recording information pertaining to the college's buildings, equipment, and both immobile and mobile assets. This includes managing associated documents.
- Ensuring the upkeep and maintenance of buildings, as well as immobile and mobile properties, will be within the purview of this role.
- The Estate Officer will organize the disposal of equipment and other mobile assets that are no longer in serviceable condition, subject to Chairman's approval.
- In addition, the Estate Officer will undertake any other duties as delegated by the college authorities.
- Estate Officer shall be appointed by the Chairman.

KIPM
College of Engineering & Technology

ORGANISATION STRUCTURE

BOARD OF GOVERNORS (BOG)

Director

Assistant Director

Additional Director

Assistant Director:

- Registrar / Assistant Registrar → Institute Records, Affiliation & Approvals
- Finance & Accounts
- Administrative Officer → Hostel, Transport, Purchase, Store, Security, House Keeping, Maintenance Services
- Admission Cell
- Planning and Development
- Dean Student Welfare → Student Grievance
- Grievance Redressal Cell → Internal Complaints Committee (ICC), Women Grievance
- Chief Proctor → Student Discipline, Anti Ragging
- Purchase Officer
- Institution's Innovation Council (IIC) → Entrepreneurship Development Cell

Additional Director:

- HR → Recruitments of faculty and staff Faculty & Staff Grievance
- Dean Academics → All Head of Departments → Department Faculty, Department Library, Department Lab Staff
- Controller of Examinations
- Training & Placement Cell → Student Training and Placement
- Library In-charge
- Internal Quality Assurance Cell (IQAC) → Quality Audits, Feedback Analysis

Chapter 2 Employee's Service Policies

Your revolution starts ...

KIPM
GIDA. GORAKHPUR

KIPM-Technical Campus , BL 1 & 2 Sector-9 GIDA, Gorakhpur, Uttar Pradesh

KIPM CET Faculty Resource Book

2.1 Cadres

2.1.1 Principal/Director

2.1.2 Teaching Cadre
- Professor
- Associate Professor
- Assistant Professor

2.1.3 Other Cadres

- *Library:* Librarian, Deputy Librarian, Assistant Librarian, Cataloguer, Library Assistant, Library Attendant

- *Administration:* Registrar, Deputy Registrar, Assistant Registrar, Personal Assistant, Office Assistant

- *Accounts:* Accounts Officer, Accountant(Grade-1,Grade-2)

- *Laboratory:* Lab Instructor, Lab Attendant

- *Workshop:* Workshop Superintendent, Assistant Workshop Superintendent, Instructor (machine shop, fitting shop, welding shop, carpentary shop. Forging shop)

- *Maintenance:* Estate Officer, Maintenance Engineer, Carpenter, Plumber, Electrician, Mason.

- *Stores:* Store Officer, Store Assistant

- *Games & Sports:* Sports In-Charge/Sports Officer (Preferably from Faculty Members)

- *Dispensary:* Medical Officer, Compounder.

- *Hostels:* Chief Warden, Assistant Warden, Care Taker ,Office Assistant, Lady Attendant

*Attendants will be placed in different sections as per need.

2.2 Qualifications & Pay Scales

- *Director:* As prescribed by A.I.C.T.E.
- *Teaching Cadre:* As prescribed by A.I.C.T.E.
- *Librarian, Deputy Librarian, Assistant Librarian:* As per Institute norms.
- *Other Cadres:* As per decided by the Management Board of the College.

2.3 Increment

- A single increment in the appropriate incremental scale shall normally acquired on completion of satisfactory service of one year on each stage of that scale, except where such increment has been

withheld as a result of a penalty imposed under these Service Rules. However, higher number of increments may be sanctioned for showing meritorious performance.

- The increment in the incremental scale will however be so advanced as to fall due at the commencement of the month corresponding to the employment date or any other date which the Management Board deems to fit.

- The Management Board shall have the right to sanction from time to time advance increment or increments, to any employee or cadres of employees for showing meritorious performance or for acquiring special qualifications, which may be useful in discharging their functions. The policy for sanction of such advance increment or increments shall be as prescribed by the Management Board from time to time.

