



SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY, BHOPAL



SERVICE RULE BOOK

Revised Edition 2020

Ayodhya Bypass, Bhopal, Madhya Pradesh 462041

Certificate

This Certify that, this service rule book have contained page number from 1 to 23


Director
Sagar Institute of Research & Technology
Bhopal

SIRT, Bhopal



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SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY, BHOPAL

ABOUT THE INSTITUTE



The Sagar Institute of Research & Technology (SIRT) affiliated to RGPV, Bhopal is among Top engineering colleges in Madhya Pradesh India. SIRT is ideally nested in the natural landscapes of Bhopal, the campus is well spread in 20 acres & fully based on Vastu principles. It is rated top engineering colleges in Bhopal MP India for its infrastructure, academic facilities, R&D projects, rich collection of books and International Journals in the library. Sagar Institute of research & Technology, Bhopal is lead by the Chairman Er. Sanjeev Agrawal, who has been awarded more than 50 awards at National level and has a reputation of owning best engineering colleges in Bhopal MP. SIRT Bhopal has also received ISO certification: 9000-2001 in 2003, NBA Accreditation in 2009, 2014, 2016 with continuing NBA accreditation till 2021-22 and further accreditation is in process. It has also been accredited by TCS in 2010 for closed campus placements. SIRT conducts many events for students overall personality development by conducting expert lectures, industrial visits, workshops, value addition courses. Apart from this, the group has strong belief in spiritual development of students & the faculty members.





VISION & MISSION OF THE INSTITUTE

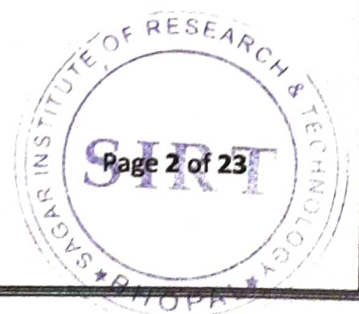


VISION

To motivate and mould students into world class professionals who will excel in their fields and effectively meet challenges of the dynamic global scenario.

MISSION

- M-1 To achieve academic excellence in providing technical education by incorporating the principles of Total Quality Management (TQM).
- M-2 To provide state-of-art infrastructure for enhanced learning & research with IT based knowledge management to meet global challenges.
- M-3 To inculcate ethical, moral, & cultural values among professionals.





HR POLICY

A. ADMINISTRATIVE POLICIES AND PROCEDURES

1. RECRUITMENT PROCEDURE:

1.1 Requisition for Faculty / Staff:

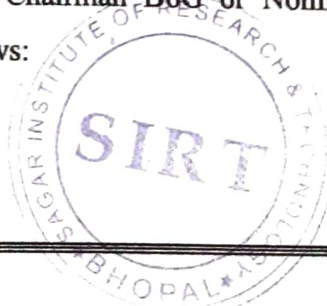
- A written requisition for recruitment of Faculty/Staff is to be submitted to the HR office in order to initiate the recruitment process.
- It should contain the job description / Job profile of the proposed Faculty/Staff as far as possible.
- Clearly mention the competencies required with minimum academic qualification required for the post.
- If the post requires previous experience, this should be specifically stated for how many years and from what type of organization.
- The requisition should also mention the name of Department/the project where he/she will be absorbed and for what period.
- The amount of salary proposed as per norm of AICTE/UGG/PROJECT.
- Any other relevant information justifying the recruitment.
- The requisition should be prepared by the Director/Dean the designated person responsible in this regard in prescribed proforma.

1.2 Approval process of requisition:

On receipt of the above requisition, the HR office will initiate the actual recruitment process or may ask for more information from the unit, if required. After being satisfied with the requirement, the HR office will put a note for approval, to respective Director for approval and finally from BoG or nominated member of Chairman BoG and Subject expert stipulated by AICTE/University.

