

Human Resource Policy Handbook



ROLAND INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to BPUT, Rourkela)

(Sponsored by Roland Educational and Charitable Trust, Surya Vihar,
Berhampur)

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Table of Contents

Table of Contents

VISION	1
MISSION	1
QUALITY POLICY	1
GOALS	2
ROLAND EDUCATIONAL & CHARITABLE TRUST	3
(RECT)	3
.....	5
CHAIPERON OF ROLAND INSTITUTE OF TECHNOLOGY	5
ROLAND EDUCATIONAL AND CHARITABLE TRUST	6
THE INSTITUTE	7
ABOUT CHAIRMAN OF GOVERNING BODY	10
ABOUT CHAIRPERSON OF GOVERNING BODY	10
GOVERNING BODY OF INSTITUTION	11
1. GOVERNANCE & DECENTRALIZATION	13
1.1 Governing Body:	13
1.2 Academic Council	14
1.3 BOARD OF STUDIES:	15
1.4 FINANCE COMMITTEE:	16
1.5 Internal Quality Assurance Cell (IQAC):	17
1.6 College Academic Committee / Planning and Evaluation Committee	18
1.7 Grievance Redressal cell	19
1.8 College Maintenance Committee	20
1.9 Purchase/Stores Committee	21
1.10 Public Relations and Publicity Committee	22
1.11 R&D and Consultancy Committee	23
1.12 Training & Placement Cell	24
1.13 Hostel Committee	25
1.14 National Service Scheme (NSS)	26
1.15 Sports and Games Committee	27
1.16 Transportation Committee	28
1.17 Arts & Cultural committee	29
1.18 Department Associations/Professional Societies Activity Committee	30
1.19 Examinations Committee	31
1.20 Library committee	33
1.21 Industry -Institute Partnership Cell	34
1.22 Entrepreneurship Development Cell	35
1.23 WEBSITE / ICT/ INTERNET	36
1.24 Alumni Cell	37
1.25 RTI Cell	38

1.26	Anti Ragging Committee.....	39
1.27	Admissions Committee.....	40
1.28	Women grievances cell Internal Complaint Cell	41
1.29	Student Counseling Committee.....	42
1.30	Social welfare (SC/ST) Committee.....	43
1.31	Minority Cell	44
1.32	OBC Cell	45
1.33	Time Table Committee.....	46
1.34	Social Service Committee	47
1.35	Red Cross Cell	48
1.36	RIT FSS (RIT Employees Fund for Social Service) Cell	49
1.37	Health and Hygiene Cell.....	50
1.38	Mess Committee.....	51
2.	PLANNING.....	52
2.1	HUMAN RESOURCE PLANNING:.....	52
2.2	RECRUITMENT:.....	52
2.3	ORIENTATION:.....	53
2.4	JOB RESPONSIBILITY:.....	54
3.	SALARY, INCENTIVES.....	55
3.1	POSITIONS AND PAY SCALES	55
3.2	DEARNESS ALLOWANCE / INCREMENTS:.....	56
3.3	INCENTIVES AND REWARDS FOR FACULTY & STAFF :.....	57
3.3.1	Employees Provident Fund (EPF)	57
3.3.2	Incentives & Awards	57
3.3.3	Faculty Development	57
4.	LEAVE.....	59
4.1	General LEAVE:	59
4.2	Casual Leave:.....	59
4.2.1	Special Causal Leave.....	59
4.2.2	Extraordinary Leave	59
4.3	Maternity Leave:	60
4.4	Vacation:	60
4.5	On duty assignments	60
5.	PROMOTIONS.....	62
6.	RETIREMENT.....	63
6.1	Retirement from Service.....	63
6.2	Retirement benefits:.....	63
7.	DISCIPLINE AND GRIEVANCE PROCEDURE.....	64
7.1	Code of Conduct for Teachers:.....	64
7.2	DISCIPLINARY PROCEDURE:	65
7.3	GRIEVANCE PROCEDURE:	66
8.	CONSULTING, R&D AND TEACHING ASSIGNMENTS	67
8.1	Consulting, R&D:.....	67

8.2 Teaching assignments:.....	67
9. INHOUSE R&D AND SEMINARS/WORKSHOPS.....	68
9.1 In-house R&D:.....	68
9.2 Seminars/Workshops:.....	68
10. INCENTIVES - STUDENTS.....	69
Annexure I.....	70
Form of appointment letter.....	70
Annexure II.....	71
Form of joining reportr.....	71
Annexure III.....	72
FORM OF STAFF DATA SHEET.....	72
Annexure IV.....	75
<i>Form of Show cause notice.....</i>	<i>75</i>
Annexure V.....	76
FORM OF RETIREMENT.....	76
Annexure VI.....	77
ETHICAL STANDARDS FOR TEACHERS.....	77

VISION

To contribute the globe through excellence in technical education, research & entrepreneurship and generate strong technical manpower with high values of ethics to serve the society and to make the institution as first choice for student & staff.

MISSION

To develop innovative professionals for globally competitive environment by providing quality education and training with state-of-the-art infrastructure for promoting academic excellence and undertake collaborative projects and MCVs with academia and industry to generate intellectually capable and imaginatively gifted leaders who can serve the nation.

QUALITY POLICY

We are committed to provide quality education to our students and prepare them to meet the requirement of industry and society. We are focused at continuously improving the education standards and provide training by corporate trainers to make our students industry ready and compete globally. We stress on discipline and ethics among students to create an conducive environment for technical education and research.

GOALS

Short term goals:

- To have state-of – the –art infrastructure for laboratories, student centric activities and building and amenities
- To achieve academic excellence by getting 90-100 percentage passing in university examinations
- To help students to foster and develop qualities of leadership interpersonal and problem solving skills to face the professional and personal challenges in the life
- To get accredited by NAAC
- To inculcate qualities of integrity, honesty, loyalty and patriotism among the students
- To have good record of reputed companies visiting and offering jobs for our students at our campus and achieve 50% placement
- To enable scholarly vibrant environment for learning, teaching, research and development for student and staff for their personal and professional growth
- To foster and harmonious and cardinal relationship among the management, faculty and staff and students for their respective growth and for establishing to congenial academic environment in the college.

Long term goals:

- To become the preferred college of choice for students who do well in OJEEE and be listed among top ten colleges in Odisha.
- To reach a level of expertise where faculty from college are taking up major consulting assignments in the wide range of technical areas
- To achieve 90% results and 50% placements consistently
- To evolve as center par excellence by undertaking nationally and internationally acknowledged research and development works
- To evolve as deemed university

ROLAND EDUCATIONAL & CHARITABLE TRUST

(RECT)

The **ROLAND EDUCATION & CHARITABLE TRUST** was registered on 19th November 1997 under **THE REGISTRATION OF TRUST ACT 1882 With Trust No 409 OF 1997**. The registered office of the society is situated at GANDHI NAGAR, 2nd LINE, BERHAMPUR, GANJAM DISTRICT, ODISHA, INDIA.

The founder chairman of the trust is Late Dr. J Surya Rao a great philanthropist with a vision to extend technical education to rural students.

His foresight, pioneering effort, leadership and quest for promoting technical education envisaged through establishment of this institute **ROLAND INSTITUTE OF TECHNOLOGY (RIT), GOLANTHARA** in Ganjam District in 2001.

OBJECTIVES OF SOCIETY:

1. To make the education available to all the people without any discrimination regarding Caste, Creed, Color and Sex by establishing various Educational Institutions.
2. To establish Schools and other Educational Institutions in the fields of Science, Engineering, Technology Medical and Management.
3. To introduce any possible improvements in the system of education in its Institutions from time to time.
4. To undertake any activity that is subsequent to the main object of providing education to all people.



FOUNDER CHAIRMEN OF ROLAND INSTITUTE OF TECHNOLOGY

After completing his MBBS from MGM institute, Jamshedpur, he started his career as a practitioner. With a great vision, he started the Trust RECT about 25 years ago to contribute in the field of education in South Odisha. He was the founder Chairmen of this trust & under his able guidance, RIT reached new height.



