



ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY, MOODBIDRI

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SERVICE RULES

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SERVICE RULES

(w.e.f. 01/02/2020)

CHAPTER -I

PRELIMINARY

1 SHORT TITLE AND COMMENCEMENT

- 1.1 These rules shall be called "**Service Rules**" of Alva's Institute of Engineering and Technology (AIET) Shobhavana, Mijar, Moodbidri – 574 225.
- 1.2 This shall come into force with effect from 01/02/2020.
(01/02/2020 - with inclusion of new leave policy, roles and responsibilities of an employee)

2 APPLICATIONS

- 2.1 These rules will be called Service Rules of "Alva's Institute of Engineering & Technology" and shall come into force with effect from 01/01/2020 and shall have respective effect.
- 2.2 These rules will apply to employees of AIET
- 2.3 These rules are subject to modification by the Alva's Education Foundation (AEF) as determined from time to time.
- 2.4 All approvals, sanction, appointments, separations, transfers and any other act involving change in conditions of service of any employee, permanent or otherwise and having financial implication shall all be done by the Chairman only, who may however, specifically delegate in writing any such act to a Trustee or Head of Institution, as deemed fit.

3 DEFINITIONS

- "Governing Council" (GC) is the principal organ of AIET constituted as per the provisions of AEF.
- This council oversees day-to-day management of AIET and for that purpose frames Governing Council frame pols is governing council the policy rules, regulations and

instructions procedure and also provides approvals on all academic and administrative matters.

- "Chairman" means chairman of AEF.
- "Premises" means all departments, laboratories, library, equipments, offices, sections and other places, both outdoor and indoor, residential quarters, hostel buildings, cafeteria, messes and such other buildings, equipments and areas and precincts under the purview of AIET.
- "Management" means the Chairman / Secretary / Treasurer / Manager / F.O/Principal and any other person vested with the authority to enforce the service rules and regulations.
- "Appointing Authority, Disciplinary Authority, Competent Authority" under these rules mean, the Chairman, Secretary, Principal, as notified by the Order of the GC from time to time.
- "Appellate Authority" means the Chairman of GC or any person authorized by him.
- "Selection Committee" means the authority nominated by the chairman to recommend for recruitment / promotion / granting special increment on the basis of performance reports.
- "Employer" means the Management of AIET.
- "Establishment" means AIET.
- "Notice" means a notice or memo in writing and shall be so deemed as delivered in person or posted to the last known address or served by fixture or exhibited in the Notice Board or published in the News Papers for the purpose of these Rules.
- "Salary" means all remuneration earned by way of Basic Salary and Dearness Allowance or consolidated salary.
- "Leave" means authorized absence with or without pay.
- "Absence from work" means unauthorized absence from work place, late attendance or leaving the place of work early without permission either orally or in black and white.
- Whenever employee is referred as 'he' it will also mean 'she' as applicable.

4 SERVICE RULES (Application and Implementation)

The rules shall apply to the employee of AIET. The Chairman shall be the appointing authority and disciplinary authority under these service rules. The Chairman may delegate his authority to such other authority/committee/person/s for these purpose from time to time as deemed fit. The Chairman may at any time issue directions/guidelines and modify, revoke, cancel any/all these rules in accordance with law for the smooth running of AIET under AEF. The Chairman shall be the final authority in relation to the application or the interpretation of these rules and whose decision on all matters hereunder shall be final and binding on all concerned.

5 DUTIES OF EMPLOYEES

The duties of an employee shall pertain to his work as per the terms of conditions of appointment and such other duties as may be assigned to him from time to time by the Management.

6 CONDUCT OF EMPLOYEES

It shall be the duty of every employee to conduct himself in both private and public life and in his relations with the students, co-employees, colleagues and fellow-citizens as to be worthy of the ideals of AEF.

7 CLASSIFICATION OF EMPLOYEES

7.1 "Employee" shall be classified as:

- a. Permanent
- b. Probationer
- c. Temporary
- d. Contract Employee
- e. Casual employee.

7.2 A 'Permanent' employee means one who has been so appointed or has satisfactorily completed the specified period of probation or extended period of probation, and has been confirmed in writing by the Appointing Authority.

7.3 A 'Probationer" means a person who is so appointed and has not been confirmed in writing by the Appointing Authority in the post in which he has been provisionally appointed. If a person, appointed as a probationer in a new post, he may at any time during probationary period, be terminated from service, if his or her.

(NOTE: A permanent employee on probation in the new or higher post will be deemed to be on probation for the limited purpose of his performance and suitability in the new or higher post. However, for all other purpose, he will be entitled to the benefits of permanent employee.)

7.4 A "Temporary Employee" is an employee who is so engaged for work which is of an essentially temporary nature likely to last for a limited period. He will not have any right of employment, either to permanent or to a temporary post which may arise in future.

7.5 A "Contract Employee" means a person appointed on contractual employment for a specified period.

7.6 A "Casual Employee" is one who is employed on a day –to- day basis for specific work of occasional or casual nature.

(Note: Employees covered under Sub Rules 7.4, 7.5 and 7.6 are not entitled to benefits provided to a permanent employee unless specifically provided in the letter of contract / appointment / engagement)

8 APPOINTMENTS

8.1 All appointments of employees shall be made in writing by the Appointing Authority so notified for different classes of employees.

The selection of candidates shall be made by the appropriate Selection Committee. The selected candidates may be offered employment by way of a letter of appointment / engagement.

8.2 Candidates selected for employment shall furnish the Joining Report in the prescribed format. He shall also furnish evidence of Date of Birth / Proof of Age by any one of the following:

- a. Certified extract from Register of Births and Deaths.
- b. School Leaving Certificate / Matriculation Certificate.
- c. Any other document acceptable to the Management.

The age of the employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his employment including retirement. Date of Birth once furnished and accepted by the Management and entered in the Service Register shall be conclusive and under no circumstances any request made for the purpose of effecting correction of the same would be entertained.

8.3 The Candidates selected for appointment shall also submit the photo-copies of the following Certificates along with the originals for verification at the time of joining duty:

1. Qualification
2. Experience
3. Relieving letter from previous Employer, if employed earlier.

8.4 It shall be incumbent upon every employee to furnish correct and complete bio –data to the Appointing Authority in the required format. He shall promptly notify in writing any subsequent changes in the particulars of his bio-data. Any false information in the particulars furnished in the bio-data either at the time of appointment or subsequently shall render the appointment null or void.

8.5 During employment, the management may at any time require an employee to be examined by a Medical Officer of his hospital or Medical Examiner approved by the management. If on such examination, the employee is found to be suffering from any disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the institution or the health of other employees, staff, faculty, or students, the management may terminate his services forthwith.

8.6 Appointment letter shall be issued to non-teaching staff only at the discretion of the management subsequent to the objective consideration of their performance such employees shall be paid salary in advance till the appointment letter is issued.

9 SERVICE REGISTER

A service register shall be maintained for every employee showing among other things, his permanent address, date of appointment, consolidated pay, scale of pay on which he was appointed, increments given from time to time, leave availed of transfers, promotions, suspensions, punishments, dismissals etc. The register shall be opened immediately after the employee reports for duty and to be up dated periodically.