1.3 Formation of Recruitment Board

The HR Office will propose a constitution of recruitment board to decide the desired qualification and public notice of recruitment and finally to conduct the interview for approval by Chairman BoG or Nominee. recruitment board constitution will be as follows:





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- Chairman/VCM/ED/Senior faculty members of SIRT to be nominated by the Chairman/VCM/ED.
- Director/Dean/Principal/HoD of the concerned Institute.
- Resource Persons/ Subject Expert from outside as stipulated by AICTE/University

1.4 Public Notification of requirement

A public notice is served through any of the following methods,

- Advertisement in Newspapers.
- Institute website/ other similar websites.
- Serving Notice in institute main notice boards.
- Referring to the institute data bank from job application file.
- Reference to external recruitment agencies.

1.5 Short Listing of Candidates:

A list of candidates from received applications, is prepared by HR Office to be called for an interview as per the published criteria. The candidates may be called for interview through:

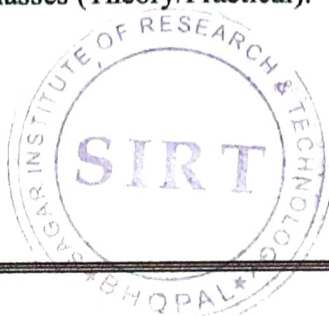
- Call letters/e-mails.
- Telephone calls.

1.6 Conducting Interview

- The scrutiny of original testimonials of candidates to be carried out by HR Officer.
- Candidates' registration sheet to be signed by each applicant.
- For recruitment of senior Faculty/Staff; outstation candidates will be provided with travel expenses for attending the interview.

The interview process may include all or any of following method:

- a) Written test.
- b) Computer knowledge test.
- c) Group discussion.
- d) Interview.
- e) Demo of classes (Theory/Practical).





1.7 Recommendation of selection Board

After completing the interview process,

- An interview report containing the recommendation of the board members is to be forwarded to HR Office for further course of action.
- The report should clearly mention the name of selected candidates and may add a list of candidates to be kept in the panel.
- All the relevant documents of the selected candidate should also be attached with the report for further reference.
- The selection is done following the entire selection procedure as described above.

1.8 Issue of Appointment Letter

Recommendation of the selection board will be put up by HR Officer for Approval of appointment to the Chairman of BoG or His nominee and subsequent issue of offer/ intimation of selection letter. Date of joining will be decided in letter of selection intimation or as per approval of Chairman/Nominee. All documentary procedures and formalities completion will lead to issue of appointment order.

- A personal record in the form is prepared immediately.
- Personal file is created with all the relevant documents of the new appointee.
- Identity card is issued by the institute for appointed faculty/staff members.

2 Joining And Orientation Sessions for Newly Recruited Members

A written joining letter is submitted by the newly recruited members to the HR Office which is forwarded through the Director and accepted by the HoD of concerned department and Confirmation letter will be issued after probation period as per recommendation of concerned HoD and Director and finally approved by management.

For newly faculty/staff members the orientation session is organized by HR Office. The Orientation Programme provides opportunities for newly appointed faculty/staff members to make them familiar with the policies and working culture of the institute.





2.1 Designing of the Induction Training

Newly recruited faculty/Staff members in fact need extensive orientation in the concerned subject. However, keeping the basic need in mind, this process is designed for five days. During this programme following activities are covered:

- New joiners kit is provided on very first day.
- The participants would interact with the HoDs/administrative personnel
- Undertake field visits to the various Departments.
- On the last day of induction program feedback and Assessment evaluation should be completed by HR office.

2.2 Objectives of the induction training:

At the end of the training participants be able to:

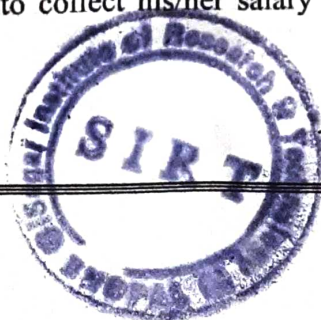
- State the mission & vision of SIRT.
- Describe organizational structure, system & style of functioning.
- Explain SIRT model of community health program.
- Describe peer education program.
- Describe child rights & protection.
- List out the administrative rules & regulations.
- Explain SIRT role as an educational organization.
- With brief knowledge of HR policy about dress code, punctuality, leave, attendance, compliance, grievance, benefits on- boarding, awards & recognition and exit process.

2.3 Strategy:

Institute undertakes two induction programmes in one academic year with the newly recruited faculty/staff members. Normally induction programmes are conducted in the month of January and July preferably in the first week.