CHAIPERON OF ROLAND INSTITUTE OF TECHNOLOGY

Mdm. Mrs. J Jayalakshmi, M.A. (Eco.) M.A. (Public Administration) is an Industrialist and one of the founder members of trust. She is actively involved in administration and decision making for all-round development of the institution

ROLAND EDUCATIONAL AND CHARITABLE TRUST

GOVERNING BODY

(FROM 2022-24)

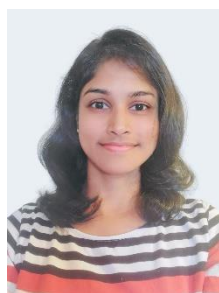
S.NO	NAME	DESIGNATION
1	MRS J JAYALAKSHMI	Chairperson
2	DR J SRUTI	Director
3	DR SUNIL KOTA	Member
4	DR JAGADEESH TANGUDU	Member
5	MRS SOWMYA JAMMULA	Member
6	MR MADHUSUDAN	Member



DR J SRUTI
DIRECTOR



DR SUNIL KOTA
MEMBER



MRS SOWMYA JAMMULA



DR JAGADEESH TANGUDU

THE INSTITUTE

Roland Institute of Technology (RIT) was established by Roland educational and Charitable Trust (RECT) in the year 2001 with an objective to promote quality technical education for the rural and urban students of South Odisha. The institution is spread on a sprawling campus of 35 acres of land located at Surya Vihar, Golonthara, Berhampur and well connected by East Coast Railway and the institution gate opening to NH 16. The nearest airport is at Bhubaneswar which is 160 km from the institution. Surrounded by the exhilarating nature of Palur hills and greenery it has a conducive atmosphere for technical education.

RIT is offering B.TECH. Courses in CE, ME, ECE, CSE, EEE, EE, and PG courses in MCA and MBA. The institution is having the state-of art infrastructure, good library facility, hostel facility in the campus, wi-fi connected internet facility, Central computing facility, Gymnasium and A/C Seminar halls. The institution is in the process of National Board of Accreditation, New Delhi.

This institution is one of the most preferred among all BPUT affiliated institutes, known for its good infrastructure, qualified & experienced faculty and well equipped laboratories with state-of- the art equipment etc.

The Institution focused on specially designed Training & placement programs for its students to ensure them a secured future. In this aspect, full time faculty is appointed to reach aptitude and soft skills along with regular curriculum. The institution imparts training to students in competitive examinations like GATE, GRE, & TOEFL. Our regular recruiters are HCL Tech, MAHINDRA SATYAM, WIPRO, JK TYRE, VISA STEEL, ASHOK LEYLAND, IWIW, ARINOS, PRECISION ENGINEERING, COGNIZANT etc.

APPROVAL, AFFILIATION & ACCREDITATIONS

The institute is approved by ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (AICTE) NEW DELHI.

F No. Eastern/1-3324385280/2017/EOA 30 march 2017

F No. Eastern/1-3508944239/2018/EOA 4 April 2018

F No. Eastern/1-4259557492/2019/EOA 25 April 2019

F No. Eastern/1-7012789059/2020/EOA 30 April 2020

F No. Eastern/1-9318584337/2021/EOA 25 June 2021

F No. Eastern/1-10974645236/2022/EOA 29 July 2022

F No. Eastern/1- 36532237615/2023/EOA 10 June 2023

Eastern/1-43657626740/2024/EOA 23 March 2024

The institute is affiliated to Biju Pattnaik University of Technology (BPUT), Rourkela ODISHA from 2014 for 3 years renewed in 2017 for 3 years upto 2020. 2020-23

The Institution was provisionally affiliated to BPUT for the academic year 2023-24.
No BPUTXXIII-CDC/03/2023/3349 dated 20.7.2023.

COURSES OFFERED

The College offers the following courses, extending over a period of four years, leading to Bachelor Degree in Technology, and also a two year P.G. courses leading to M.Tech.

U.G Courses: B.Tech.

- | | |
|--|------|
| 1. Civil Engineering | -60 |
| 2. Mechanical Engineering | -60 |
| 3. Electrical Engineering | -30 |
| 4. Electrical and Electronics Engineering | -60 |
| 5. Electronics and Communication Engineering | -60 |
| 6. Computer Science and Engineering | -180 |

P.G Courses:

- | | |
|--------|------|
| 1. MCA | -120 |
| 2. MBA | -180 |

ABOUT CHAIRMAN OF GOVERNING BODY

ABOUT CHAIRPERSON OF GOVERNING BODY

Mrs. J. Jayalakshmi, Chairperson of this institute known as a tough work minded, and believe in discipline interspersed with loads of fun in the right time. She believes in building a research culture, which should be distinct to the respective domain and branch.



Mrs. J. Jayalakshmi
CHAIRPERSON OF
GOVERNING BODY

She believes that good teamwork can exist only if there is a strong binding force that urges them as a dynamic group to attain academic goals. Each individual needs to be given a research mission and needs to be rewarded for attaining set target as per performance appraisals. She believes she can harness human and non-human assets into a consortium of energy that can help in delivering quality care service. She believes in setting examples rather than preaching the Gospel. Achieved considerable experience in organization development.

GOVERNING BODY OF INSTITUTION

S.NO.	NAME OF THE MEMBER OF BOG	QUALIFICATIONS AND POSITION IN THE CURRENT ENGAGEMENTS	POSITION IN THE BOG	NOMINATED BY
Chairperson				
1	Mrs J Jayalakshmi, Berhampur-760001	M. A. in Economics, Public Administration	Chairperson	Roland Educational and Charitable Trust, Surya vihar, Brahmapur
Members of the Trust / Society / Management				
2	Dr. J Sruti Berhampur-760001	PhD, M.Pharma, RIT, Brahmapur	Director	Roland Educational and Charitable Trust, Surya vihar, Brahmapur
3	Dr. Sunil Kumar Kota Berhampur-760001	MBBS, MD in Endocrinology	Member	Roland Educational and Charitable Trust, Surya vihar, Brahmapur
4	Mrs Sowmya Jammula Berhampur-760001	M. Tech ,ECE	Member	Roland Educational and Charitable Trust, Surya vihar, Brahmapur
5	Dr. Jagdeesh Tangudu	M. Tech., PhD, Scientist, USA	Member	Roland Educational and Charitable Trust, Surya vihar, Brahmapur
Nominees from Faculty of the Institution				
6	Dr. Sanat Kumar Patro Berhampur-760001	M.Tech., Ph.D, Professor, RIT	Member	Roland Educational and Charitable Trust, Surya vihar, Brahmapur
7	Dr. Sanjit Kumar Acharya Berhampur-760001	M.Tech., Ph.D, Vice Principal, RIT	Member	Principal, RIT, Golanthara
Nominees from Industry/ Education				
8	Mr. D. Kanhugula Rambabu	Engineering Leader DevOps Altimetrix Bangalor e	Member	Roland Educational and Charitable Trust, Surya vihar, Brahmapur

9	Prof Dr Ranjan Kumar Behera, Professor and Head EEE, IIT , Patna	M.Tech Ph D, Prof in Dept of EEE, IIT , Patna	Member	Roland Educational and Charitable Trust, Surya vihar, Brahmapur
Nominee of UGC				
10	Request for nomination was sent - copy of request letter was attached as a proof		Member	To be nominated by UGC
Nominee of the AICTE				
11	Request for nomination was sent - copy of request letter was attached as a proof		Member	To be nominated by AICTE
Nominee of the State Government				
12	Request for nomination was sent - copy of request letter was attached as a proof		Member	Spl.Commissioner, Technical Education, Govt. of Odisha
Nominee of affiliated University				
13	Request for nomination was sent - copy of request letter was attached as a proof	Professor in CSE, BPUT, Rourkela ODISHA	Member	Registrar, BPUT, Rourkela Odisha
Head of the Institution, Ex-Officio				
14	Dr Gunamani Jena	M.E., Ph.D, Director RIT	Member Secretary	Ex-Officio

1. GOVERNANCE & DECENTRALIZATION

1.1 Governing Body:

Composition:

- Chairperson : Nominated by Registered Society.
- Members : Two to five members nominated by Registered Society.
: Two Teachers of the college nominated by the Principal based on seniority by rotation.
: An Educationist or Industrialist nominated by Management.
: UGC Nominee-Nominated by UGC
: AICTE Nominee – Nominated by Regional Office AICTE
: State Government Nominee-Academician not below the Rank of Professor or State Government official of Directorate of Higher Education/State Council of Higher Education
: University Nominee – Nominated by University
- Ex-Officio : Director/Principal of the Institution.

Term : The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

Meetings: Meetings of the Governing Body shall be held at least twice a year.

Functions of the Governing Body:

Subject to the existing provision in the bye laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/ State Government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

1.2 Academic Council

Composition of Academic Council:

Chairperson : Head of Institution

Members : All Heads of the Departments

Four teachers of the college representing different categories of the teaching staff by rotation on the basis of service in the college.

Not less than four experts/ academicians from outside the college representing such areas as Industry , Commerce, Law, Education, Medicine, Engineering, Science etc., to be nominated by the Governing Body.

Three nominees of the university not less than professors.

A faculty member nominated by the Principal (Member Secretary).

Term : The term of the nominated members shall be three years.

Frequency of Meeting: Academic Council shall meet at least twice a year.