- No increment shall be withheld except as a disciplinary measure and each order withholding the increment shall state the period for which it is withheld and whether the withholding shall have the effect of postponing future increments.

- On promotion from one cadre of post to another cadre of post, the basic pay of an employee in the higher cadre shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower cadre by one increment at the stage at which such pay has accrued.

2.4 Appointment Letter

The appointment letters to Director, teachers and officer grade employees shall be issued by the Chairman. For other employees, the appointment letter shall be issued by the nominee of the Chairman or Director. The appointment letter must include nature of appointment i.e. permanent or temporary or on contract, designation, Pay Structure, starting salary and terms & conditions. A copy of service rules of the College shall be made available to all employee as and when they want to refer. The employee concerned shall deliver an acceptance letter duly signed to the Competent Authority within the period specified in the appointment letter.

2.5 Probation

- Every Faculty and Non-teaching staff on his/her first appointment in the College shall be on probation for a period as mentioned below excluding the period spent on leave, except casual leave and authorized vacation, from the date of joining the service in the College.

  ➢ Professor, Associate Professor One year
  ➢ Assistant Professor and Other cadre employees Two years

- A letter of confirmation shall be issued to the employ atleast one month before the expiry of his/her probation. In case a letter of confirmation is not issued before the expiry of probation, the employee shall be deemed to have been confirmed in his/her service.
- The Competent Authority may, for reasons to be recorded in writing, extend the period of such probation by such period as the Competent Authority may specify in each case.

2.6 Seniority of Employee

- Seniority of staff in the College service shall be determined by the date of joining the appointment in the particular cadre.
- If two or more persons have equal length of service in particular cadre, the relative seniority among such persons shall be determined by age, if both are new entrants ; otherwise by seniority in the previous appointment in other college.
- Seniority as determined above will be applicable only for the period a person holds the appointment in a particular cadre and will start a fresh in case of reappointment after a break.
- Seniority of teachers availing study leave will not be affected by their period of absence from the college.

2.7 Resignation By Employee

- An employ may resign from the service of the College giving (a) one month notice if he/she is on temporary employment or on probation (b) three month notice if he/she is confirmed on the post.
- If notice falls short of the requisite period, the Chairman, (a) may refuse provided the semester is in progress and his/her presence is essential for smooth functioning of the semester, (b) may waive off the short fall in the notice period unconditionally, (c) may waive off the short fall in the notice period on payment by the employee an amount equal to his/her salary and allowances for the short fall in the notice period. The decision shall be communicated to the employee failing which it will be presumed that the Management Board waived off short fall in the notice period unconditionally.
- An employee shall tender resignation from his/her post through proper channel to the Director who will forward it to the Chairman for acceptance. The resignation shall not be accepted if not properly tendered and forwarded by the Director duly endorsed.
- The resignation of an employee shall not be effective unless the Competent Authority accepts it. The Competent Authority shall have the right to refuse the resignation of an employee in following circumstances:

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> If disciplinary proceedings have been initiated against the employee.

> If the employee is under an obligation to serve the College for a specified period that has not expired.

> The employee owes the College any sums of money.

> Or, for any other sufficient grounds to be recorded in writing.

2.8 Deputation to Other Place

An employee of the College can be sent on deputation to any other institution/organization. He /She will be entitled to all promotions, pay and other protections as per the Service Rules. The College will, however, not be responsible for post retirement benefits or other benefits that are payable/applicable to him/her in that organization and not permissible as per the Service Rules of the College.

2.9 Contract Appointment

A person can be appointed on a particular post on contract basis for a specific period, the conditions of such contract appointment shall not be in consistent with the conditions as laid down in the Service Rules and shall be clearly mentioned in the appointment letter. On the expiry of the contract, the person may enter in to a further contract by mutual agreement.