3 Salary Payment

The salary payment (of previous month) is made on the 10th of every month or if 10th is a holiday, it is on next working day. The date of payment may change due to unavoidable circumstances but attempt is made to strictly adhere to the 10th day of the month. Salary payment is made through on-line account payment or through cheque. If anyone is unable to collect his/her salary on the payment date, then it might be





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collected on a mutually convenient date. Also, any one may claim salary, on his/her inability to collect the same, through a properly executed authorization letter.

4 Performance review

For all categories yearly review of performance will be made as per performance linked appraisal system of last year performance. Annual appraisals will be added to the next month salary and accordingly paid off.

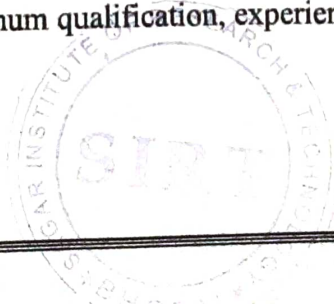
5 Promotion Policy:

For Faculties / Staff the criterion for promotion would be competence and experience as prescribed by AICTE/Career Advancement Scheme (CAS). Applications are invited once in a year in month of January. Special considerations of promotion from any post especially of senior post may be made on a case-to-case basis. Interview will be conducted by CAS committee. The recommendation will be placed before Chairman approval and order.

5.1 Minimum Qualification for Recruitments and Promotions

Level	Cadre
1	Director
2	Dean
3	Professor
4	Associate Professor
5	Assistant Professor

Direct recruitment to all the above posts are based strictly on merit through selection by recruitment board. Applications are called through open advertisement and also by voluntary channel. However, temporary vacancies are filled by selection through walk in interviews and from voluntary applicants by constituting recruitment board with the Chairman, Director, HOD Concerned and one or two experts in that field of specialization. Minimum qualification, experience, research contributions, feedback





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and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

Minimum Qualifications for direct recruitment as an Assistant Professor:

B. E. / B.Tech. and M. E. / M. Tech. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees. *(As per AICTE Norms)*

Assistant Professor (Science and Humanities):

Good academic with at least 55% marks or, an equivalent CGPA at the Master's degree level, in the relevant subject from an Indian University, or an equivalent degree from a Foreign University *(As per AICTE Norms)*

Minimum Qualification Norms for Direct Recruitments / Promotions

Associate Professor

(i) For Direct Recruitment (As per AICTE Norms)

- a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

AND

- b. Minimum of 5 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

(ii) For Promotion of Incumbents (As per AICTE Norms)

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Minimum of 5 years of experience in teaching / research / industry out of which atleast 2 years shall be Post Ph.D. experience.





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Minimum Qualification Norms for Direct Recruitments / Promotions

Professor

(i) Direct Recruitment

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

(ii) For Promotion of the Incumbents

- a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

Minimum Qualification Norms for Direct Recruitments/ Promotions Director

- a. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch
- b. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.
- c. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

Minimum Qualification Norms for Direct Recruitments / Promotions

Librarian

- a. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.
- c.





Training Requirements for faculty from all the Disciplines

For Assistant Professor

Completion of following training requirements at the level of Assistant Professor.

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP & other institute of National Importance.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

For Associate Professor:

Completion of following training requirements at the level of Assistant Professor (Selection Grade)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE /UGC / TEQIP and other institute of National Importance.

OR

One week faculty development Programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.





SERVICE RULES

1. WORKING TIMINGS: -

General duty timings are 08:30 A.M. to 4.45 P.M. and further adhered as

➤ **For Teaching Staff:** - Working hours for teaching staff as follows

(i) Monday to Friday timings from 08:30 A.M. to 04:30 P.M.

(ii) 1st, 3rd & 5th Saturday timings from 08:30 A.M. to 03:00 P.M. except declared holidays.

(iii) 2nd Saturday timing from 08:30 A.M. to 12:30 P.M. except declared holidays.

(iv) 4th Saturday is full day Off.

➤ **For Non-Teaching Staff:** - Working for non-teaching staff as follows

(i) Monday to Friday 08:30 A.M. to 04:45 P.M.