Functions:

- Scrutinize and approve the proposals with or without modifications of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi, and modifications thereof, instructional and evaluation arrangements, methods , procedures relevant there to etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- Make regulations for sports , extra curricular activities , and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new programmes of study.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- Advise the Governing Body on suggestions pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing Body.

1.3 BOARD OF STUDIES:

Composition of Board of Studies:

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
 - (a) Experts from outside the college whenever special courses of studies are to be formulated.
 - (b) Other members of staff of the same faculty.

Term : The term of the nominated members shall be three years.

Meetings : The Board of Studies shall meet at least twice a year.

Functions:

The Board of Studies of a Department in the college shall:

- (a) prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- (b) suggest methodologies for innovative teaching and evaluation techniques;
- (c) suggest panel of names to the Academic Council for appointment of examiners; and
- (d) coordinate research, teaching, extension and other academic activities in the department/college.

1.4 FINANCE COMMITTEE:

Composition of Finance Committee:

- (a) The Principal (Chairman).
- (b) One person to be nominated by the Governing Body of the college for a period of two years.
- (c) Finance Officer of the affiliating University
- (d) One senior-most teacher of the college to be nominated in rotation by the principal for two years.

Term : Term of the Finance Committee shall be three years.

Meetings : The Finance Committee shall meet at least twice a year

Functions of the Finance Committee:

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- (a) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- (b) Funds allocation based on proposals received from all departments
- (c) AFRC Audit preparations with more student friendly learning environment
- (d) To monitor the faculty, Staff and Student incentives utilization process.
- (e) Preparation and maintenance of audited accounts for the above.

1.5 Internal Quality Assurance Cell (IQAC):

Composition:

Chairperson	: Head of the Institution
Convener	: A senior person with expertise in quality aspects & full time functionary.
Members	: Heads of Departments : Officer i/c of Examinations : Library officer. : : Two senior administrative officers : Two members from Industry : Two members from Management

Frequency of meeting: Once in a quarter of every academic year

Functions:

- Monitor the quality & standards of education.
(Teaching learning process: Course files, course hand outs etc.)
- To develop and apply quality bench marks for various academic and administrative activities of the institution.
- To organize workshops, seminars on quality related themes.
- Documentation of various programmes / activities leading to quality improvement.
- Preparation of Annual Quality Assurance Report(AQAR) to be submitted to NAAC based on quality parameters.
- Guide Institution in preparing approval and affiliating reports of Regulatory Bodies.

1.6 College Academic Committee / Planning and Evaluation Committee

Composition:

- Chairperson : Head of the Institution
- Convener : One of the senior faculty
- Members : Deans & All heads of the Department.
: In charge of Library
: Administrative officer.

Frequency of meeting: Two times in a semester and whenever there is a need.

Functions:

- Prepare the academic calendar and see that the activities mentioned in the academic calendar are followed.
- Guide lines for Preparation of Semester Time Tables
- Monitor the regularity of the students in attending the classes and suggest necessary corrective measures.
- Monitors coverage of syllabus according to their lesson plan and suggest necessary measures to complete the syllabus in time.
- To take decisions about detentions, condonations and Promotions of the students.

1.7 Grievance Redressal cell

Composition:

Chairperson: Head of institution

Convener : One senior faculty from Institution

Members : HOD's of all departments
One 4th year student from each department
Warden, boys' hostel
Warden, girls' hostel
One faculty from each department

Frequency of meeting: minimum 2 times in a year and as and when any grievance received

Functions:

- To provide proper platform to stakeholders to express their grievances freely and without fear and to receive complaints from students, staff, parents and other stakeholders.
- To analyze the grievances and conduct formal investigation and enquiry as the case may be on the received grievances
- To ensure speedy disposal of grievances within maximum of 2 weeks from receipt of grievance
- To decide appropriate punishment on the complainer/accused and award punishment based on natural justice.
- To take necessary steps to prevent sexual harassment and eve-teasing in the college premises and to decide severe punishments for such acts.

1.8 College Maintenance Committee

Composition:

Chairperson	: Head of the Institution.
Convener	: One faculty from Institution.
Members	: Two members from Civil Engineering Department.
	: One faculty member from other departments
	: Physical Director
	: One senior member from administration section.
	: Two non teaching staff members.

Frequency of meeting: Once in a semester and whenever there is a need.

Functions:

- To look after the infrastructure facility requirement and development.
- To look after the ambience of the premises.
- To take care of the arrangements needed in organizing various activities in the institution.
- To maintain the campus Green
- To establish and utilize the Renewable Energy Sources

1.9 Purchase/Stores Committee

Composition:

Chairperson	: Head of the institution.
Convener	: One Faculty from Institution
Members	: HOD Concerned : Lab In-charge Concerned : Administrative Officer. : Accounts Officer

Frequency of meeting: Once in a semester and Whenever there is a need

Functions:

- Establish the procedure in purchasing any material for the Institution.
- Identify prominent suppliers for various materials.
- Finalize the quotations and placing the order.

1.10 Public Relations and Publicity Committee

Composition:

Chairperson: Head of the Institution

Convener : One Faculty from Institution

Members : One Faculty Member from Each Department
. Physical Director
Administrative Officer

Frequency of meeting: Twice in a semester

Functions:

- To conduct periodical meetings with resources in the society and stake holders in the society like general public.
- To maintain rapport with press and media personnel.
- To organize awareness programmes in the society.
- Promote all the events that organized in the college.
- Prepare press releases, designing and posting banners, flyers, brochures, and promoting web based media.

1.11 R&D and Consultancy Committee

Composition:

Chairperson	: Head of the Institution
Convener	: One Senior Professor with good Research experience
Members	: Doctorates of all Departments Faculty pursuing Ph. D.

Frequency of meeting: Once in a semester

Functions:

- To encourage faculty and students to pursue research and present papers in various conferences.
- To conduct workshops and seminars on research activities in various fields.
- To take decision to obtain research grants from various agencies like AICTE, DST etc.
- To scrutinize all proposals for in-house funding and forward the same to the management with its recommendations.
- To Provide prodigious facilities for research and get recognition.
- To initiate consultancy and establish incubation center.

1.12 Training & Placement Cell

Composition:

- Chairperson : Head of the Institution.
Convener : Training and Placement Officer.
Members : One faculty representative from each department.
Three students from each department.

Frequency of Meeting: Once in Semester.

Functions:

- To provide training to the students on recent trends in technology to improve employability.
- Maintaining and regularly updating database of students. Maintaining database of companies and establishing strategic links for campus recruitments.
- To provide training to the students towards the Job getting Process.
- To arrange Placement in reputed companies for all eligible graduates.
- To provide training that fills the gap between Industry and academia.
- To provide training for higher education aspirants.
- To arrange awareness programmes regarding higher educational institutes and enhance opportunities.
- To build confidence to succeed in competitive examinations through continuous training & counseling.

1.13 Hostel Committee

Composition:

- Chairperson : Head of the Institution.
(Chief Warden Both boys and girls hostels)
- Convener : One faculty from Institution.
- Members : One faculty from each department and one from office
Asst.Wardens of boys and girls hostel.
All resident staff Members.

Frequency of meeting: Once in a semester and whenever there is a need.

Functions:

- The Hostel Committee shall discuss and make recommendations regarding
 - (a) Admissions into hostels
 - (b) Discipline of resident students
 - (c) Maintenance and development of the Hostel premises.
 - (d) To take steps for minimization wastage in food.
 - (e) To work towards completely residential campus.
 - (f) Any other matter pertaining to the Hostel.

1.14 National Service Scheme (NSS)

Composition:

Chairperson	: Head of the Institution.
Convener	: Program Officer
Student Coordinators	: One student from 2 nd , 3 rd & 4 th Years.
Members	: One Faculty from each department

Frequency of meeting: Twice in a semester

Functions:

- To Ensure that the students are aware of the community in which they work
- To understand themselves in relation to their community
- To identify the needs and problems of the community and involve stakeholders in problem solving
- To develop a sense of social and civic responsibility among the students.
- To utilize students knowledge in finding practical solutions to individual and community problems
- To Develop competence required for group-living and sharing of responsibilities by ensuring each faculty and student get involve in Social Activities.
- To Gain skills in mobilizing community participation
- Acquire leadership qualities and democratic attitudes
- Develop capacity to meet emergencies and natural disasters
- Conduct various Social service activities in which make the students get actively participate.
- Practice national integration and social harmony
- Strive and get recognized, be awarded for social activity.

1.15 Sports and Games Committee

Composition:

Chairperson	: Head of the Institution
Convener	: One faculty of Institution.
Members	: Physical Directors : One faculty from each department. : Four students from each department.