2.10 Promotion

All deserving employees will be promoted under career advancement scheme as and when they become eligible for promotion as per AICTE or the College rules whichever applicable. Internal Screening Committee shall review the confidential report of the employee. If necessary, the employee can be called for interview to present his/her case before the Selection/Promotion Committee. The recommendations of the Selection/ Promoton Committee will be approved by the Management Board/ Chairman.

2.11 Retirement

• All employees except teachers will retire with effect from the afternoon of the last day of the month in which he/she completes the age of 65 years.

- However, a faculty who has completed 65 years of age may be permitted by the Management Board to continue and serve up to the age of 70 years provided he/her is efficient and his/her health permits him to do so.

- An employee leaving the service of the College as a result of termination, resignation, dismissal, retirement or otherwise shall account for and hand over to the Competent Authority all the property of the College and or documents/books/charts/ correspondence etc., which were entrusted to him or which were in his/her possession. In event of his/her failure to do so, the College shall have the right, without prejudice to its other rights in respects of such failure, to withhold any sums of money that may be due to the employee from the College.

2.12 Transfer

The Competent Authority shall have the right to transfer a non-technical employee from one department to another department or from one post to another equally ranking post or from one office to another office of the College without giving any notice or assigning any reason whatsoever.

2.13 Application for Higher Studies

An employee who wishes to apply for higher studies shall forward his application through the Competent Authority who has got the discretion either to forward the same or to with hold it because of genuine reasons.

2.14 Conduct and Discipline Rules

- Every employee of the College shall conform to and abide by the Service Rules and comply with and obey all orders and directions which may from time to time be given to him by and person or persons under whose jurisdiction, superintendence or control he/she is placed.

- Every employee shall maintain the strictest secrecy regarding the College affairs and the affairs of its constituents. Every employee shall also sign a declaration of fidelity and secrecy in such form as the Management Board may lay down.

- Every employee shall serve the College honestly and faithfully and shall to its utmost endeavors to promote the interest of the College and shall show due courtesy and attention to one and all.

- No employee shall take an active part in politics or in any political demonstration or stand for election to a local body or Legislative Body of the State or Parliament without information/approval of the Management Board.

- No employee shall contribute to the press, Radio, T.V., Journals or any other publications except technical or literary publications, without the prior approval of the Competent Authority or without such approval make public or publish any document, paper or information which are against the spirit of the College.

- No employee shall misuse or carelessly use amenities of the College.

- If an employee absents himself/herself from duty without prior permission for leave or overstays his/her sanctioned leave except under circumstances beyond his/her control, for which he/she must at the earliest, tender a satisfactory explanation, shall not be entitled to draw any pay and allowance during such absence or overstay and this shall be without prejudice to such disciplinary actions as the Competent Authority may take. The period of such absence or overstay may, if not followed by termination of service or dismissal under these service rules or otherwise regularized as leave to which he is eligible be treated as break in service.

2.15 Disciplinary Action

- An employee who is detained in custody, whether on criminal charges or otherwise, for a period exceeding 48 hours, shall be deemed to have been suspended with the effect from the date of detention, by an order of the Competent Authority and shall remain under suspension until further orders of the Competent Authority. However, the employee shall be eligible for subsistence allowance equal to half of the gross salary drawn in the previous month.

- An order of suspension made or deemed to have been made under this rule may at any time be revoked by the Competent Authority or by any higher authority.

- Without prejudice to the provisions of the other rules, an employee who commits breach of these Rules, or who is (1) negligent or (2) inefficient or indolent or (3) knowingly does anything detrimental to the interest of the College in conflict with its instructions or (4) commits a breach of discipline or (5) is guilty of any other act of misconduct, shall be liable to face disciplinary action .