10 IDENTITY CARD / BADGE

Every employee shall be given an identify card / badge, appropriate to his classification, and he shall wear it while on duty, and show it to the person authorized by the management as and when required. The said identity card / badge shall be issued to the employees duly signed by the competent authority.

When an employee ceases to be in employment, he shall surrender his identity card / badge to the management before his dues are settled.

11 ATTENDANCE

11.1 Every employee shall ordinarily be at work in his designated place / area during the time fixed or notified. He shall sign against his name in the attendance register or as per the system maintained either in the department or in a place decided by the management. The employee shall be present punctually at the specified time at his allotted place of work. If an employee does not report at his work place punctually, the work "late" will be entered by the Head of the Department / Institution against his name forfeiture of days casual leave will be the penalty for every three day's late attendance. Habitual late attendance for a continuous period of three days for absence from the place of work without permission of the management would entail disciplinary action. If an employee is sent in connection with any outstation work of the institution the number of days when the employee remained absent during such outstation work shall be marked as present.

11.2 Absence without a valid reason shall not be sanctioned as 'leave on loss of pay' but would be treated as unauthorized absence and the same would amount to break in the continuity of service and such days shall not be considered as service for the purpose of gratuity or promotion or otherwise.

11.3 Absence for unavoidable circumstance like on medical ground can be considered as authorized absence if Head of the Institution 15 days approached over the phone and permits him.

11.4 If an employee remains absent continuously for a period of more than 15days without the prior permission of the Head of the Department/ Institution/ Management such an employee shall be served with a notice to attend duty forthwith. Despite the issue of a notice if an employee remains

absent further a show-cause notice shall be issued to the employee as to why his service should not be terminated. Despite the receipt of the show-case notice, if the employee continues to remain absent the letter of termination will be issued to him by asking him to pay up dues for the period of notice or any other advance /outstanding loan.

12 WORKING HOURS

- 12.1 The working hour usually will be from 09.00 A.M. to 5.00 P.M. unless otherwise specified by the management /competent authority.
- 12.2 Employees shall be required to attend to any duties outside their regular hours of work and on Sundays and holidays, if required and if the exigencies of work so demand and such instructions shall be complied with. They are entitled for such work to compensatory "time off" at the discretion of the management.
- 12.3 Subject to provision of above rules 12.1 and 12.2, all employees are stringently required to work for five and half days a week. The number of hours the employees are required to work per day is inclusive of the time for taking meals, however the same will not be less than 8 hours.

CHAPTER II
EMPLOYMENT: TERMS AND CONDITIONS

13 RECRUITMENT / APPOINTMENT

13.1 Recruitment of employees shall be made by the Appointing Authority on the basis of the selection made by the Selection Committee set up for the purpose.

13.2 Recruitment of employees shall be made through any one of the following sources.

a. Direct recruitment by calling for applications through advertisement in the press and also by calling for the list of eligible candidates from the Employment Exchange.

b. Promotions:

i. by seniority – cum – merit ; or

ii. by selection

c. By any other method as may be approved by the Appointing Authority.

14 PROBATION

14.1 All employees, irrespective of their cadre, may be appointed on probation for a specified period on their initial appointment. Similarly when permanent employees are promoted to higher grade / post, they will be on probation for a minimum period of one year

14.2 The probationary period may normally be extended by 6 months. If the employee does not come up to the desired level of efficiency even at the end of the extended period of probation, his appointment will be terminated or reverted back to the post held prior to promotion. An employee on probation cannot claim right of confirmation. His services during probation can be terminated any time without assigning any reasons at the discretion of the Management.

15 APPRAISALS, CONFIDENTIAL REPORT

15.1 Appraisal of the performance of every employee unless otherwise specified will be carried out at the end of the 12 calendar months of completed service. This will be done by next senior person in hierarchy/HOD and either reviewed by the Head of the institution. This report will be the basis for deciding annual increment, special increments, promotion or disciplinary action.

16 CONFIRMATION

16.1 An employee on probation will be confirmed in service only if his performance during the probationary period is found satisfactory by a formal order by the appointing authority.

17 INCREMENTS

- 17.1 An employee will be entitled to annual increment as per the scale after completing 12 months of reckonable service excluding the probationary period, provided that his performance and conduct are reported to be satisfactory as per Appraisal / Confidential Report.
- 17.2 Where an employee is appointed on a consolidated pay and not on a scale of pay, an ad-hoc lump sum increment may be granted at the end of every year at the sole discretion of the management, provided his performance and conduct are found satisfactory.
- 17.3 Special increments may be granted in exceptional cases and considering outstanding performance of an employee by the Management during the service by the Management.
- 17.4 A competent authority is empowered to withhold an increment from an employee if his conduct/work has not been good or is found unsatisfactory.
- 17.5 Withholding of the increment for a particular period may be with or without cumulative effect. In case of cumulative effect, employee will not be entitled to get the increment so withheld in future years. In case the increment is withheld for a particular period without cumulative effect, the employee concerned will be granted increment immediately after completion of the particular period.
- 17.6 When an employee working in the lower cadre and scale of pay is promoted or appointed to a higher cadre and scale of pay his increment will fall due after he completes one year of service in the higher scale of pay.
- 17.7 The increment due to an employee will be paid to him even if he is on leave on the due date, except in the case of leave on loss of pay.
- 17.8 The increment which accrues on a day other than the first day of a month may be advanced to the first day of that month and subsequent increments will be regulated accordingly.

18 PROMOTION

- 18.1 Promotions will be regulated as per promotion policy. However no promotion can be claimed as a matter of right.
- 18.2 The promotion policy would depend upon the following parameters for promoting an employee to the next higher grade:
- i. Educational and professional qualifications
 - ii. Performance in the existing grade
 - iii. Seniority of the employee
 - iv. Vacancy in the next higher grade.
- 18.3 Promotions shall be effected after due interview of eligible short listed candidates by an interview committee comprising of the following members:

- i. Head of the institution
- ii. Head of the department concerned
- iii. Representative of the Trust
- iv. External subject experts (for teaching posts)

18.4 The management is positively under no obligation to promote any one post to another even when an employee acquired the minimum qualification required for the higher post and vacancy exists.

18.5 An employee who is under suspension or against whom disciplinary proceedings are in progress or likely to be initiated shall not be promoted until he is unconditionally reinstated/exonerated.

19 TRANSFERS

19.1 All Non-teaching and administrative employees are liable to be transferred from one department to another department of AIET at the discretion of the management

19.2 All employees are liable for being shifted from one department to other department, provided that the wages, grade, continuation of service and other conditions of service of the employees are not adversely affected by such transfer.

20 RETIREMENT

20.1 Every member of the teaching and non-teaching staff of AIET will retire from service on completing 60 years of age. The management may at its discretion such a retired employee who is medically fit and whose services are considered necessary and beneficial to the institution on a fixed term of contract.

20.2 In respect of an employee attaining the age of retirement on a day other than the first day of a month, he shall retire on the last day of that month.

20.3 An employee can seek voluntary retirement either after 25 years of qualifying service in AIET or after attaining 50 years of age. To avail this benefit the employee must give 3 months notice or 3 months pay in lieu thereof.