Frequency of Meeting: Twice in a semester

Functions:

- The sports and games Committee shall be responsible for organizing and participating in intra and inter collegiate events in the College and rewarding the talent.
- To plan and schedule the events for the academic year.
- The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- Procedure to organize the sports and games events :
 - a. To prepare the Annual Budget for various sports and games events.
 - b. To obtain formal permission from the College authorities to arrange the events.
 - c. To decide the date, time and agenda of the event.
 - d. To inform members of staff and students about the events.
 - e. To arrange the venue and material required for the events.
 - f. To invite the Chief Guest and other dignitaries.
 - g. To arrange mementos for guests and gifts/certificates for the participants.
- The committee shall display on the Notice Board/Website information about sports and games competitions at outside world.
- Actively participate and win prizes at University / State / National Level competitions.
- Ensure the state of the art facilities for the health improvement of stakeholders'

1.16 Transportation Committee

Composition:

Chairperson	: Head of the institution.
Convener	: One faculty from institution
Members	: One faculty representative from each department. : One senior assistant from administrative office. : One non teaching staff representative from each department. : One representative from drivers. One student representative from each department.

Frequency of meeting : Once in a semester and when need arise.

Functions:

- To allocate buses so as to cover all students and staff in different routes.
- Monitoring the condition of the vehicles and their periodic maintenance
- Identify the need of new buses and bring this issue to the notice of management
- To provide transport for co-curricular and extra-curricular activities as needed.
- To provide transportation for social needs of the local community.
- To provide incentives for staff, faculty and needy students.

1.17 Arts & Cultural committee

Composition:

- Chairperson : Head of the Institution
- Convener : One faculty from Institution
- Members : One faculty from each department.
: One member from administrative Office
: One student from each department.

Frequency of Meeting: Twice in a semester

Functions:

- The Arts & Cultural Committee shall be responsible for organizing/participating intra and inter collegiate Arts & Cultural events in and outside the College.
- To plan and schedule Arts & Cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- To celebrate the prominent days/occasions related to culture and National importance etc,
- To conduct competitions to promote our culture and tradition.
- To motivate the students to participate in extra cultural competitions at outside the college (university/state and National Level) and encourage the winners.
- The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- **Procedure to organize cultural events :**
 - a. To prepare the Annual Budget for various Arts & Cultural events.
 - b. To obtain formal permission from the College authorities to arrange programs.
 - c. To decide the date, time and agenda of the programs.
 - d. To inform members of staff and students about the events.
 - e. To arrange the venue and logistics (audio/video system, dais, podium etc).
 - f. To invite the Chief Guest and other dignitaries.
 - g. To arrange mementos for guests and gifts/certificates for the participants.
- The committee shall display on the Notice Board/Website information about festivals to be celebrated.

1.18 Department Associations/Professional Societies Activity Committee

Composition:

Chairperson	: Head of the Institution.
Convener	: One faculty from Institution.
Members	: One faculty from each department. One student from each department.

Frequency of meeting: Once in a semester.

Functions:

- To plan and conduct seminars, workshops, Technical paper contest, short term courses etc. in the college in collaboration with professional societies.
- To motivate and counsel the students by explaining how seminars, workshops , paper presentations etc. are useful in their career development and make them actively participate.
- To motivate all departments to form departmental associations and preparation of magazine.
- To create awareness among students regarding membership in various professional societies.
- To encourage the students to participate in technical events at outside the college.

1.19 Examinations Committee

Composition:

Chairperson : Head of the Institution
Convener : Controller of Examinations
Members : Additional Controller of Examinations
Officers in charge of Examinations
Online examination incharge.
Department examination in charges

Frequency of Meeting: Twice in a semester and when need arises

Functions:

- Subject Registration of Students for University Regular Examinations Semester wise
- Subject Registration of Students for University Supply Examinations Semester wise
- Subject Registration of Students for Regular/Supply Examinations(Autonomous) Semester wise
- Conduction of Internal, External and Practical Examinations as per the Autonomous regulations
- Conduction of Online Quiz Examinations and uploading Marks dumps to online examination portal of university by Online Examination In charge and coordinators
- Conduction of Internal and External ,Practical Examinations as per the University guidelines and schedules
- Uploading the awarded internal marks(both theory & Labs) to the University Examination Portal
- Distribution of internal Marks information to students through the concern Departments
- Description of Encrypted University Question bank and print to conduct external theory examinations .
- Collection of University stationary (Computer printed) for End Practical & Theory Examinations and Submission of Reports/Answer booklets to the University.
- Publication of University released UG/PG Regular/Supply results/Revaluation Results.
- The necessary correspondence with the University regarding discrepancies of Results/HallTickets/Name Correction/ Marks Memos not received etc
- Applying Provisional Certificates/CMMs/Migration/Duplicate Marks Memo/Duplicate (PC/CMM/OD) /Transcripts etc.
- Collection of Original Marks Memos and PC/CMMs of students and handover to concern students after updating of college records.
- Intimation of Curriculum Changes/Rules/Regulations /Academic Calendars/Time tables of Examinations given by the university to the students through the university.
- M.Tech Project Thesis of eligible students uploading to Examination portal to ensure project panels appointment and viva voce examinations conduction as per the University guidelines.
- With the coordination of department office clerks Marks memos distribution/Exam Fee collection/Attendance management etc. are fulfilling under the guidance of HODs.

- Verification of Certificates of Passed out students of this institute for recruitment agencies/Government servants.
- Issue of Transcripts for admission into foreign universities.
- Paper setting examinations conduction , Evaluation and declaration of results for Autonomous students

1.20 Library Committee

Composition:

- Chair person : Head of the Institution.
- Convener : One faculty member from Institution
- Secretary : Library In-Charge.
- Members : One faculty from each department.
Three students from each department.

Frequency of meeting: Twice in a semester.

Functions:

- Provide books, journals, magazines and other academic facilities required for the students and faculty.
- Preparing annual budget proposals.
- Monitoring utilization of allocated budget.
- Reviewing journal subscription.
- Verification of annual stock.
- Arranging library orientation programs for fresher's.
- Directing library personnel for automation.
- Monitoring of various display/circulation of existing and new arrivals.
- Provide digital library with self-learning facilities.
- Encourage students to enroll and compete the MOOCS courses with self-learning.
- Improve the library environment and facilities year by year for better utilization of library.

1.21 Industry -Institute Partnership Cell

Composition:

- Chair person : Head of the Institution.
- Convener : One faculty from institution.
- Members : Advisors from industry
One Professor from each department
Training and Placement Officer.

Frequency of Meeting : Once in Semester.

Functions:

- To identify and facilitate Guest Lectures, Interactive Workshops, Conferences, Seminars, Brain Storming Sessions, Technical Discussions etc. with members of the Industry, outside experts, eminent personalities at regular interval.
- Provide campus Placements for students, Inviting Companies to Institute for Recruitments
- Providing Internship opportunities for Students.
- Conducting Training for students and making them Industry ready
- To conduct Industrial Training, Orientation Courses, Industrial Visits etc for faculty and students at regular intervals with collaborations.
- To conduct industrial exhibitions to highlight research facilities and expertise available with the Institution with collaborations.
- To facilitate for professionals from industry as visiting faculty in institutions and short or long periods deployment of faculty from institutions to industry for gaining industrial experience and/or work on projects in industry.
- To seek and associate experts from industry in curriculum development and review.
- To identify continuing education opportunities, short-term programmes and training needs of the industry, which the institution can provide.

1.22 Entrepreneurship Development Cell

Composition

Chairman: Head of the Institution.

Convener: One faculty from Institution.

Members: 1) A faculty from each department

2) A student nominee from each department preferably from
Final or pre-final year

Frequency of meeting: once in a semester and whenever needed

Functions

- To motivate students to undergo Entrepreneurship Development Program (EDP), skill development training and enhance self-employment opportunities.
- To reach Science & Technology to the participants and motivate them to take up entrepreneurial ventures.
- To organize seminars/ guest lecturers / workshops/ industrial visits periodically to create awareness about entrepreneurship.
- To transfer the technical know-how and assist the students in setting up entrepreneurial enterprises. Program on Financial assistance and Sources of institutional assistance to entrepreneurs.
- To Carrying out study to find out the entrepreneurial potential of region in selected industries.

1.23 WEBSITE / ICT/ INTERNET

Composition:

Chair person: Head of the Institution.

Convener : One Faculty member.

Members : One representative from each department.

One representative from administrative office.

Programmer.

Frequency of meeting: Twice in a semester.