- When it appears prima facie that the act of an employee falls under Section an enquiry shall be conducted. An enquiry committee consisting of three persons will be constituted by the Competent Authority. A Charge- sheet shall be issued to the employee by the enquiry committee and a minimum two week time will be given to submit his/her response. If needed, the employee may also be called to appear in person before the enquiry committee to defend his/her case. If the enquiry committee finds that the employee is guilty, the enquiry report shall clearly mention the type of misconduct done by the employee and also give clear recommendations about the

punishment to be awarded. The enquiry report shall be submitted in closed envelope to the Competent Authority who will take appropriate decision based on the recommendations. The employee may be awarded any one of the following punishment based on the gravity of the misconduct:

> ➤ Delay or stoppage of increment without cumulative effect or promotion
> ➤ Reduction to a lower stage in his incremental scale
> ➤ Degradation to a lower post
> ➤ Termination from service

2.16 Termination From Service

- The service of any employee except teacher who is on probation period, can be terminated any time giving one month notice without assigning any reason. No teacher shall be terminated in the mid semester in the interest of students.

- The services of an employee on a contract can be terminated on the basis as per the terms & conditions mentioned in the appointment letter issued to him/her without assigning any reason what so ever.

- The Management Board shall have right to terminate the service of any employee except teacher (after the completion of probation period) by giving him three month notice or three month pay in lieu of the notice and without assigning, any reason whatsoever. In case of teacher, permission of the University shall be taken giving due justifications for termination of the service.

- The Management Board shall, however, has the right to terminate the service of an employee except teacher without giving him any notice or without paying him any pay whatsoever as compensation if such termination is as a result of a disciplinary proceeding. In case of teacher, permission of the University shall be taken giving due justification.

- An employee who is convicted by a Competent Court of Criminal Offence which, in the opinion of the Competent Authority, involves moral turpitudes or has bearing on any of the affairs on the College, or in the discharge of duties in the College by the employee, the Competent Authority may dismiss such employee without any notice and or assigning any reason.

2.17 Provident Fund

- A regular employee is entitled to receive benefit of the Provident Fund.

- The Management Board shall frame a scheme following the Provident Fund Act 1952 as amended from time to time.

- Every employee shall become subscriber to the Provident Fund. The subscription shall be at the uniform rate per month following the rules of the Provident Fund or decided by the Management Board.

- The contribution of the College to the Provident Fund shall be equal to the employee's contribution every month and it shall be credited to the employee's account at the end of every month.

- Whenever an employee leaves the service of the College, he/she shall be paid the outstanding amount to his/her credit in the account; provided that he/she shall not be entitled to the College contribution to his/her account and interest thereon if:

  ➢ The employee did not serve the College for a minimum continuous period as decided by the Management Board.
  ➢ The employee has been terminated from the service under the Section 21 of the Service Rules.

2.18 Declaration

At the time of joining service, every employee shall sign a declaration in the form prescribed by the Management Board.

2.19 Selection Committee for Director/Principal

The Selection Committee for Director/Principal will be as follows

Chairman of the Management Board	Chairman
One A.I.C.T.E. nominee not below the rank of Professor/ Principal	Member
Three experts from outside	Member
One University nominee not below the rank of Professor/ Director	Member
One nominee of the Management Board	Member

- At least four members including two outside experts shall constitute the quorum.
- In addition to other parameters, the Selection Committee should also take into account for assessment of aptitude for teaching and research. ability to communicate clearly and effectively and analyse and discuss.

2.20 Selection/Promotion Committee for Teaching Cadre

The Selection Committee for direct recruitment/promotion at all levels of teachers namely Assistant Professor, Associate Professor and Professor will be as follows :

Chairman of the Management Board or his nominee	Chairman
Principal/Director of the College	Vice-Chairman
The Head of the Department if the selection Is not of the equivalent post	Member
One A.I.C.T.E. nominee	Member
Two experts of the subject out of the panel approved by the Vice-Chancellor	Member
One University nominee	Member

- At least four members including two outside experts shall constitute the quorum.
- In addition to other parameters, the Selection Committee should also take into account for assessment of aptitude for teaching and research, ability to communicate clearly and effectively and ability to analyse and discuss.