20.4 The management is at liberty to retire any employee, without assigning reasons, any time after 25 years of service in AIET or after 50 years of age, by giving 3 months notice or 3 months pay in lieu thereof.

20.5 In all normal cases, a retiring employee will be permitted to avail the earned leave at his credit before the date of his retirement. If the leave preparatory to retirement expires on the date of retirement, the employee need not rejoin duty for getting himself relieved from service. In such cases, the handing over charge, if any, must be done before the employee avails leave preparatory to retirement.

NOTE:

- i. In case where the date of retirement of an employee and the day / days preceding thereto are general holidays, the employee may be permitted to hand over charge at the close of working hour of the last working day before the date of such retirement and may be allowed duty pay for the holiday/s.
- ii. 20.5 shall not apply to cases of Voluntary retirement (20.3) or compulsory retirement (20.4)

21 RESIGNATION / TERMINATION OF SERVICE

- 21.1 An employee desiring to resign must give notice of resignation in writing to the Head of the institution through proper channel. However, members of the teaching staff shall not ordinarily resign from their posts during the course of an academic year.
- 21.2 The following shall be the notice period for resignation.
- a. A ' probationary ' employee shall give at least one month's notice or salary in lieu of notice.
 - b. A Contract employee shall give one month's (30 days) notice in lieu of notice.
 - c. A permanent employee shall give three month's (90) notice or salary in lieu of notice.
- 21.3 Till the resignation is submitted by an employee and is accepted by the management and relieving certificate/order is issued, he shall continue to be in service, unless any other instructions are given in writing by the management.
- 21.4 Resignation once submitted by an employee and accepted by the management cannot be withdrawn.
- 21.5 The shortfall in resignation notice given by a permanent employee may be adjusted towards his balance of earned leave at his credit.
- 21.6 The management may have its discretion to relieve an employee at any time on receipt of notice and before expiry of the period for which the notice is given, waiving the balance notice period.
- 21.7 Upon the acceptance of resignation through communication by the Management to the employee concerned, he shall settle all his dues to institution, hand over documents/cash, equipments and other properties held in his custody and surrender/vacate the quarters occupied by him and submit a “**No Due Certificate**” to that effect. The Management reserves the right to recover all such outstanding amounts due from the employee or in any other manner as the management deems fit.

- 21.8 After all the formalities as detailed in 21.7 are completed and the no due certificate is submitted by the employee, relieving order will be issued.
- 21.9 If an employee remains in un–authorized absence without leave or prior permission in writing continuously for 30 days, the management may give him a notice at his last known address to report for duty within 30 days from the date of receipt of the notice, and to give satisfactory explanation for his absence. In case he fails to report for duty without valid explanations, he shall be treated as having voluntarily abandoned service. This is without prejudice to the right of the management to take appropriate disciplinary action against the employee for such absence
- 21.10 An employee is strictly precluded from joining any other institutions or organizations before being relieved from AIET through a relieving letter issued by the management. The letter of resignation offered by an employee is deemed to be accepted by the management only if an employee whom the resignation letter has been offered by is in receipt of the relieving letter issued by the management. If it comes to the knowledge of the management that an employee having joined any other institution prior to the acceptance of the resignation letter offered by an employee and communication of the acceptance of resignation letter offered by an employee by the management by issuing a relieving letter as stated supra and in such cases the management is at liberty to initiate at its discretion appropriate disciplinary action against such an employee. The management is also empowered to recover any dues or amounts owed by an employee whom a resignation letter has been offered by and who has joined any other institution without being properly relieved by the management through a relieving letter issued by the management to such an employee.

CHAPTER III
CONDUCT RULES

22 EMPLOYEE'S OBLIGATION

22.1 Every employee shall:

- a) Abide by the rules, regulations and any other instructions that may be framed by the Management from time to time and which are in force to regulate the work conduct and behavior of the employees.
- b) Maintain at all time absolute dignity integrity and devotion to duty and loyalty to AIET and shall do nothing that would or is likely to tarnish the image or reputation of AIET or adversely affect its interests.
- c) Carry out duties and responsibilities assigned to his post and shall also carry out any other duties that may be assigned to him from time to time.
- d) An employee being head of institution Head of department shall take the respectively to collect/ to collect dues from the students
- e) Shall pay the salary Advance/loan /any other advance outstanding from the institution before getting relieving letter.

22.2 No employee shall:

- i. Use his position or influence directly or indirectly to secure employment for any person in any Institutions with which he has or had official dealings in connection with the business of AIET.
- ii. Bring or attempt to bring any outside influence to bear upon the management to further his personal interests in AIET.
- iii. Misuse the amenities provided for him by AIET to discharge his official duties.
- iv. Accept any gifts, presents, gratis, payments or other favours from students, suppliers, contractors, dealers or anyone who could directly or indirectly influence / damage / harm the business interests / goodwill or reputation of AIET.
- v. Disclose / divulge or use of any confidential information gained in the course of his employment in AIET for personal gains / profit or advantage for himself or any other person.
- vi. Engage directly or indirectly in any trade or business or avocation or undertake any other employment.

22.3 No employee shall:

- a) Propagate / indulge in communal or sectarian activity.
- b) Discriminate against person on the grounds of caste, creed, language, religion etc.
- c) Indulge in or encourage any form of malpractice.

- d) Accept private tuition.
- e) Resignation subjected by an employee shall not be considered as such employee being resigned been secures of mgt, unless he is relieved from service, issuing him a relieving certificate.

23 PROPERTIES OF AIET

23.1 Every employee shall:

Take due care of the property, materials, instruments, equipments, machines, furniture, cash etc of AIET entrusted to his care and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse, such an employee shall be liable for disciplinary action as may be deemed fit by the management. Besides, the management shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee.

23.2 Promptly report any occurrence or defect noticed which might endanger lives of persons in AIET and might result in any damage to the property of AIET or that of any others.

23.3 Take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the management.

23.4 See that the stock procurement and stocking of materials, medicines etc. do not get outdated. Periodical review shall be conducted to identify the materials / medicines nearing expiry date and the supervisor concerned / the management have to be appraised and appropriate action is to be taken in consultation with the management. Great care must be exercised to avoid unnecessary inventory holdings.

24 UNAUTHORISED POSSESSION OF GOODS, ETC.

An employee found in unauthorized possession of any goods, equipments, implements, articles, materials etc which are in use in AIET or kept in stock in AIET and are not normally carried by the person, will be deemed to have got into possession of such unauthorized possession attract disciplinary action as well as any other action as deemed fit by the management.

25 UNAUTHORISED PERSONS IN THE PREMISES

An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason, shall leave AIET premises forthwith unless required to stay back by the management. Such employees shall not enter AIET premises without permission.

26 POSSESSION / CONSUMPTION OF INTOXICATING DRINKS AND NARCOTICS

Employee shall not possess or be under the influence of intoxicating drinks / drugs while on duty.

27 PARTICIPATION IN POLITICS AND ELECTIONS

27.1 No employee shall

- a. Without prior permission/ intimation in writing, from the management, be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity.
- b. Without prior written permission from the management contest, canvass or otherwise interfere or use his influence with or take part or contest in any election to any legislature or local authority, beyond exercising his franchise.