Functions

- To bring College updates accomplishments and issues to the readers.
- Write the required articles and post them to the web site with photos in step with the required website pages.
- Providing internet facility to Whole Campus through WiFi.
- Provide common computer centre with all computational facilities needed.
- Providing internet facility to Whole Campus through WiFi and LAN.
- Providing 24 hours High Speed Internet facility for Boys & Girls Hostlers through WiFi and LAN.

1.24 Alumni Cell

Composition:

Chair person	: Head of the Institution.
Convener	: Senior faculty from the Institution
Treasurer	: One senior faculty
Members	: One representative from each department having minimum five years of experience. One alumni representative from each department

Frequency of meeting: Once in a semester and when the need arrives.

Functions:

- To provide a forum to establish a link between the alumni and students of the Institute.
- To enable the alumni to participate in activities that would contribute to the general development of the Institute and the Society.
- To support academic activities like Conferences, Workshops, Technical symposiums, Guest Lectures with the help of the Alumni.
- To give scholarships to meritorious students.
- To give awards to toppers of all branches of engineering.
- To promote Entrepreneurship & Innovation among the students.
- To help Institute for effective liaison to Industry.
- To help the students graduating from the College in securing professional training and employment consistent with their qualification.
- To help the students in identifying organizations for doing project–internships works in connection with their curriculum.
- To suggest modifications in the curriculum to meet the industrial needs.

1.25 RTI Cell

Composition:

PIO : Head of the institution
Assistant PIO : Administrative Officer
Appellate Authority: Registrar, BPUT.

1.26 Anti Ragging Committee

Composition:

Chairperson	: Head of the Institution
Convener	: One Faculty member from Institution
Members	: Sub-Inspector of Police, Golonthara
	: Secretary & Correspondent of the Institution
	: Dean and all Heads of Departments
	: Boys & Girls hostel wardens

Frequency of meeting: One meeting at the beginning of first year admissions and the rest whenever necessary.

Functions:

- To create awareness through wide spread publicity – posters, leaflets etc. among the students, parents and guardians before start of the academic session. The posters and banners etc will be displayed at least 10 days before the start of this semester in all prominent places including Hostels, Cafeteria, Common activity areas and entry points
- To counsel the students about the consequences they have to face as per the ragging act 26 of 1997 if they found involved in any sort of ragging activity
- To root out ragging in all its forms from the college by instituting stringent anti-ragging measures and provisions for strict punishments to defaulters.
- To constitute sufficient number of Anti-Ragging Squads for Vigilance
- To Collect online-Undertaking from students every year

1.27 Admissions Committee

Composition:

Chairperson	: Head of the Institution.
Co-Chair	: One faculty from Institution.
Members	: Administrative Officer
	: One faculty from each department including office

Frequency of meeting: Once in a semester and whenever there is a need.

Functions:

- To prepare clear and well defined policies for admissions.
- In consultation with BOG prepare attractive brochures, prospectus and handouts for wider publicity.
- To get acquainted with all the rules and regulations of admissions as prescribed by Govt. and guide the students seeking admission accordingly.
- To prepare plan for addressing 12th standard, diploma students as a career counseling activity.
- To place advertisement in newspapers regarding admissions as and when permitted by BOG.
- To advise the Director on improving facilities from the feedbacks got from parents and students during admission counseling.
- To send representative to admission centers for counseling the students as and when required.
- To ensure the norms of admission are followed and maintain the record of admitted students and forward it to concerned department. admissions
- To improve the admission quality (either EAMCET ranks/ % of marks)
- To provide best counseling to students and parents who come to seek admissions.
- To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting I-card, fulfilling eligibility criteria, getting time tables etc.

1.28 Internal Complaint Cell

Composition:

Chairperson : Head of Institution
Convener : Senior Lady Faculty from the Institution
Members : One lady faculty from each Department
Lady Doctor
Lady Legal Advisor
Three Girl Students from each Department

Frequency of meeting: The cell meets twice in a year and whenever any grievance Received

Functions of the Cell:

- The Cell will provide and maintain a dignified, congenial working environment for women employees and students, where they can work, study and explore their potential to the fullest.
- The Cell will deal with the cases / complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college.
- The Cell shall process all the individual complaints and take immediate suitable action.
- The Cell will provide assistance to the Faculty/Colleges for taking preventive steps in the matter of gender discrimination and sexual harassment.
- To incorporate hygiene habits and ensure to lead healthy life by conducting awareness Programs.

1.29 Student Counseling Committee

Composition:

Chairperson	: Head of the Institution.
Convener	: One faculty from Institution members.
Members	: All heads of the Department. : One faculty from each department : One External Professional Counselor

Frequency of meeting: Once in a semester and whenever needed.

Functions:

- To create self confidence amongst the students
- To conduct frequent interactive sessions with students.
- To clear the doubts related to academic matters of the students.
- To create social interactions and compatibility among the students.
- To encourage and develop special abilities and right attitudes.
- To inspire successful endeavor towards attainment.

1.30 Social welfare (SC/ST) Committee

Composition:

Chairperson	: Head of the Institution.
Convener	: One faculty from institution.
Members	: One faculty from each department Two students from each department

Frequency of meeting: Twice in a year and whenever needed

Functions:

- To conduct periodical meetings with students and discuss issues related to scholarships, E-pass etc.
- To maintain the book banks for students in each department.
- To conduct skill development programs in every semester.
- To train the students towards employability.
- To conduct remedial classes for those students who have backlogs

1.31 Minority Cell

Composition:

- Chairperson : Head of the Institution
- Convener : One faculty from Institution
- Members : One faculty from Each Department.
One student representative from each department.

Frequency of Meeting: Twice in a Semester

Functions:

- The Minority Cell helps students and faculty belong to minority religion including Christian, Muslim, Jain etc. for their spiritual requirement and academic development.
- To provide the facilities for Namaz for Islam faculty and students in the college campus.
- To empower the faculty and students belong to minorities.
- To handle the issues and short and long-term needs of the minorities.

1.32 OBC Cell

Composition:

Chairperson	: Head of the Institution.
Convener	: One from Institution.
Members	: One faculty from each Department One student from each department.

Frequency of meeting: Once in a semester and whenever needed.

Functions:

1. To ensure that adequate representation is given to OBC candidates admission in various courses of studies and also to ensure effective implementation of the reservation policies and programmes.
2. To intimate various scholarship schemes of the state Government as well as the Central Government to the OBC category students.
3. Social and cultural development of the backward classes.
4. The cell has resolved that the affirmative policies, programmes, schemes, facilities would be provided to the persons belonging to OBC sections of the Society.
5. To conduct skill development programs in every semester.
6. To train the students towards employability.
7. To conduct remedial classes for those students who have backlogs.

1.33 Time Table Committee

Composition:

Chairperson	: Head of the Institution.
Convener	: One from Institution.
Members	: One faculty from each Department

Frequency of meeting: Twice in a semester and whenever needed.

Functions:

- To collect the faculty list who are assigned the particular subjects.
- To collect the academic year calendar.
- To collect the timings of periods with duration including lunch time.
- To collect the slots for library hour from central librarian.
- To collect the slots for sports and games from physical director.
- To collect the slots for internet lab from lab in charge.
- Collect the slots from lab in charges.

1.34 Social Service Committee

Composition:

Chairperson	: Head of the Institution.
Convener	: One from Institution.
Members	: One faculty from each department Three students from each department

Frequency of meeting: Once in a semester and whenever needed.

Functions:

- To conduct a survey in the remote villages to find the social issues
- To conduct medical camps in the backward areas.
- To conduct Blood donation camps in collaboration with NSS.
- To motivate street children to join schools
- To provide financial assistance in the form of grocery items, and other required amenities to blind schools, orphanage homes and old age homes. Also extending emotional support to these needy people

1.35 Red Cross Cell

Composition:

Chairperson	: Head of the Institution.
Convener	: Senior faculty from Institution.
Members	: One faculty from each department One student from each department

Frequency of meeting: Once in a semester.

Functions:

- Relief work.
- Maternal and child welfare services.
- Family Planning.
- Blood bank and First Aid.

1.36 RIT FSS (RIT Employees Fund for Social Service) Cell

Composition:

Chairperson	: Head of the Institution.
Convener	: Senior faculty from Institution.
Members	: One faculty from each department
	Administrative Officer
	Librarian

Frequency of meeting: As and When the Requirement arises.

Functions:

- Conduct periodical meetings with employees and contributors and assess the activities.
- Planning and Organizing service activities in the surrounding villages
- Responding to natural calamities, floods, fire accidents etc and helping them with possible support.
- Awareness and Support to local needy people through organizing locally relevant programs
- Financial support to employees who suffer major health problems
- Organize awareness program on social and health issues.
- Financial support to students who suffer major health problems

1.37 Health and Hygiene Cell

Composition:

Chairperson	: Head of the Institution.
Convener	: Senior faculty from Institution.
Members	: One faculty from each department Two students from each department (one male and one female) One qualified Paramedical staff One Visiting Doctor (For Primary Health support) One Yoga Trainer One Physical Director One Psychologist

Frequency of meeting: Once in a semester.