(ii) All Saturday timing is from 08:30 A.M. to 03:00 P.M. except declared holidays.

2. ATTENDANCE: -Members Should sign in the attendance register twice in a day while coming for duties & departing from duties. Attendance marking registers will be available on reception of respective Institute.

3. HOLIDAYS: -As per the calendar issued by HR office.

4. LEAVES: -Leave cannot be claimed as a matter of right and management has absolute direction in this matter. Currently following types of leaves are available:

4.1 Short Leave: -

➤ Two Short leaves (Two hours) in a month will be available on discretion of Director which will not be Carry forward for next month.

4.2 Late Coming: -

➤ No late coming allowed, after 08:30 a.m. (or committed timings).

➤ 15 minutes of grace time period is allowed 2 times in a month, if more than 2 times and greater than 15 minutes than short leave required to be applied.

➤ Application of short leave filled against late coming treated as short leave.

➤ After availing 4 short leaves if person getting late then from his/her account leave will be deducted at the rate of half day per late coming.





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- In case the casual leave account is not having balance than every late coming will attract half Day Leave without Pay (LWP).

4.3 Casual Leaves (CL):

12 Days (One leave per month) in a Year (From 1st July to-30th June). It is not carry forwarded to next year. The casual leaves cannot be avail more than two days in sequentially. At present that number of casual leave in a year is twelve for all categories of staff/faculty. Non-availed casual leave of one year cannot be carried forward to the following years. Also, casual leave cannot be considered for encashment.

- 4.4 Sick Leave-Application for sick leave should be submitted on the date of resumption of duty along with medical certificate. Maximum 07 days in a semester are permitted for sick leave for all categories of Faculty/staff; this leave cannot be considered for encashment.

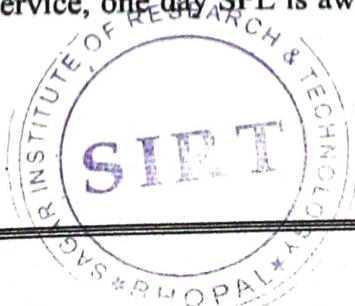
4.5 Special Leave (SPL): -

- (1) **SPL-C (Compensatory Leave):** -Against duty performed on non-working days.

This is allowed for all categories of staff for working on holidays and weekly off days. For duties on weekly off days and institute holidays, prior written permission of the immediate higher authority is required to be obtained. After having worked on holidays and weekly off days, an application duly approved by the immediate higher authority along with the permission should be submitted to the leave section for recording.

1. Any staff member, regular or contract, undergoing any training on institute holidays and weekly off days will not be entitled for compensatory leave.
2. In case of regular employees, these leaves should be availed within the calendar year.
3. In case of contract employees, this leave should be availed within the contract period. If the contract is for more than one year, it should be availed on year-to-year basis.

- (2) **SPL-Y (Yearly SPL-From 1st January to 31stDecember):** -On completion of One year of service, one day SPL is awarded. Subsequent year of service is also





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awarded with SPL with the similar criteria i.e., One SPL per year. However, maximum of eight SPLs in a year can be accumulated and availed on completion of eight or more years of service in the SIRT. This SPL will not be Carry forwarded nor be encashed.

- 4.6 Semester Break (S.B.):** - Six Days in six months (One Semester) as declared by management separately for teaching and three days for non-teaching categories respectively.
- 4.7 Long Leave:** - Long leave or more than three days leave except semester break to be verified by HoD, Registrar, and approved by Director.
- 4.8 Official Duty (OD):** - OD should be signed by concerned person to the faculty/staff members who has to perform OD after due permission of the Director.
- 4.9 External Viva:** - Faculty members are allowed for external viva after 12:30 p.m. Only four numbers of such permissions are permitted once in a semester. The prior permission should be taken for the same. On the next day, the report of external viva is submitted to the institute in given format failing which the OD of external viva will be treated as LWP.
- 4.10 Leave without Pay (LWP):** - If leave in your account is not prevailing then leave without pay condition will be applicable.
- 4.11 Maternity Leave:** - Maternity/ Paternity leave will be sanctioned as per need of female faculty.
- 4.12 Process of Leave Sanction:** - Member can collect the leave application form from reception. Filled application form is put up to the concerned HoD for recommendation to the Director for approval through registrar office. Leave records are maintained by the Registrar office.
- 4.13 On Duty Leave for Inspections:** - Attending Seminars & workshops are treated as OD but the recommendations of HoD & Director are required. Permission is given for Six days in a year considering as special cases.
- 4.14 Without Information:** - In any emergency, the information of absence should be conveyed to immediate senior or Reception. Any faculty/staff member found absent without prior information, will be treated as LWP.