28 DEMONSTRATION AND STRIKES

No employee shall organize or participate in any demonstration in the premises of AIET which is prejudicial to the interests of AIET or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

29 CONNECTION WITH PRESS, RADIO AND TELEVISION

No employee shall, except with the prior written permission of management or in the bona-fide discharge of his duties, participate in a Radio / TV Broadcast, give speech to public or contribute any article or write any letter to any news paper or periodical or publish any pamphlet anonymously or pseudonymous or in his own name, on a subject which may have a bearing on the affairs of AIET or detrimental to the image / interests of AIET.

30 CRITICISM OF MANAGEMENT

No employee shall criticize the management either in the press or over the radio or on any public platform provided, however, that nothing in this rule shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

31 UNAUTHORIZED COMMUNICATION OF INFORMATION

No employee shall, except in accordance with any general or special order of AIET, or in the bona-fide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any other person.

32 UNAUTHORISED PUBLICATION OF OFFICIAL DOCUMENTS

No employee, while in service of AIET, or after retirement, resignation, dismissal or discharge, shall make public or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior written permission from AIET.

33 INVENTION AND PATENTS

No employee of AIET shall, without the prior consent of the Management, either during his service in AIET or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention / discovery made by him as a result of his service in AIET.

34 VIOLATION OF STATUTORY AND UNIVERSITY RULES & GUIDELINES

All employee of AIET shall ensure compliance with the rules, regulations and guidelines of duties issued by the statutory bodies like the AICTE, Government of Karnataka, the University of any Authorities from time to time.

35 GENERAL

35.1 AIET shall not be responsible in any way for any damages or loss caused to any personal property of any employee within the premises of AIET.

35.2 Employee shall deposit any lost and found / unclaimed articles in the premises of AIET with appropriate authority.

CHAPTER IV

MISCONDUCT

36 INTERPRETATION

“Misconduct” shall mean an act of omission or commission, express or implied, custom or urge, whether specified herein or otherwise, either singly or in collaboration with others, whether amounting to a substantive act, abetment or connivance committed within the premises of AIET. Any act of omission / commission / indiscipline which affects the reputation or prestige of the management shall amount to misconduct whether committed within or outside the premises of AIET or any act or conduct unbecoming of an employee of AIET.

37 ACTS OF MISCONDUCT

37.1 Acts of omission & commission on the part of employee of any of the Conduct Rules shall entail disciplinary action for misconduct.

37.2 Following is an illustrative list of acts of omission and commission and any other action which may be construed as indiscipline or misconduct shall be treated as misconduct.

1. Willful insubordination or disobedience of any lawful and reasonable order of the superior.
2. Commission of any acts subversive of discipline or good behavior.
3. Participation in any strike / demonstration, gherao and or any other kinds of agitation or abetting and inciting such agitation activities.
4. Theft, fraud, dishonesty, forgery, embezzlement, cheating, misappropriation in connection with work / property of AIET
5. Willful damage to property or loss or damage to property owing to negligence or subversive or unethical practices.
6. Demanding or accepting or giving bribes or any illegal gratification whatsoever.
7. Absence without leave, habitual late attendance or habitually leaving work before time or absence from place of work, loitering while on duty, negligence or neglect of work.
8. Accepting service for any consideration inside or outside the College without the approval of the Management.
9. Drunkenness, fighting, riotous, disorderly or indecent behaviour in AIET premises and public places, affecting the reputation of AIET.
10. Giving false evidence or statement in any domestic enquiry held by AIET or in a case conducted in Court of Law which AIET is a party.

11. Traveling or carrying unauthorized passengers, materials in any of AIET vehicles without valid authority.
12. Collection or canvassing for collection of any money for any purpose within AIET premises without prior permission.
13. Smoking in the Office, or in any other place where smoking is specially prohibited.
14. Distribution or exhibiting inside AIET premises handbills, pamphlets or posters without written prior permission of the management.
15. Attending or holding any unauthorized meeting within AIET premises.
16. Unauthorized disclosure of information about the business or affairs of AIET.
17. Gambling or canvassing for sale of any commodities, chit funds, lottery tickets or coupons etc. within AIET premises.
18. Conviction in any Court of Law for any criminal offence under Indian Penal Code.
19. Making false statement on matter germane to his employment in AIET or willful suppression of facts at the time of employment or during the course of service in AIET
20. Threatening, intimidation, coercion, assaulting, quarreling with any person in the premises of AIET.
21. Use of foul abusive language or misbehaviour with any officer, employee, student, or visitors within AIET premises.
22. Refusal to accept memorandum or charge sheet or any other communication issued by the superior of Disciplinary Authority.
23. Participation in any activity prejudicial to the interests of AIET.
24. Using AIET facilities unauthorized for personal gains.
25. Not allowing AIET employees / Officers / Superiors either to enter or come out of the premises or causing ingress or egress of the material or equipments of AIET.
26. Tampering with any of the records of AIET
27. Slow down in performance of work or instigating to slow – down adopting work to rule practices.
28. Acts of immorality or involving moral turpitude within the premises of AIET or outside.
29. Unauthorized occupation / illegal or immoral use of AIET premises.
30. Not wearing specified uniform while on duty.
31. Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by management.

32. Possession of unlicensed weapons, hazardous, dangerous or illicit drugs.

Be involved with AIET including such unwelcome sexually determined behaviour (whether directly or by implication) such as

- a. Physical contact or advances or indecent overtures
- b. A demand or request for sexual favours;
- c. Sexually coloured remarks;
- d. Showing pornography;
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

37. Not clearing dues of AIET and remaining absent continuously

38. Joining any other institution of organizing without giving proper termination and relieving letter this is shall event to cheating.

38 PROCEDURE FOR ENQUIRIES & PUNISHMENT

38.1 The management shall be authorized to delegate the powers to any member of the management for the purpose of administering these service rules or for ordering an enquiry and awarding punishment.

38.2 The employee concerned shall be given an opportunity as also produce documents and witnesses in support of his defense and cross-examine the witness on whose evidence the charges are based. The statement of management and the employee and evidence lead either side shall be recorded by the enquiry officer. If an employee fails to attend the enquiry, the same shall be proceeded ex-parte. The Enquiry officer shall submit his findings to the management based on the evidence recorded and documents produced during the enquiry.

38.3 An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order of suspension shall take effect immediately on its communication to the employee. An employee under suspension pending enquiry shall be eligible to a subsistence allowance. However the subsistence allowance shall not be payable for the period of any adjournment or postponement of the enquiry expressly sought for by the employee and granted by the Enquiry Officer.

38.4 If an employee is held guilty of misconduct as a result of the enquiry and punishments awarded to him, the employee shall not be entitled to any salary / wages during the period of his suspension.

38.5 If as a result of the enquiry, an employee is found not guilty of misconduct, he shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he would have received had he/she not been suspended for the period of this suspension pending enquiry.