Functions:

- To ensure all the stakeholders of the college to be healthy and hygiene
- To Organise Awareness Programmes on Health and Safety
- To Create Health Conscious among all the stakeholders of the college
- To Organise Personality development Programmes for students and staff
- To Organise Yoga and Fitness Camps
- To Organise Medical Camps for students and people of surrounding villages(Eye/Dental/General)
- To organise Sports Meet and Athletic Marathon etc in collaboration with External agencies to the citizens/students
- To organise Blood donation camps and maintain blood group information of students to support needy people

1.38 Mess Committee

Composition:

Chairperson	: Head of the Institution.
Convener	: Senior faculty from Institution.
Members	: One faculty from each department Two members from administrative office One member from Mess Supervisors Two student members from each department (one Male/One Female) Two members from Wardens(one Male/One Female)

Frequency of meeting: Once in a semester.

Functions:

- To ensure smooth functioning of the committee with proper mentoring the committee.
- Preparing the Menu by consulting the student representatives and members opinion
- Distribution of duties to committee members
- Monitoring the Hygiene and discipline of the mess.
- To resolve the grievances of mess
- To maintain the discipline of the students during food serving time
- To receive the grievances of mess from all the stakeholders
- To create awareness to students on Proper Consumption of food items without wastage
- Admit new students to hostel – Issue of Mess Cards
- Implementation of Menu selected day wise
- Procurement of Infrastructure, Human resources and Inventory required for functioning of mess
- Collection of Fee from mess facility users

2. PLANNING

2.1 HUMAN RESOURCE PLANNING:

- 2.1.1 The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
- 2.1.2 He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- 2.1.3 The teacher student ratio shall be **1:20** and for this purpose the Professor shall also be included in counting the number of teachers.
- 2.1.4 The minimum contact hours during the week for each category shall be maintained as follows:

Professors - 12

Associate Professors - 16

Assistant Professors - 20

*The selection committee for recruitment in each discipline,
composed of all the HOD.*

2.2 RECRUITMENT:

- 2.2.1 The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
 - a) Advertisement in the Newspapers
 - b) Files maintained for storing the unsolicited applications
 - c) Application received through website notification
 - d) Invitation
 - e) Promotions from amongst the existing staff
- 2.2.2 The committee deems it fit, may also conduct walk in Interviews for augmenting the required candidates.

- 2.2.3 The committee shall short list the candidates in the following processes:
- Personal Interviews including demonstrations
- 2.2.4 The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets/Bio data of the candidates to the Principal and the Chairman for appointment.
- 2.2.5 An Offer of appointment shall be released by the Principal/Chairman in the **Form 1** appended to this manual.
- 2.2.6 BE/B TECH and ME/M.Tech (1st Class in either) is eligible for appointment as **Assistant Professor** in Engineering Departments. M.Sc./MA/M.Com./MBA with additional M.Phil. Qualification with 4 years experience and 2 publications in SCI/UGC Journal.
- 2.2.7 Ph.D with 1st Class in BE/B.Tech or ME/M.Tech with 8 years teaching/industry/research experience and 6 publication in SCI/UGC Journal for appointment as **Associate Professor**.
- 2.2.8 Ph.D with 1st Class in BE/B.Tech or ME/M.Tech with 10 years teaching/experience with 6 publication in SCI/UGC Journal at Assoc Prof Level and guided 2 Ph D scholars or 10 publications in SCI/UGC Journal eligible for appointment as **Professor**.
- 2.2.9 Ph.D with 1st Class in BE/B.Tech or ME/M.Tech with 15 years teaching/experience with 10 publication in SCI/UGC Journal and guided 2 Ph D scholars eligible for appointment as **Principal**.

2.3 ORIENTATION:

- 2.3.1 Every teacher appointed in the College shall be given a brief introduction about the College by the Principal/Head of the Department on the day of his/her joining.
- 2.3.2 The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- 2.3.3 He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- 2.3.4 The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- 2.3.5 The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

2.4 JOB RESPONSIBILITY:

2.4.1 The workload is allotted to the faculty members as per AICTE norms.

2.4.2 Teachers have to perform a variety of tasks which include

a. Academic

- i) Teaching & Lab. Instruction
- ii) Development of Laboratory, Curriculum and Resource Material
- iii) Evaluation of students in the college and University Exams.
- iv) Participation in the curricular and co-curricular activities
- v) Self development through upgrading qualification, knowledge and skills.

b. R & D and Consultancy

- i) R & D Activities including Guidance
- ii) Providing consultancy and Testing services
- iii) Promotion of Institute Industry Interaction

c. Administration

- i) Academic and Administrative Management.
- ii) Design and Development of new programmes & Promotional activities.
- iii) Mobilizing resources for the Institution.

d. Extension

- i) Guiding the students in overall character development.
- ii) Extension services by interacting with Society & Community.
- iii) Providing technical support in areas of social relevance.

3. SALARY, INCENTIVES

3.1 POSITIONS AND PAY SCALES

- 3.1.1 The College will have the following positions of hierarchy in the teaching departments:
1. Director/Principal
 2. Special positions, including Vice Principal/Deans
 3. Professors
 4. Associate Professors and
 5. Assistant Professors
- 3.1.2 In addition, each department shall have support staff like Teaching Assistant Programmer, Lab Assistants, Department Clerk and Department Attendant.
- 3.1.3 The College Office will have the following positions of hierarchy in the administrative department.
1. Administrative. Officer/Office Superintendent
 2. Librarian
 3. Library Assistant
 4. Physical Director
 5. Stenographer
 6. Office Assistant / Clerk
 7. Attender
 8. Driver
 9. Scavenger
 10. Sweeper

I) The Scales of pay for various teaching positions will be as follows:

- a. Principal and Special Positions....

Pay as per AICTE norms, commensurate with the qualifications and experience.

- | | |
|------------------------|--------------------------------|
| b. Professor | Rs 37,400 – 67,000 + AGP 10000 |
| c. Associate Professor | Rs 12,000 - 420 – 18,300 |
| d. Assistant Professor | Rs 8,000 – 275 – 13,500 |
| e. MSc/MA with MPhils | Rs 10,000 (Rs8000 +25% DA) |

3.2 DEARNESS ALLOWANCE / INCREMENTS:

- 3.2.1 In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties with the exception of those in consolidated pay category.
- 3.2.2 Management can also decide other allowances for Professor, Principal and Special posts.
- 3.2.3 Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution. The Increments will be effected **ONCE** in a academic year , i.e. in the months of July.
- 3.2.4 Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

ANNUAL INCREMENT POLICY

- i. Performance in terms of pass percentage in university examinations for the subjects taught during academic year.
- ii. Two Paper publications at international journals and conferences.
- iii. Participation in FDP, workshops, seminars, conferences etc.
- iv. Participating in co-curricular / extracurricular/academic/ administrative/ student centric activities
- v. Consultancy and R&D activities under taken by faculty.
- vi. 1 NPTEL or MOOC courses

3.3 INCENTIVES AND REWARDS FOR FACULTY & STAFF :

3.3.1 Employees Provident Fund (EPF)

The members of the staff on permanent establishment are enrolled under EPF scheme and the contribution as fixed by the Government is deducted from their salary. The management makes an equal contribution.

3.3.2 Incentives & Awards

Awards are instituted for the faculty as well as supporting staff members. These awards are in the form of Promotions, increments, cash, Laptops etc.

Staff members are selected for these awards based on their performance, conduct and commitment in their academic activities as well as their involvement in the developmental activities of the department and the college.

Cash Awards for Faculty based on performance.

100% pass percentage in Technical Subject	- Rs.500/-
100% pass percentage in Non-Technical Subject	-Rs.300/-
95% and above pass percentage in Technical Subject	-Rs.300/-
95% and above pass percentage in Non-Technical Subject	-Rs.200/-

Similarly bright students are also encouraged and motivated.

Students who win in all student activities like Sports, Paper presentations, Cultural activities etc. are encouraged by reimbursing full T.A & D.A.

3.3.3 Faculty Development

Since the development of good students depends on the quality of teachers, members of faculty are given necessary encouragement to improve their competence in various areas.

The plan for such faculty development envisages

- Deputing staff regularly for quality improvement programmes, Seminars, Conferences, Workshops, Summer and Winter continuing education courses.
- Providing opportunity to involve in research or developmental activities of their choice in the department and at the Institutional level.
- Identifying teachers with special talents and competence and encouraging them by honoring them with awards, monetary benefits etc.
- Encouraging teachers to conduct training courses for personnel in Industries / Educational Institutions.
- Motivating teachers to organize Seminars, Conferences, Summer and Winter Schools etc.