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4.15 Study Leave: Study leave will be provided only to regular faculty members with a minimum continuous service of two years in institute for higher study and research leading to post graduate degree. Study leave is granted to only a teacher once during his/her entire service period in institution.

4.16 Dress Code: -

For Gents Faculty: - White shirt, Black Pant, Official Neck Tie and Black shoes.

For Ladies Faculty: - Saree with black shoes/bellies. OR

White Shirt, black pant with black jacket and black shoes/ bellies.

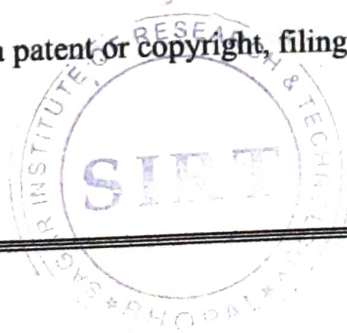
Wearing of Identity card and badges of SAGE are mandatory for all.

4.17 Official Tour:

All members, while leaving Head Quarter for official tour prior permission from office before leaving headquarters. Such official tour will be treated as official duty (OD).

5. R & D Policies: SIRT believes in a judicious combination of teaching and research for the benefit of the student community at large. It has plans to cultivate academic and research collaborations with national and international universities, government agencies, and industries to meet the immediate and long-term needs of society and the industry. The Institution also remains committed to long-term research as the foundation for future development. To fulfill our goal SIRT provide the following facilities for faculties to improve research activities

- a) The faculty members who received sponsored research projects from government funding agencies are eligible for incentives in terms of increment.
- b) Faculty members or students presenting a research paper in any conference of repute may claim registration fees. Institute provides the complete amount of registration fees to the concerned person.
- c) Faculty members who published SCI papers/books as first author / corresponding authors with institute affiliation will be awarded incentives in terms of increment.
- d) Institute provide 6 days in semester for attending seminar/workshop and paper presenting in conference. These 6 days are considered as OD (On Duty leave).
- e) For filing a patent or copyright, filing fees will be paid by the institute





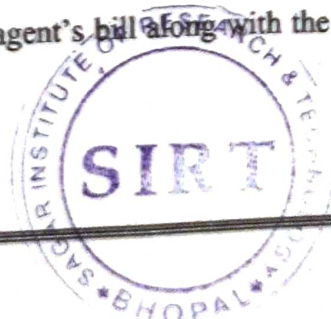
TOUR & TRAVEL POLICY

1. TRAVEL POLICY:

- Up to 3 AC tier for all categories Deans/HoD/Faculty members
- For Director– 2 AC/Air fare
- Boarding, Lodging, Travelling & Incidental Expenses on tours will be available as per entitlement to boarding, lodging and incidental expenses. These are as per norms fixed by the management committee and changes in the limits / conditions are to be duly notified.
- Metros: Accommodation = Rs.1, 500/- per day per head & food = Rs. 450/- per day per head. These limits are inclusive of all taxes. This is the maximum limit allowed.
- Other state capitals and metropolitan cities: Rs. 1200/- per day per head & food = Rs.450/- per day per head. These limits are inclusive of all taxes. This is the maximum limit allowed.
- District towns and other: the maximum limit is Rs. 800/- per day per head & food = Rs. 400/- per day per head. These limits are inclusive of all taxes. This is the maximum limit allowed.
- The above rates are applicable universally and are to be considered as benchmark rates.
- Re imbursement of traveling expenses: Anyone going for any official duty will be reimbursed the traveling expenses. Similarly, anyone traveling from one office/site to another will also be reimbursed the traveling expenses.
- There may be occasions where projects may be conducted in areas where the above rates for TA/DA may not be sufficient. In that case, a special office order would be required for allowing the higher rate to be allowed as per approved budgets in the projects.