- 38.6 An employee found guilty of misconduct after domestic enquiry may be punished by imposition of one or more minor or major penalties.
- 38.7 While awarding punishment under these Service Rules, the management may take into account the gravity of the misconduct, the previous record of the employee, and any other extenuating or aggravating circumstances that may exist. A copy of such order passed by the management shall be served on the employee concerned.
- 38.8 In case of dismissal, the employee may appeal within 30 days of receipt of such Order to the Appellate Authority whose decision will be final.

39 PENALTIES

Any of the following penalties may be imposed for good and sufficient reasons on an employee of AIET by the management.

39.1 Minor Penalties:

- a. Written warning or caution.
- b. Censure.
- c. Withholding / stoppage of increment with or without cumulative effect.
- d. Withholding of promotion.
- e. Recovery from pay the amount as may be due on account, of any pecuniary loss caused to AIET by negligence or breach of orders.
- f. Fines, not exceeding an amount equivalent to 7 days salary.

39.2 Major Penalties:

- a. Suspension without salary and allowance for a period up to 30 days.
- b. Demotion to a lower grade or post or to a lower stage in a time scale of pay for a specified period at the discretion of the management or permanent reduction in rank.
- c. Discharge / removal / dismissal / compulsory retirement from service.

40 SUSPENSION PENDING ENQUIRY

- 40.1 Any officer empowered with such powers may place under suspension, pending enquiry, an employee of AIET who is alleged to have committed any acts of misconduct.
- 40.2 An employee of AIET who is detained in police custody whether on a criminal charge or otherwise for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of detention by an order of the Management or any other Officer

empowered by it and shall remain under suspension until further orders of revoking or continuing the order of suspension.

40.3 Every employee placed under suspension pending investigation or enquiry into complaint or charges of misconduct against him, shall be entitled to subsistence allowance:

a) At the rate of 50% of the pay which the employee was entitled to immediately preceding the date of such suspension, for first 90 days of suspension.

b) At the rate of 75% of such pay for the remaining period of suspension if the delay in the completion of disciplinary proceedings against such employee is not directly attributable to the conduct of such employee.

40.4 In an enquiry, if the employee is found guilty of the charges and one or more penalties are imposed, the employee shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period. However, the subsistence already paid to him will not be recovered.

CHAPTER V
MISCELLANEOUS

41 UNIFORMS

- 41.1 Wherever it is desirable in the interest of service, the Management may prescribe a uniform, for any category of employees.
- 41.2 The management reserves the right to decide as to the category or number of employees to be provided with uniforms, and this will not entitle the other categories of employee's right to claim uniform or allowance in lieu of uniform.
- 41.3 The management can, at its discretion, discontinue giving uniforms and the employees thus deprived off, shall have no claim against the management regarding the same. The type of uniform to be prescribed shall be at the discretion of the management. Once the management provides the uniform, it shall be the duty of the employee to wear the same while on duty.

42 ACCOMMODATION

There is no obligation on the part of the management to provide accommodation to the employees. Consequently no employee can claim accommodation as a matter of right.

43 SERVICE CERTIFICATE

Every permanent employee shall be entitled to a Service Certificate at the time of leaving the services of AIET provided all the formalities of clearance and settlement of dues have been completed. Such a Certificate shall be valid only if it is issued and signed by the Appointing Authority.

44 SERVING OF NOTICE

- 44.1 Every employee shall intimate the change of his postal address for communication to his head of the Department / Office within 7 days of the change and also the leave address whenever proceeding on leave.
- 44.2 Orders, notices and / or other service communications issued under these Rules will be communicated to the employee either in person when he is personally available or by post to the last known address of the employee. In case of necessity the Management may also service the Order / Notice by publication in a local newspaper.

45 CONDONATION OF DELAY

For good and sufficient reasons, the authority competent to pass an order may extend the time specified for anything required to be done or condone the delay.

46 MODIFICATION OF DELAY

Management reserves the right to relax / modify / substitute any of the Service Rules at any time.

47 INTERPRETATION

If any question / difference of opinion arise relating to the interpretation of these Rules, it shall be referred to the Chairman, whose decision thereon shall be final and binding.

CHAPTER VI
GRATUITY & PROVIDENT FUND

48 PAYMENT OF GRATUITY

Gratuity entitlement shall be as per Rules laid down by “Alva’s Education Foundation”

49 EMPLOYEES PROVIDENT FUND

As per provisions of the Government of India, Employees Provident Funds and Miscellaneous Act, 1952.

CHAPTER VII

HOLIDAYS AND LEAVE RULES APPLICABLE TO EMPLOYEES OF AIET

50 HOLIDAYS

50.1 WEEKLY HOLIDAYS

Every employee shall be allowed one holiday per week, to be known as "off day" without deduction of wages / salary.

51. LEAVE RULES APPLICABLE TO EMPLOYEES OF AIET:

These rules will become effective from 01.01.2020 and applicable only after confirmation of the employee.

51.1 LEAVE

The following general principles shall govern the grant of leave to the employee.

- i. Leave cannot be claimed as a matter of right.
- ii. Except in an emergency, leave must be applied for through proper channel in the prescribed form at least 15 days in advance.
- iii. Except where otherwise provided for, leave can be availed only after a competent authority has sanctioned it.
- iv. Leave of the AEF employees deputed for AIET should be also authorized by AEF officials concerned
- v. Depending upon exigencies of service, the competent authority, may
 - a. Refuse, postpone, revoke or reduce leave of any description.
 - b. Recall any member of staff from leave before it is wholly availed.
 - c. Permit an employee, if he so requests, to rejoin duty before expiry of the leave period.
- vi. An employee shall not take up or accept any employment with or without remuneration during the period of leave.
- vii. Except in the case of Casual leave, it is obligatory for every employee to furnish the leave sanctioning authority the Leave address with telephone number if any, before proceeding on leave.
- viii. If an employee, who is on leave, seeks extension thereof, he shall make an application in writing to the competent authority giving reasons. Such application shall be made sufficiently in advance so as to enable the office to process the application and communicate the decision to the Employee before expiry of the already sanctioned leave.

- ix. Over – stay of the sanctioned leave shall be treated as leave without pay and will constitute break in service. However before taking this action, the competent authority shall satisfy itself that sufficient reasons did not exist that prevented the employee from obtaining prior sanction.
- x. Employees applying for leave on medical grounds should produce medical certificate from a doctor who is authorized by Management.
- xi. An employee on leave on medical grounds shall produce a medical certificate of fitness while reporting for duty.
- xii. An employee may cancel whole or part of the leave applied and resume duty only after prior permission to do so is obtained from the competent authority.
- xiii. No employee who has submitted his letter of resignation will be permitted to avail any leave saved/Casual leave standing to his credit.

51.2 CASUAL LEAVE (CL)

- i. Casual leave: All full-time employees being vacation staff or otherwise are entitled for 12 days Casual leave every year.
- ii. Employee may be permitted to avail Casual Leave for half day in case of emergency.
- iii. Casual leave cannot be combined with other types of leave, but it can be combined in any manner with Sundays and Holidays, provided that the period of absence shall not exceed 7 days in the aggregate. Casual leave cannot be accumulated.
- iv. During probationary/Temporary/Consolidated period, an employee shall be granted CL at the rate of one day for every completed service of one month, subjected to a maximum of 12 days for the first year.