Faculties are encouraged by reimbursing the total registration fee towards faculty development programmes along with on duty facility.

To encourage the faculty in Research and development activities the following incentives are given along with On Duty facility.

Publication in International Journals & Patents

(SCI/SCOPUS/IEEE Standards)	-Rs.2,000/-
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Publication in International Conferences conducted by reputed Institutions	-Rs.1,000/-
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3.3.4 Transportation and Working Lunch

All faculty and staff shall be provided free transportation facility through college buses and can avail working lunch in college mess at subsidized rate.

3.3.5 Insurance

All faculty and staff are covered under personal accident group insurance and ESI is provided for eligible staff

4. LEAVE

4.1 General LEAVE:

1. Leave of any kind cannot be claimed as a matter of right and will be granted only at the sole discretion of DIRECTOR/PRINCIPAL/ HOD.
2. Any leave under these rules can be granted in combination with or in continuation of any other kind of leave, except casual leave.
3. Leave account of each employee is maintained separately by the Principal
4. Unauthorized absence from duty not only results in cut in the emoluments for the period but also considered as is behavior inviting disciplinary action.
5. An employee, on leave, can not take up any service or accept any other employment or remuneration.
6. Application for leave on Medical ground shall be accompanied by a Medical Certificate by a Registered Medical Practitioner.
7. Any employee on leave or on vacation can be called back to duty, in case of exigencies
8. All leaves can be availed only after due sanction by the sanctioning authority. Only in respect of casual leave applied due to sudden illness or such other emergency, it can be availed before sanction. As far as possible, it is obligatory to the employee to inform the sanctioning authority about his availing of casual leave.

4.2 Casual Leave:

15 days of casual leave in a year for the staff members below 10 year service and 20 CLs for senior members with more than 15 years but proportionate to the Service put in by the employees during the year of initial recruitment.

4.2.1 Special Causal Leave

To encourage faculty towards Ph.D. for subject to maximum of 15 Days for the completion of their Ph.D.

One week extra casual leave is sanctioned towards marriage of Staff who completed a minimum of two years' service in the Institution.

Two week extra casual leave may be sanction to a staff in case demise of parent, spouse or wards.

4.2.3 Extraordinary Leave

1. Extraordinary leave shall be leave without salary and may be granted when no other leave is by rule, admissible or when other leave is admissible the employee applies in writing for the grant of Extraordinary leave.

2. The duration of extraordinary leave on any one occasion shall not exceed 3 months without medical certificate, 6 months where the employee has completed a continuous services of not less than two year on the date of expiry of leave and the request for such leave supported by a medical certificate and two years for the purpose of higher studies or undergoing any professional training, provided the employee has completed three years of continuous service.
3. Prior approval of the Management shall be taken before sanctioning the study leave.

4.3 Maternity Leave:

1. A female employee may be granted maternity leave on no pay for a period of 6 months from the date of its commencement.
2. This benefit is given only twice.
3. Staff members availing this leave have to give an undertaking before availing leave that they will work for a minimum period of 2 years after their return from leave.
4. Maternity leave not exceeding six weeks may be granted in case of miscarriage or abortion including induced abortion provided that the application for leave is supported by a medical certificate.
5. Maternity leave shall not be admissible to a female employee who has two or more living children.
6. Maternity leave may be combined with vacation or any other kind of leave except casual. Such leave not exceeding 60 days may be granted without production of medical certificate.
7. The Maternity leave shall not be debited against the leave account.

4.4 Vacation:

Summer vacation shall be declared every year as per exigency of works for all faculty and staff

4.5 On duty assignments

- 4.5.1 The College can permit any staff member to take special assignments by University, other Colleges or industrial units, to attend seminars or training programs for specific period of time. For paper presentation in International Conference IEEE 1-2 Days in side state, 2-3 Days outside state as 1st author, External practical exam or Project evaluation assigned by University and approved by exam section 1 Day OD, For OJEE or Govt assignment 1-2 Days OD, AICTE approved FDP maximum 3 days once in a year as applicable, AICTE approved seminar 1 Day OD, Spot valuation maximum 3 Days in a semester if the center is outside the institution campus.

- 4.5.2 The period of absence due to such assignments shall be treated in the following manner:
- a. Where the assignment is under arrangement between the College and the other unit, the staff will continue to receive the pay and perquisites from the College.
 - b. Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him/her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisite from the College.
 - c. Under such circumstances, the Principal/Chairman/ Correspondent shall decide the leave of absence, based on current responsibilities and requirements in the College.
 - d. Where the Staff is proceeding on a training programme duly sponsored by the College, the entire period will be treated as On duty and he /she will be eligible for the pay and perquisites as though he has been working in the College during such period.

5. PROMOTIONS

PROMOTION POLICY:

5.1 All promotions shall be considered on the basis of merit- cum – seniority basis.

5.2 The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.

5.3 The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.

5.4 Under normal circumstances the senior most member of the staff shall be considered for **promotion to the next higher level position**, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:

- a. Asst Professor: BE/B Tech and ME/M Tech (First class in any)
- b. Asso. Prof: 5 years as Assistant Professor. or Ph.D. with two years of experience.
- c. Professor: 5 years of service as Associate Professor and Ph.D. with 7 years experience.

5.5 Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

5.6 All decisions on promotions shall be taken up from the month of June every year.

6. RETIREMENT

6.1 Retirement from Service

- 6.1.1 All teaching and non teaching staff shall retire on completing the age of superannuation, which is as per AICTE/UGC for teaching as per state government rules.
- 6.1.2 When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1st of May of the succeeding year.
- 6.1.3 The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- 6.1.4 The age of supeannuation as mentioned above shall be applicable to the Professors of Emeritus and Special Category appointments.

6.2 Retirement benefits:

- 6.2.1 All employees who are coming under the purview of the Employees' Provident Fund legislation, shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.
- 6.2.2 The College shall contribute 12% of the pay subject to the ceiling of Rs 1800 per person, towards the Employer's contribution to the EPF Scheme.
- 6.2.3 The College shall deduct 13.11% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employee's contribution to the EPF Scheme
- 6.2.4 The College shall remit both the contributions as stated above to the EPF Scheme authorities.
- 6.2.5 The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.
- 6.2.6 The College shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.
- 6.2.7 The College shall also pay to the employee the following benefits at the time of his/her retirement:
 - a. Encashment of Salary towards accumulated leave on his/her Annual leave account
 - b. Arrears of Salary, if any, payable.

7. DISCIPLINE AND GRIEVANCE PROCEDURE

7.1 Code of Conduct for Teachers:

- 7.1.1 Teachers shall be at the appointed classroom at the appointed time without any exception.
- 7.1.2 Every teacher shall take attendance at the beginning of the teaching hour.
- 7.1.3 Every teacher shall close the hour punctually at the end of the hour.
- 7.1.4 A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be
 - taking correctional action if it is within his/her power, or
 - reporting the matter to the Principal
- 7.1.5 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- 7.1.6 Faculties and staff members shall not engage themselves in other activities/ businesses, which affects their effective contribution in the Department and the College.
- 7.1.7 Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- 7.1.8 Teachers shall maintain a respectable work conduct in terms of:
 - a. Preparation for the particular day's Classes, with latest information added to earlier course content.
 - b. Keeping all teaching aid material required for conducting the class in an orderly manner.
 - c. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
 - d. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
 - e. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
 - f. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

7.1.9 Teachers shall observe good personal conduct in terms of:

- a. Not using any abusive language towards students, fellow teachers, parents and other members of public.
- b. Not entering into quarrels, fights or any act of disrespectful nature.
- c. Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- d. Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution?

7.1.10 Faculties shall conform to the Ethical Standards of a teacher as described in Annexure 6.

7.2 DISCIPLINARY PROCEDURE:

- 7.2.1 Any teacher who is violating the code of conduct will be subjected to appropriate disciplinary action.
- 7.2.2 If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, any one can report in writing to the Principal.
- 7.2.3 The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- 7.2.4 If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- 7.2.5 He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- 7.2.6 On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- 7.2.7 The course of action for disciplining a teacher shall be under the following categories:
 - a. Memo and Censure.
 - b. Warning in writing, with recovery of money, where financial loss is involved in the act.
 - c. Suspension from work without remuneration.
 - d. Any staff member receiving more than two memo or warning will be given punishments mentioned in c.

- 7.2.8 Where the punishment proposed is in the categories c under Section 6.2.7, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- 7.2.9 The Principal shall report the proceedings periodically to the Chairman.