2. As a measure of internal control, the following additional requirements are to be fulfilled:

- In case of railways/air bookings, written order for bookings mentioning name of passenger, date of travel, class, destination is to be mentioned, Cancellations are also to be formalized. This booking letter is to be attached with the agent's bill along with the voucher. For train bills Xerox copy of





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the ticket is to be attached and for flight bills the flap with the copy of ticket to be presented.

- All car bookings should have the duty slip of the car showing the distances covered, date of travel, timings, name of the user last leaving the car.
- Security bills should have duly approved list of person/s who have performed duties and the dates of their attendances.





POLICIES FOR EMPLOYEES OF INSTITUTE

1. **Medical Insurance:**

Requisite premium pertaining to Mediclaim policy of regular and contractual employees up to a ceiling of total policy amount of Rs. 1,00,000/- for staff & faculty members and Rs. 2,00,000 for Director/Dy Director/Dean/HoDs, will be reimbursed against production of photocopy of relevant receipt claim for this reimbursement should be made within the policy period concerned.

2. **Employees Provident Fund:**

Employees provided fund is applicable in the institute; however, the scheme is optional. The employer contributes equally to the contribution of the employee and the total sum is deposited in the account.

3. **Accommodation Facility for Faculty/staff:**

In order to facilitate recruitment of quality personnel from any corner of the country, family and single type 'Staff quarters' is available in SIRT campus and some of its unit offices. The outstation staff members can apply for this facility subject to availability. The monthly rent charged for family quarter and single type quarters will be as applicable from time to time.





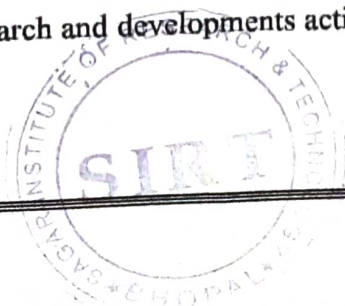
RESPONSIBILITIES OF EMPLOYEE

Responsibilities of the Director:

1. Assisting the management in policy making and executing the decisions made by the Management
2. Coordinating the activities with the University, State Government through Director of Technical Education, AICTE.
3. Carrying out the mission along the policy of the management giving importance to discipline and quality education.
4. Convening a meeting of the Institute Academic Advisory Committee at least twice in a year.
5. Nominating the Examination Incharge.
6. Managing the curricular, co-curricular and extra-curricular activities.
7. Monitoring the growth and development of the Institute.
8. Encouraging and motivating the students and faculty for good team work.
9. Interacting with industries, leading institutions and research organizations for the benefit of students and faculty.
10. Improving the environment of the campus and creating a congenial atmosphere for study and work.
11. As Member Secretary, convening the Board of Governance meeting periodically.
12. Delegating the authority to HODs to sign appropriate documents.

Responsibilities of Deputy Director (Academics):

1. Coordinating with the Director, Dean and HODs for NBA, NAAC related matters.
2. Take Part in Institute Academic Advisory Committee meeting.
3. To monitor proper conduction of classes and labs.
4. To make future plan of academics programs.
5. To identify the training needs of the faculty members and organize training programs.
6. To monitor research and developments activities.





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Responsibilities of Deputy Director (Admin):

1. Assisting the Director in the administration
2. Assisting the Director in the AICTE, University, DTE related matters
3. In the absence of the Director, Deputy Director will be the acting Director
4. To monitor the functioning of the hostels and Canteen
5. To monitor the functioning of the Transportation Services
6. To monitor the overall discipline of the Institute
7. To monitor the extracurricular and extension activities
8. To monitor the student's affair of the institute.

Responsibilities of Dean Academics

1. To follow the norms given by University & AICTE in academic matters
2. To prepare academic calendar.
3. To monitor Time Table prepared by department.
4. To inspect & monitor class and practical.

Responsibilities of Dean Student affair

1. Monitor day-to-day essential support required for co-curricular and extra-curricular activities.
2. Arrange Special care for the weaker students.
3. Prepare plan and execute programmes for holistic developments of students.
4. Enable and facilitate conduct of sports and cultural events in institute with help of student activity club.