2.21 Selection/Promotion Committee for other than Teaching Cadre

The Selection Committee for direct recruitment/promotion of employees other than teaching cadre shall be as follows

Chairman of the Management Board or his nominee	Chairman
Director/Principal of the College	Vice-Chairman
Head of the Department/Section -Incharge	Member
One expert of the area	Member

2.22 Recruitment Policy

- The recruitment of faculty and staff members is based on the requirements raised by the various departments in line with the norms laid down by AICTE. Selection procedures for the recruitment are in accordance with the affiliating University Guidelines.
- The selection committee, as formed, consists of the following:

✓ Chairman & BOG - Chairman

✓ University Nominee - Member

✓ Subject Expert – Member

✓ Director of College - Member

✓ Director HR-Member

✓ Concern Head of the Department

- Advertisements for vacant positions are published in prominent newspapers.

2.23 Recruitment Procedure

- The H.R. department scrutinizes the received applications and forwards the shortlisted resumes to the respective departments.

- The candidates selected for an interview are notified well in advance by the Director (H.R.) to appear before the selection committee on a specific date and time.

- If the candidate successfully clears the interview, the H.R. personnel initiate salary negotiations and discuss the college's policies as the final step.

- Upon a positive outcome, an Offer Letter is issued and sent to the candidate, requesting their acceptance of the offer.

- Once the candidate's acceptance is received, the joining process is initiated.

2.24 Joining Processes

- Upon joining, all formalities pertaining to the qualification/experience documents, I.D. proof, and address proof are completed.

- An appointment letter is issued to confirm the new employee's joining.

2.25 Salaries and Other Benefits to Employees

- The salaries of faculty members are determined based on scales and AGP (Academic Grade Pay) as prescribed by AICTE/UGC. (Currently we offer consolidated salary to our employees)

- Other allowances such as DA (Dearness Allowance) and HRA (House Rent Allowance) are also provided as per institute norms.

- The salaries of deserving candidates may even be set at a higher pay level at the selection committee's discretion.

2.26 Terms & Conditions of Service for all employees

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- An employee is prohibited from entering into any financial transactions with students or parents, exploiting their influence for personal gain, or accepting gifts from individuals by virtue of their position in the college.
- The employee must comply with the college's rules and regulations while carrying out their duties.
- An employee must keep their contact number and residential address records up to date. Any changes must be immediately communicated to the authorities.
- The Official Secrets Act binds an employee and must maintain confidentiality.
- The employee is responsible for protecting and safeguarding all official documents entrusted to them.
- Punctuality is expected from every employee in fulfilling their duties.
- An employee must not be absent from the college without proper leave or without obtaining prior permission from the authorized leave-sanctioning authorities.

2.27 Promotion

Candidates are required to appear before the selection committee for the promotion of teaching and non-teaching staff. A Secretary/Director heads the committee. During the promotion interview process, the committee strictly follows the criteria established by AICTE, encompassing educational qualifications, length of service, and published research papers, as applicable to each cadre.

2.28 Motivational Incentives

The college promotes and supports its employees in attaining higher qualifications, engaging in research work, and enhancing their knowledge and skills to deliver quality education to the students. In this regard, the college provides the following benefits and recognizes their capabilities and performance:

2.28.1 For pursuing Ph.D. programs
Provision of extended leave.

2.28.2 Research Paper Publications
Incentives are granted to all faculty members who publish research papers in Scopus-indexed journals in accordance with the college's policy.

2.28.3 Seminars/Conferences/Workshops/FDPs (Faculty Development Programs)
The college also offers incentives for participation in such events.

Please note that the specific details of the incentives and benefits may vary and can be obtained from the college's policies and guidelines.

2.29 Faculty Awards & Recognitions

The college upholds the tradition of recognizing and honoring its faculty members for their dedicated efforts in academics and their contributions to the overall growth of the students and the college. The award scheme is periodically reviewed to align with the evolving challenges faced by the college and the faculty member's endeavors to overcome these challenges.