7.3 GRIEVANCE PROCEDURE:

- 7.3.1 The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- 7.2.10 The Grievance Committee shall be composed of three persons senior faculty and Principal.
- 7.2.11 The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- 7.2.12 The grievance committee shall:
- have a convener, to monitor the proceedings
 - meet once every month on a stipulated day and time
- 7.2.13 Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- 7.2.14 The convener of the Grievance Committee shall include such grievance as an item of the agenda in the next monthly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- 7.2.15 The grievances shall be redressed immediately by the committee and by the Chairman.
- 7.2.16 The Convener shall record and maintain the minutes the meetings.

8. CONSULTING, R&D AND TEACHING ASSIGNMENTS

8.1 Consulting, R&D:

- 8.1.1 The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.
- 8.1.2 The teacher shall undertake such assignments
 - When the College is approached for such help and the College assigns such engagement to the particular teacher or
 - When the teacher himself/herself is approached by the outside agency for such help.
- 8.1.3 In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.
- 8.1.4 The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- 8.1.5 The teacher shall also associate other members of the faculty in working on the assignments.
- 8.1.6 The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
 - a) Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
 - b) In all other cases like consultancy assignments, it shall be 80:20 (20% to College).
- 8.1.7 Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/Chairman/ Correspondent.
- 8.1.8 The Project Co-Ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

8.2 Teaching assignments:

The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:

- a. A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.

- b. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

9. INHOUSE R&D AND SEMINARS/WORKSHOPS

9.1 In-house R&D:

- 9.1.1 The College encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.
- 9.1.2 Staff members can submit their proposals through the Head of the Department and can avail the components/advanced equipment/software etc towards developing a prototype or model.

9.2 Seminars/Workshops:

- 9.2.1 The College encourages its faculties to organize Seminars and Workshops for the benefits of fellow teachers and students.
- 9.2.2 The Management provides funds for programs organized by the Department.

10. INCENTIVES - STUDENTS

The Management is pleased to announce the following incentives and rewards for Students:

- I. Student securing 1st and 2nd Ranks in a semester, Rs 500/- and Rs 300/- Cash awards and additional library tokens (But have to get minimum 90% Marks).
- II. Students achieving/maintaining 1st and 2nd ranks are eligible for 25% FEES WAIVER during the subsequent year (But have to maintain minimum 90% Marks).
- III. For any University Rank holder (Top 3 Positions), 20% Fees will be refunded. For Others (4..10 Positions), 10% Fees will be refunded.
- IV. There will be a BEST-OUTGOING AWARD
- V. There will be BEST STUDENT AWARD (Department-wise).
- VI. 20% of Professional Society Fees (annual) will be paid by Management for Students with 80% aggregate..
- VII. There will be free and subsidized add-on skills programs as per Industries Requirements.
- VIII. All students are covered under General Accident Group Insurance policy.

Annexure I

Form of appointment letter

APPOINTMENT LETTER

NO.RIT/SST/ /2024/

Dt:

TO
Mr.

PROCEEDINGS OF THE PRINCIPAL

Present:

Sub: RIT - Estt. - Teaching faculty - Appointment - Orders - Issued.

Ref: 1) His application
2) Selection Committee Proceedings No.RIT/Estt/Teaching Staff/Proc./2024/ / ,
dt. .

As per the recommendations of the Selection Committee Mr. is appointed as
Assistant Professor / Associate Professor / Professor in the department of Engineering
of this institution with basic of Rs. /- P.M in the scale of Rs. . He is also
eligible to draw D.A, H.R.A & other allowance as applicable at this institution.

The following are the conditions governing the appointment:

1. The appointment is terminable with one month's notice from either side or by payment of one month's salary in lieu thereof with the condition that relief will not take place during the semester.
2. The Original degree and other certificates will have to be deposited with the institution at the time of reporting to duty.
3. The appointee shall abide by the rules and regulations, code of conduct and service conditions of this institution as applicable to the employees from time to time.
4. He shall carry out all the academic and other duties as assigned to him by the Head of the Department, the Principal or the Management and shall not undertake any job or activity with or without Remuneration without the prior consent of the Management.

The candidate may report to duty immediately.

PRINCIPAL

CC to Individual
CC to Personal File
CC to Secretary's File

Annexure II

Form of joining report

JOINING REPORT

Odalarevu,
Date :

From

To

The Principal,
Roland Institute of Technology,
GOLONTHARA – 761008.

// Thro' Proper Channel //

Sir,

Sub :- Joining Report as _____
in the _____ Engineering
Department / Office of the
Principal – Reg.

Ref :- Your Appointment Order No. : _____

Dated : _____

With reference to the above Appointment Order, I report to duty as
_____ in the _____ Engg.
Department / Office of the Principal in the FN / AN of _____.

Thanking you,

Yours faithfully,

(_____)

Annexure III

FORM OF STAFF DATA SHEET

ROLAND INSTITUTE OF TECHNOLOGY

(Approved by AICTE New Delhi, Affiliated to BPUT:Rourkela)

Surya Vihar, Golonthara – 761008, Ganjam Dt., ODISHA,

STAFF PROFILE

PHOTO

- | | | |
|-------------------------|---|---------------|
| 1. Surname | : | |
| 2. First Name | : | |
| 3. Middle Name | : | |
| 4. Gender | : | Male / Female |
| 5. Father's Name | : | |
| 6. Mother's Name | : | |
| 7. Address Line -1 | : | |
| 8. Address Line-2 | : | |
| 9. Postal Code | : | |
| 10. City / Village | : | |
| 11. State | : | |
| 12. Religion | : | |
| 13. Caste | : | |
| 14. Date of Birth | : | |
| 15. PAN | : | |
| 16. Aadhar Card (UID) | : | |
| 17. Enrollment ID (EID) | : | |

18. STD Code	:	
19. Land Line	:	
20. Mobile Phone	:	
21. E-mail Address	:	
22. Fax Phone	:	
23. Exact Designation	:	
24. Branch	:	
25. DA %	:	
26. Faculty Type	:	UG / PG
27. Date of Joining	:	
28. HRA in Rs.	:	
29. Gross Pay per month	:	
30. Pay Scale	:	
31. P.F. Number	:	
32. Basic Pay in Rs.	:	
33. Other Allowances in Rs.	:	
34. Doctorate Degree	:	
35. PG Degree	:	
36. UG Degree	:	
37. Other Qualifications	:	
38. Areas of Specialization	:	
39. Teaching Experience in Years	:	
40. Research Experience in Years	:	
41. Bank Account Number	:	
42. Bank Name	:	
43. Bank Branch Name	:	

44. IFSC Code :
45. National Publications :
46. Patents :
47. No. of PG Projects Guided :
48. No. of Doctorate Students Guided :
49. International Publications :
50. No. of Books Published :
51. Is physically handicapped :
52. First Year / Common Subject Teacher? :
53. First Year / Common Subject :
54. Would you like to work as Expert

Member on various committees of AICTE :

55. Have you ever applied to AICTE for
any grants / assistance :

SIGNATURE OF THE STAFF MEMBER

Annexure IV

Form of Show cause notice

Date:

To

SHOWCAUSE NOTICE/MEMO.

It has been reported against you that on..... at...you have..... the original report of which is appended for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show cause in writing within 48 hours of receipt hereof, failing which further action will be taken exparte.

Principal.

Enc: Copy of the original report.

Annexure V

FORM OF RETIREMENT

Date:

To

Dear Prof./Mr.

We wish to bring it to your attention, that you will be attaining the age of superannuation on....and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the College till the end of this academic year and you will be retired from service on April 30,

The College places on record the services rendered by you for ...yrs and ...months, and we wish you a healthy long and pleasant retired life.

With best wishes,

Yours faithfully,

Principal.

Annexure VI

ETHICAL STANDARDS FOR TEACHERS

A Teacher

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
 - to respect parents, teachers, elders
 - to express the love of brotherhood to fellow students
 - to accept and extend due respect to every religion and social grouping
 - to love the Nation and commit their endeavors to Her progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise

A Teacher

- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort

A Teacher

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions

A Teacher

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the School or of fellow teachers, students or any other member of society

A Teacher

- shall always accept the entity of fellow teachers, honour their sentiments and respect their value system
- shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities

COURSES OFFERED:

The College offers the following courses, extending over a period of four years, leading to Bachelor Degree in Technology, and also a two year P.G. courses leading to M.Tech.

U.G Courses: B.Tech

Civil Engineering	60
Mechanical Engineering	60
Electrical and Electronics Engineering	60
Electrical Engineering	30
Electronics and Communication Engineering	60
Computer Science and Engineering	180

P.G Courses:

MCA	120
MBA	180