Responsibilities of Registrar

1. Keeping the record of faculty attendance and all type of leaves record.
2. To Take Student faculty feedback as per academic calendar.
3. To follow the counselling schedule as per the Director of Technical Education.
4. To follow the schedule of MP Scholarship portal to take necessary action.
5. To handle the student related issues like fee, issue bonafide certificate,



universities etc.

Responsibilities of Examinations Incharge

1. The Incharge Examination will create his own team with the approval of the Director of the Institute.
2. To coordinate and conduct the end semester theory and Practical Examination, University Theory and Practical Examinations.
3. To conduct the Internal examinations
4. To solve the grievance of the students regarding University related matters.
5. To disburse the remunerations to the staff members and maintain the accounts.

Responsibilities of HoDs:

Guiding and coordinating the activities of the faculty and supporting staff in the department towards achieving the Vision and Mission of the Institute. Planning and monitoring the departmental activities such as:

1. Coordination and conducting Program Assessment & Quality Improvement and Departmental Academic Advisory Committee meeting.
2. Developing, procuring, installing and maintaining lab facilities.
3. Identifying brilliant and talented students and encouraging them for further improvement.
4. Encouraging the faculty to go for research and take up projects /consultancy work.
5. Organizing and participating in seminars / conferences and continuing education programmes.
6. Assisting the Director in all administrative matters.
7. Preparing the annual departmental budget.
8. Involving all faculty members in planning process.
9. Keeping abreast of developments in the profession by becoming member in professional organizations.
10. Developing industry institute interaction.
11. Frame vision and mission of the Programme based on their stake holder expectation





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12. Frame and implement Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) of the programme
13. Promote excellence in teaching, research.
14. Evaluate the performance of faculty and staff members
15. Recommend Casual Leaves/OD Leaves to the faculty and staff members
16. Take the proper decision in managing the faculty matters, faculty development and recruitment
17. To take the decision about proper utilization of available infrastructure and available human resources.

Responsibility Teaching faculty includes Professors, Associate Professors and Assistant Professors

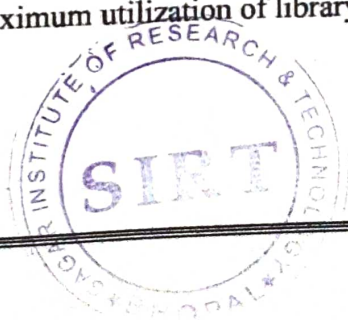
1. Facilitating, teaching, learning and evaluation process.
2. Maintaining records to comply with the statutory requirements like students' attendance, internal assessment etc.
3. Maintaining discipline and decorum in the campus on their part and on the part of the students.
4. Engaging in Research and Development work, participating in short term refresher courses, seminars, conferences and publishing papers in Journals.

Responsibility of Technical Supporting Staff:

1. Assisting in installation, operation and maintenance of laboratory equipments.
2. Assisting in the conduct of practical classes.
3. Keeping records of Equipments and consumables items.

Responsibility of Librarian:

1. Purchase and maintenance of books and periodicals as per laid down procedure.
2. Make available user friendly library operating system to all users.
3. Removing the obsolete books in consultation with the department concerned, arranging for binding of damaged books and back volumes of journals.
4. Ensuring maximum utilization of library, maintaining discipline and decorum





inside the library.

Responsibility of Accounts Officer:

1. Maintenance of the Institute and hostel accounts and arranging for their periodical auditing.
2. Collection of fees.
3. Maintenance of all kinds of deposits.
4. Preparation of monthly salary bills and disbursement of salary.
5. Maintaining income tax and provident fund details.





DELEGATION OF FINANCIAL POWERS

Board of Governance (BoG) approved the financial power to Director is authorized to utilize the amount up to Rs 20000/- per month for the smooth functioning of the Institute and at the same, Head of Departments (HoDs) for the department/laboratories work for smooth functioning up to Rs 5000/- per month and they will submit the bills approved by the Director to the Accounts section at the end of the month. The delegation of financial powers as detailed below:

S. No.	Designation	Financial power (in Rs.)
1	Director of the Institute	Up to Rs.20,000 per month
2	Head of the Department	Up to Rs.5000 per month