Indicative responsibilities/categories to be considered for awards includes:

2.29.1 Teaching-Learning Process (Faculty contribution towards results)
- Pass percentage
- Average marks
- Rank holder

2.29.2 Faculty Self Development
- Attaining Higher Qualifications
- Publishing Research Papers in International Journals
- Presenting Research Papers at Reputed Conferences and Seminars
- Participating in Faculty Development Programs

2.29.3 Faculty Contribution Towards Enhancing the Prestige of the College
- Consulting services to outside agencies
- Participating in and executing funded projects
- Writing proposals and securing funding from AICTE, MSME, UBA, etc.
- Organizing and conducting Faculty Development Programs for internal and external faculty members

2.29.4 Faculty Contribution Towards Departmental/College Activities
- Organizing national/international level conferences/seminars
- Promoting and nurturing professional society memberships
- Interacting with outside agencies, including industrial visits and programs under Industry-Academia partnership initiatives
- Organizing extra-curricular and co-curricular activities
- Conducting training programs during summer/winter vacations

2.29.5 Faculty Contribution towards the Development of Students (enhancing employability)
- Academic awards for groups of students
- Technical awards
- Extra-curricular activities for groups of students

- Career/placement-oriented awards for groups of students
- Leadership qualities demonstrated for groups of students
- Faculty contribution towards recruitment generation (inviting companies for campus recruitment, including the number of students issued appointment letters by these companies). Please note that the award categories and criteria mentioned above are provided as examples, and the actual award scheme may have specific guidelines and evaluation parameters.

Chapter 3 Employee's Leave Policy

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- Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. Leave 'Sanctioning or Competent authority' means the Director or any other authority to whom the powers have been delegated to sanction leave.

- It is mandatory to obtain prior approval before proceeding on leave in case of emergency due to medical difficulties; the employee must inform their sanctioning authority and can apply for leaves online afterward. If not done, any absence may be taken as Leave without Pay (LWP) at the sole discretion of the sanctioning authority.

3.1 Authority Empowered to Sanction Leave

Applications for leave shall be addressed to the following personnel as mentioned below but countersigned by Director.

S. No	Category	Sanctioning Authority
1.	Deans, HODs	Director
2.	Teaching Staff	Director
3.	Technical Staff	Director
4.	Office Staff	Director
5.	Workshop Staff	Director
6.	Supporting Staff	Director
7.	Drivers	Director
8.	Maintenance Staff (Cleaning staff, sweeper, gardener, plumber, painter, electrician)	Director

3.2 Following General Leave Rules are to be Followed

- Faculty members are responsible for making alternative arrangements for their theory or lab classes before taking leave. The faculty member who arrangements of classes during the leave period must ensure that they do not apply for leave themselves. Failure to engage in the class or lab will result in noncompliance with academic requirements, and strict disciplinary action may be initiated in such cases.

- Leave requests will not be sanctioned or approved if they are submitted on plain paper or communicated orally. All leave requests must be filled out using the necessary leave form provided.

- Casual Leave forms and Vacation Leave forms should be submitted directly to the department, and the department's office assistant will forward them to the Director's office. All other types of leaves (C.O., SPL, O.D., etc.) are to be forwarded by the department for approval from the Director's office.

- The Director can only grant approval of more than two leaves of any kind per month while classes are in session (e.g., February, March, April in the even semester and August, September, and November in the odd semester).
- The sanctioning of leave is at the discretion of the Director.
- Requests for leave at the last moment or communication through colleagues will not be entertained. Any communication regarding leave should only be directed to the HOD. Staff members should not approach the Director directly for leave sanctioning.
- When going on official duty, documentary evidence of the same must be submitted.
- Leave cannot be claimed as a matter of right, and the authority responsible for sanctioning leave may refuse or revoke leave of any kind.
- The authority responsible for sanctioning leave cannot change the type of leave due and applied for.
- Staff members under suspension are not eligible for leave.
- Absence from duty after the expiry of leave will result in disciplinary action.
- Absence without leave will be considered as Leave Without Pay.
- While on leave, staff members are not permitted to engage in any other employment or service without obtaining prior approval from the Director.
- Commencement and termination of leave: Leave generally starts from the actual date it is availed of and ends on the day preceding the date of resuming duty.
- Grant of leave in the event of resignation: If an employee resigns from the institute, they will not be granted any form of leave during the notice period. Casual Leave (CL) will be calculated based on a rate of 1 CL per month for that year.
- Rejoining duty before the expiration of leave: Without permission from the granting authority, no staff member on leave may return to work before the scheduled leave period ends.