51.3 SPECIAL CASUAL LEAVE (SCL)

- i. Special casual leave not exceeding 30 days in a calendar year may be granted to teaching faculty to:
 - a. Examination connected duties
 - b. Attend profession-oriented conferences.
 - c. Pursue further studies.
- ii. Special casual leave cannot be accumulated.
- iii. Special casual leave cannot be combined with other types of leaves except Sundays and holidays.

51.4 EARNED LEAVE(EL)

- i. Every permanent teaching employee is entitled for EL for every completed year of service from the date of confirmation.
- ii. Earned leave is admissible to the employees as follows:

- a. 15 days every calendar year for vacation staff
- b. 30 days every calendar year for non-vacation staff.
- iii. In respect of vacation staff, Earned leave shall be credited to the leave account after completion of 6 months service as follows: 5 days on 30th June & 5 days on 31st December every year.
- iv. Non-vacation staff shall be entitled to 2½ days Earned leave for every completed month of service. Leave shall be credited as follows: 15 days on 30th June & 15 days on 31st December every year.
- v. Earned leave can be accumulated up to a maximum of 150 days and leave beyond 150 days shall automatically lapse.
- vi. An employee wishing to avail earned leave must apply for the same for a minimum period of 3 days at a time. Application should be made to the appropriate authority through proper channel at least 15 days in advance in the prescribed form.
- vii. Earned leave must be applied for the required period in to and not in piecemeal. Multiple applications or broken periods shall not be entertained.
- viii. Earned leave cannot be encashed.

51.5 VACATION LEAVE

- a. Faculty members (Teaching staff) are considered as Vacational Staff.
- b. Vacation leave is admissible to teaching staff only.
- c. Head of the institution/Dept are not eligible for Vacation Leave.
- d. Vacation leave shall be in lieu of and not in addition to the earned leave; conversion ratio will be 5 days of vacation leave in lieu of 1.5 days of earned leave.
- e. Vacation leave will be admissible only after confirmation.
- f. A member of the Vacational staff shall normally be expected to avail himself of the vacation leave or a part thereof unless he has been required by general or special order of an appropriate authority to forego his vacation or a part thereof.
- g. Vacation leave cannot be availed in parts except when exigencies of service so demanded.
- h. If a Vacational staff avails vacation leave, he should be on duty on the last working day before vacation leave and the first working day on re – opening. Otherwise the total period of absence will be treated as earned leave or incase no earned leave is due, by enforcing loss of pay.
- i. If an employee who is entitled to the vacation leave is not permitted to avail the same, he will be entitled to full earned leave.
- j. If vacation leave availed by an employee is less than the entitlement, the period to be deducted from his earned leave account will be a fraction in proportion to the part of the vacation leave taken.

- k. Vacation leave cannot be combined with earned leave. However the Head of the institution may permit such combination on merits of the case.
- l. If there are two Vacations in an academic year, the period of two vacations should be regarded as combined into one, provided that no vacation is of less than 15 days duration.
- m. Grant of vacation leave/s depends on the necessity of functioning of the management during the vacation. Prior to commencement of the vacation, it is required of the Head of the department to submit a proposal to the management indicating therein the names of the persons in each department who would avail that the department would have avail leave during the period of vacation.
- n. Teaching faculties other than probationers are entitled for two months vacation or appropriate days per year after confirmation. The vacation shall be distributed by the head of the departments at the end of odd and even semesters.

51.6 HALF PAY LEAVE

- i. A permanent employee is entitled to 20 days of half pay leave in respect of each completed year of service.
- ii. Half leave may be granted on medical grounds or to attend to personal matters.
- iii. Half the amount of commuted into full pay commuted leave under any special circumstances subject to the following conditions:
 - a. No commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.
 - b. When commuted leave is granted, twice the number of days of such leave shall be debited against the half pay leave due.
 - c. The maximum commuted leave that may be granted at a time shall be 120 full days. If commuted leave is combined with the earned leave, the total period shall not exceed 240 days.
- iv. If any employee on commuted leave resigns from service or is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered from his dues / benefits. However no such recovery may be made if the retirement by reason of ill health rendering the employee unfit for further service, or in the event of his death.
- v. During half pay leave, half the salary drawn prior to proceeding on such leaves will admissible.
- vi. Half pay leave has to be availed of during service and can not be encashed.

51.7 MATERNITY LEAVE

- i. Every married woman employee, after confirmation of service, is entitled to maternity benefits.
- ii. Maternity benefit is granted up to two deliveries.
- iii. The maximum period of entitlement for maternity leave shall be 84 days with full pay.
- iv. Maternity leave shall be granted on the condition that such employee should serve or should have served the AIET for a period not less than five years.
- v. Leave of any other kind may be granted in continuation of maternity leave, if the request for its grant is supported by a medical certificate.

51.8 MISCELLANEOUS

- i. No leave shall be granted to an employee once notice of resignation is given by him.
- ii. In case an employee is given notice of termination of his services by the management, the employee will be permitted to avail whatever leave he is entitled, subject to the condition that such leave shall be restricted to the period of notice less one day so that the employee will be on duty in the last day of the notice of termination.
- iii. Where a weekly holiday or an authorized holiday immediately follows the period of leave on loss of pay or unauthorized absence such weekly holiday or authorized holiday will be included in the period of the leave on loss of pay or unauthorized absence and he will not be entitled to pay and allowances.

51.9 STAFF ON PROBATION

- i. A staff on probation is entitled for 12 days of casual leave in each calendar year. They are not eligible for any other type of leave
- ii. Management reserves the right to relax / modify any of the leave rules.
- iii. If any question / difference of opinion should arise relating to the interpretation of these Rules, it would be referred to the Management, where decision thereon shall be final binding.

51.10. STUDY LEAVE:

The grant of study leave on full pay/partial pay/loss of pay to the permanent employees is at entire discretion of the chairman and is subject to the following conditions:

- a. The course of study taken by the employee shall be an advanced course offered by a University and such a course has a relevance to the department where the employee is working and the course will be useful to the institution. There should be an up-gradation in qualification as required for academic purposes.

- b. The maximum number of staff that can be deputed for higher studies shall not exceed 10% of the total teaching staff in a department / institution.
- c. The period of study leave for taking any course of study is equal to the minimum period required to complete the course of study successfully at the first attempt plus journey period to and fro.
- d. When an employee is deputed for higher studies on loss of pay or on partial pay basis then he may be permitted to adjust to the leave at his credit prior to availing study leave. If however, he is deputed with full pay and allowances than the entire period shall be treated as study leave with full pay. However no earned leave will be earned during this period.
- e. The employee shall execute a bond on non-judicial stamp paper (as prescribed by the government from time to time) to serve the institution after the completion of degree, for which he is deputed, for a period as prescribed by the management as follows:
 - 1. Deputed on partial-pay basis:
For Ph.D :- 3 years
 - 2. Deputed on full-pay basis:
For Ph.D :- 6 years
- f. On failure to rejoin or serve the institution for the period prescribed above, he/she shall refund the entire salary drawn during the period of study leave and as damages, pay a sum equivalent to the amount drawn by the employee as leave salary during the study leave along with interest @ 15% p.a. That means the employee shall pay double the amount of leave salary drawn during the study period. In addition, he/she shall refund fee or other payments made by the management on his/her behalf. The management has the discretion to increase / decrease or waive of full or part of the above compensation.
- g. An employee availing study leave on full pay and allowance is eligible for the benefit of periodical increments accruing to him/her in the applicable scale of pay. If the employee is deputed on partial pay, then the incremental benefit shall be given with effect only from the date of rejoining duty.

CHAPTER VIII

TRAVEL EXPENSE REIMBURSEMENT RULES

- 52.** Reimbursement of travel expenses including accommodation charges and Daily allowance is granted in accordance with the rules laid down by the Board of Management from time to time
- i. Subject to limits prescribed in the schedule-I, reimbursement of travel expense shall cover the following:
 - a. Actual cost of ticket or fare paid for the journey in the mode as approved by the management & Boarding as fixed in schedule.
 - b. Daily allowance.
 - c. Accommodation charges at actual: – Non-AC Rooms in Non-Star Lodging, subject to production of Hotel bill and receipt.
 - d. An upgrade in the mode / class of travel is permissible only when authorized by the Management.
 - ii. The Management reserves the right to arrange or prescribe accommodation of its choice for any class of employees while they are on authorized itinerary. The details of accommodation so prescribed will be notified by the Management from time to time. When accommodation is not provided, actual room rent within tariff range given in the schedule is reportable.
 - iii. Airfare will be reimbursed only against production of receipts / used passenger coupon. In the case of all other modes of travel, claims are to be supported by original or duplicate of the ticket for reimbursement.
 - iv. Claim for reimbursement on travel between two places regulated by the shortest of two or more practical routes. When there are alternate routes available and the difference between such routes both in point of view of time and cost is not considerable. The fare for the route actually used may be admitted.
 - v. Paid by him including reservation charges, if any, and the amount refunded by the transport authority on such cancellation may be reimbursed subject to the following conditions;
 - a) The cancellation of the journey is due to the exigencies of institutional work and the head of institution has authorized such cancellation.
 - b) The claim for reimbursement is restricted to the amount admissible had the journey been made by the shortest route.
 - c) The claim for reimbursement is in respect of the amount actually paid by the employee for the travel ticket inclusive of reservation, if any, but does not include any commission paid to booking agents or other incidental expenses incurred for reservation.

- d) The cancellation has been made by the employee the necessity therefore arose without any loss of time and the advantage of lower rates of cancellation charges has been availed of.
- vi. Travel Daily Allowance is admissible from the time of commencement of the journey till the time of return to the usual place of residence upon completion of the tour.
- vii. Dearness Allowance is calculated as under;
- | | |
|--------------------------|------|
| a. Up to 6 hours | 25% |
| b. Between 6 to 12 hours | 50% |
| c. Above 12 hours | Full |
- viii. No Daily Allowance is admissible on travel from the place of residence within a radius of 30 Km
- ix. No per day allowance is admissible during the period when an employee goes on leave while on an official itinerary.
- x. A claim is settled on the basis of information available on the date of admitting the claim for reimbursement. Revision of a claim for per day allowance once admitted is not permissible. Accordingly, no arrears of per day travel allowance is payable where an employee is promoted or reverted or is otherwise granted an increase in the basic pay or change in the scale of pay with retrospective effect.
- xi. Travel Advance if taken should be cleared immediately on return by submitting the claim and refunding the balance if any.

SCHEDULE-I
DOMESIC TRAVEL EXPENSE REIMBURSEMENT
TEACHING GRADE

Minimum in the Scale of pay	Per day Allowance	Travel Class/mode	Accommodation Tariff per day
Principal/ H.O.D	Rs.500	Air economy Train II AC/Bus	As per Sl. No.i(c) above
Professors	Rs.400	Air (Economy) /Bus Train II AC	
Associate Professor	Rs. 300	Train II AC/Bus	
Assistant Professor	Rs. 250	Train III Class/Bus	

NON TEACHING GRADE

Minimum in the scale of pay	Per day Allowance	Travel Class/mode	Accommodation Tariff per day
A Scale	Rs.300	Sleeper Train II /Bus	As per Sl. No. i (c) above
B Scale	Rs.200	Train II Class/Bus	
C Scale	Rs.150	Train III Class/Bus	

53. Policy to attend International / National Conferences / Seminars / FDP / Workshops

Permanent faculty members are entitled to attend National level Conference/Seminar/Workshop/FDP once in a year and International level once in two years. The registration fee, TA and DA will be borne by the AEF for attending the said events subjected to following conditions.

1. Faculty member has to present a paper or chair a session and has been officially invited to this event.
2. The applicant should actively participate in the activities assigned to him by the college or the department.
3. Attendance of conference/seminar/FDP/workshop outside the state should be approved by chairman or managing trustee.
4. 10 – 25 percent of total members of the department are allowed to attend a conference/seminar/FDP/workshop at a time without affecting regular work of the department.
5. If the faculty members accept the private invitation to a conference/seminar/FDP/workshop, he should consider this as an invitation to the department and conduct himself accordingly.
6. Application for participation in National conference/seminar/FDP/workshop should be submitted preferably one month prior to the event. For international events, application should be submitted preferably two months prior to the events.
7. Papers submitted to the International conference/seminar/workshop should be presented to the department and principal of the concerned college for endorsement and prior to being submitted to the advisory committee for approval.
8. Faculty should have minimum of 2 years indemnity bond with institution to attend the international conference. If the faculty plans to resign the institution after attending international conference before the expiry of 2 years indemnity bond, the sanctioned amount has to be refunded by him to the AEF.
9. Attendance of National conference/seminar/FDP/workshop during a holiday or vacation will be conducted as a part of faculty member's vacation day/s.
10. After completion of attending eligible number of conference/seminar/FDP/workshop, regular faculty can also attend the conference/seminar/FDP/workshop without affecting regular

activities of the Department and for which he will not be entitled to get any financial support (Registration fee, TA/DA) from the Management. The leave for attending these can be considered as special CL.

11. Generally faculty under probationary period (Fresher) is not entitled for special CL for attending conference/seminar/FDP/workshop but under certain conditions, granting special CL to them is left to the discretion of the Principal.
12. No financial support will be given by the management for attending workshops outside India. For permanent faculty, special CL for attending workshop outside India could be granted.
13. Based on the academic relevance, faculty may be permitted to attend refresher training / orientation course. Financial support to attend the same is left to the discretion of the institution.
14. After attending the workshop, a faculty member should submit a detailed report to the department along with workshop attendance certificate.
15. If there are many applicants from the department seeking permission to attend conference/seminar/FDP/workshop (more than 10 – 15% of the department), while granting permission, preference should be given to faculty member who is pursuing Ph.D
16. Financial support will be given only to the presenter and not to the co-author/s of the paper.
17. TA and DA will be provided for the applicants (faculty members) who present paper in National seminar/conference. Details pertaining to it are given below.