3.3 Following Types of Leaves are Granted to The Faculty and Staff of the Institute

3.3.1 Casual Leave (CL)

- 12/14 days (6/7 days per semester) in an academic session.
- The entitlement of Casual Leave (CL) will be processed on the first day of each month.
- CL can be carried forward to the following month and accumulated, but it will expire completely at the end of the Academic Calendar year,

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- Holidays or weekends between a sequence of CL will not be considered part of the CL entitlement. For example, if CL is taken for Saturday and Monday, the Sunday in between will not be counted as a CL Day.
- CL cannot be converted into cash.
- CL cannot be claimed as a matter of right.
- HODs should not sanction more than 2 C.L.s in a month during classes.
- CL will not be carried over in the next academic session.
- Balance of CL at the end of the academic session can be availed at any time before the start of the new academic year. Balance of CL can be used with summer/winter vacation.
- Under no circumstances, whatever may be the reason, CL is limited to 12, from 1st July to 30th June of next year. Any absence other than 12 CL will be taken as LWP (after adjusting 'compensatory off' or 'official duty' if any).
- Only 7 CL can be taken in one semester.
- A faculty joining in the middle of the academic year is eligible for a proportionate CL for that academic year.

3.3.2 Compensatory Off (C.O.)

As per the extra assignment on holidays or for staying on campus for any assignment beyond the schedule of the institute approved by the Director, must be bought to the notice of the Director well in advance both while working and while availing. However, the Director will not approve the compensatory off if somebody works to finish the pending work of the Department / Organization. No compensatory leave will be granted if the institute is open after notification on any Sunday/Holiday. Earning/Grant of C.O. can be done within 30 days from the day worked on week offs, Sundays, or any Holiday. After earning, C.O. can be availed at any time till the end of the leave year. C.O. Earn Rule will be:

- **More than 2 hrs up to 4 hrs - 1/2 day**
- **More than 6 hr up to 8 hrs - 1 day**

3.3.3 Academic Leave (A.L.)

A faculty member shall be eligible for Study Leave for:

> Pursuing Ph.D. programme (Quality Improvement Programme)
> Pursuing part-time Ph.D. Programme needing leaves to credit pre-Ph.D. courses and to discuss with supervisor or to perform experimentation or other related work for short-time as and when needed.

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- Study Leave shall be admissible to a faculty member on completion of three year service for regular Ph.D.

- Study Leave for two years can be granted for regular Ph.D. programme and one year for regular PG programme

- Full pay Study Leave will be admissible for a faculty member for pursuing part –time Ph.D. Programme up to the extent of 180 days. (On the descretaion of the Management)

- A faculty member shall have to sign a bond on a Rs 100 non-judicial stamp paper to serve the College for a least three years to avail Study Leave for regular/part-time Ph.D.

- A faculty member will be required to send application for admission to higher study through duly recommended by the Head of Department and forwarded by the Director to the University/College where he/she wants to be applicant. On receiving acceptance, he/she will be required to submit application for Study Leave along with relevant documents of admission/sponsorship undertaking on the bond-paper.

- Study Leave shall be counted as the duty leave for the purpose of annual increment, promotion and other benefits.

3.3.4 Special Leave (SPL)
For the Family causality, Marriage, and other contingencies situations. Number of days for SPL as decided by the competent authority can be sanctioned.

3.3.5 Duty Leave (DL)
Staff members who go on work related to the University, Institute, and Government duty will only be entitled for Duty leave. Prior information/permission should be given/taken to/from the Director.

3.3.6 Medical Leave (ML)
- An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious decease forcing him/her on bed rest. For short illness Medical Leave usually will not be permissible. However the Competent Authority will examine seriousness of incidence and his/her decision will be final.

- At most 15 days Medical Leave with full pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or famous private hospital.

- An employee is also eligible for additional Medical Leave of 20 days with half pay in an academic year, provided Medical Leave with full pay is not available.

- The employee will be required to submit his fitness certificate at the time he/she resumes his/her duty.

3.4 Maternity Leave

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- A female employee shall be eligible for 3 months Maternity Leave with full pay in case of delivery.
- Maternity Leave shall be admissible for only two occasions in total service period.
- Maternity Leave facility will be admissible to only those female employees who have completed one year of service in the institute.
- A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.
- A female employee will also have to sign a bond certificate to serve the institute for at least two years after availing such leave.
- One and half month pay will be paid on resuming her duty and one and half month pay after two years from the date of resuming duty.

3.5 Extra-Ordinary Leave

- Extra-ordinary Leave will be granted to an employee under exceptional circumstances.
- When no other leave is admissible.
- When other leave is admissible but the employee concerned applies in writing for the grant of Extra-ordinary Leave, due to prolonged sickness , for attending legal matters or for personal affairs.
- Extra-ordinary Leave initially may be sanctioned up to one year and may be further extended for two years.
- Extra-ordinary Leave will be admissible without pay. The annual increment or promotion will be delayed equivalent to duration of Extra-ordinary Leave.

3.6 Special Disability Leave

- Special Disability Leave may be granted to an employee under special circumstances when there is no leave due, and the disability is such that it is not reasonably possible for the employee to attend his/her duty.
- Special Disability Leave can be granted up to a maximum of 180 days with or without pay as the Management Board decides.

3.6.1 Short Leave (S.L.)
For 2 hours either in morning or evening once in a month. This type of leave is applicable to all staff. Short leave cannot be combined with any other Leave type on the same day.

3.6.2 Holidays (H)
As per the institute calendar, all staff is eligible for the same except Maintenance Staff.

3.7 Vacation

- A faculty member will be entitled for a Vacation of 7 days in winter and a Vacation of 14 days in summer in an academic year. The teaching supporting staff will be entitled for a Vacation of 4 days in winter and a Vacation of 7 days in summer in an academic year.

- Employees, other than faculty members and teaching supporting staff, are not eligible for Vacation.

- A minimum of One year service will be needed in the college to avail winter or summer Vacation.

- Availing Vacation is not a right of a faculty member /teaching supporting staff . Head of the Department can recommend detention of any faculty member/teaching supporting staff . The Competent Authority may cancel part or whole of the Vacation, already sanctioned in the interest of college.

- All faculty members/ teaching supporting staffs in any department will not be allowed to avail Vacation during the same period. Head of Department will recommend period of Vacation to faculty members/ teaching supporting staffs in batches such that during Vacation adequate faculty members/ teaching supporting staffs will always be available for College/Department work, such as, Time-Table preparation, Lab Development work, ISO/NBA preparation etc.

- Faculty members and teaching supporting staff shall be paid full pay for their Vacation period.

3.8 Leave Eligibility Table

S. No.	Staff Category	CLs	COs	ALs	SPLs	Vs	DLs	MLs	MTLs	SLs
1.	Teaching staff	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.	Technical staff	✓	✓		✓	✓	✓	✓		✓
3.	Office staff	✓	✓		✓		✓	✓		✓
4.	Workshop staff	✓	✓		✓		✓	✓		✓
5.	Maintenance staff	✓	✓		✓		✓	✓		

3.9 Vacation Eligibility Table

S.No	Category	Winter Vacation, including Sundays	Summer Vacation, including Sundays
1.	Teaching staff	7 days	14 days
2.	Technical staff	4 days	7 days
3.	Office staff	4 days	7 days
4.	Workshop staff	4 days	7 days

Note:

1. Vacations should not be sanctioned to all department staff at the same time. The sanctioning authority will be respective HODs in consultation with the Director.
2. All new joining the institute shall not be able to avail of any vacation until he/she has spent one year in the institute.

Modification Of The Rules

These rules may be altered at any time by a resolution passed by a majority of the members present at any meeting of the Management Board duly convened for the purpose.