	Facility	Designation	conditions	Financial Provision
1	International Conference / workshop / seminars	Assistant Professor & above	<ol style="list-style-type: none"> a. Requires approval of the chairman, AIET b. Faculty must present paper at the Conference / workshop / seminars c. Eligible once in 3 years. 	<ol style="list-style-type: none"> a. Registration fees-Actual b. International airfare by economy class- 50% c. Travel fare between place of employment & authorized exit point in India –As per service rules
2	National level conferences/ workshops/ seminars	Assistant Professor & above	<ol style="list-style-type: none"> a. Requires approval of the Head of the institution b. Faculty must present paper/poster at the conference c. Eligible once in a year 	<ol style="list-style-type: none"> a. Registration fees-Actual b. Travel , Accommodation& daily allowance –As per service rules
3	Local Workshops/ Seminars/ Symposia etc.	Lecturer & above	<ol style="list-style-type: none"> a. Require approval of the Head of the institution 	<ol style="list-style-type: none"> a. Registration fees -Actual b. Travel, Accommodation & daily allowance – As per Service Rules

ROLES AND RESPONSIBILITIES

1 TEACHING FACULTY

1.1 THE ROLES AND RESPONSIBILITIES OF TEACHING FACULTY

*The teaching faculty of Alva's Institute of Engineering and Technology (AIET), shall comply with the prevailing rules / regulations / responsibilities in at all times. The rules, regulations & responsibilities are only an indicative and not exhaustive. **Non-adherence or non-compliance to the rules, regulations & responsibilities** will be treated as **dereliction of duties** and will entertain initiation of suitable disciplinary action against such faculty.*

1.1.1 GENERAL

THE TEACHING FACULTY

- 1.1.1.1 Shall conform to and abide by the prevailing rules & regulations of the institution.
- 1.1.1.2 Shall exhibit punctuality with respect to all duties;
- 1.1.1.3 Shall stay within the campus during the working hours of the college;
- 1.1.1.4 Shall discharge the responsibilities assigned in teaching / research / consultancy and administration diligently in honest and unbiased manner with total commitment;
- 1.1.1.5 Is expected to conduct himself/herself in a professional and co-operative manner with fellow colleagues;
- 1.1.1.6 Shall take precautions to protect the properties, equipments, materials and facilities of the college;
- 1.1.1.7 Shall attend and participate in the meetings, activities called / assigned by their respective hod, dean(s) and principal;
- 1.1.1.8 Shall discharge other institutional duties and responsibilities assigned by the principal/management not limited to academic and university duties;
- 1.1.1.9 Shall undertake research/consultancy activities in addition to teaching particularly at the level of professor and associate professor;
- 1.1.1.10 Shall not engage / take private tuitions;
- 1.1.1.11 Shall wear a decent and formal dress;
- 1.1.1.12 Shall finish the evaluation work of continuous internal evaluation (CIE) and semester end examinations (SEE) on priority without causing any inconvenience to the evaluation process.
- 1.1.1.13 Shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities(limited to a total of 15 days in a year);
- 1.1.1.14 If deputed /permitted by the institution, to take up an assignment outside the college, the faculty concerned should submit proof of attendance and the same should be recorded in the department.

1.1.2 Behavioral

The teaching profession in AIET expects high standards of ethical behavior. The faculty members are expected to conduct themselves in a professional and shall adhere to ethical codes of conduct listed below; the faculty shall

- 1.1.2.1 Not indulge in a rude or abusive behavior, comment against superiors, make negative comments about other staff members, indulge in verbal attacks, which are of a personal, threatening, abusive and go beyond fair and professional conduct;
- 1.1.2.2 Desist from un-authorized distribution of printed material etc. The faculty shall also desist from any form of sabotage to any of the records or documents pertaining to the institution;
- 1.1.2.3 Desist from any un-authorized activities leading to financial benefit.
- 1.1.2.4 Exhibit any sort of non-ethical behavior that jeopardize the moral standards of the institution;
- 1.1.2.5 Comply with rules, regulations, policies of management from time to time;

1.1.3 Academic

The faculty shall adhere to the academic requirements of the institution in order to

- 1.1.3.1 To conduct the assigned classes as per schedule;
- 1.1.3.2 To maintain the record of academic plans and other relevant documents of the courses handled by them;
- 1.1.3.3 To implement designated curriculum with the said objectives;
- 1.1.3.4 To participate in professional development opportunities / activities and apply the concepts in academic activities such as class room delivery & also in practical sessions;
- 1.1.3.5 The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving teaching and learning process.

1.1.4 Classroom management

The faculty is expected to

- 1.1.4.1 Be well prepared for the class and stay focused on the topic/content thereby fulfilling the expected course outcome;
- 1.1.4.2 Be in the classroom right in time;
- 1.1.4.3 To mark the student attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance;

- 1.1.4.4 Disseminate knowledge in a manner that encourages effective two-way communication;
- 1.1.4.5 Be organized and to make efficient use of time and move in a planned and systematic direction in accordance to the lesson plan;
- 1.1.4.6 Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve desired objective of learning;
- 1.1.4.7 Pose questions to the students which inculcate out of box thinking;
- 1.1.4.8 Summarize the concepts at the end of every class;
- 1.1.4.9 Discuss about the common mistakes made by students and explain how to overcome it soon after every assessment;
- 1.1.4.10 Evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent;
- 1.1.4.11 Meet all the academic and evaluation deadlines prescribed from time to time;
- 1.1.4.12 Follow schedule and shall not pre-pone, post-pone, let-off or suspend a scheduled class without authorization from the principal;
- 1.1.4.13 Handle the assigned practical classes and be available in the designated place for the full time;
- 1.1.4.14 Desist from abstaining from duty without any authorization and will be viewed seriously if any such event is observed.

1.1.5 Student related

The faculty is expected to perform his role with respect to the student so as to

- 1.1.5.1 Motivate students to show interest and learn the most;
- 1.1.5.2 Be available for the students even after class hours to clarify their doubts, if any;
- 1.1.5.3 Provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the examinations confidently.
- 1.1.5.4 Treat students with respect, and teach them to treat others with respect;
- 1.1.5.5 Motivate and help students to do minor educational projects in related area/topics (suggested by you & chosen by the student himself/herself), so that their analytical and self-learning skills improve;
- 1.1.5.6 Feel comfortable working with exceptional learners/slow learners and learners with diverse needs;
- 1.1.5.7 Handle gently but firmly, any misbehaviour of students and weed out the cause

1.1.6 Role as teacher guardian

As a responsible teacher, the faculty has the role of serving as a teacher guardian to the students in order to

- 1.1.6.1 Advise / counsel the student on all the academic matters (like registration/re-registration for the courses, dropping of courses and/or withdrawing from courses);
- 1.1.6.2 Meet the assigned students at least once in every week and shall report to the HoD/principal about those students who avoid the meeting;
- 1.1.6.3 Understand student difficulties and counsel as per individual situations and ensure that the academic progression of a student is continuously monitored and assessed;
- 1.1.6.4 Keep the parents apprised about the academic progress and general
- 1.1.6.5 Demonstrate communication and interpersonal skills as they relate to interaction with students, parents, colleagues, staff, and administrators;
- 1.1.6.6 Ensure maintenance of teacher guardian diary in an accurate, complete, and appropriate manner. The diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification;
- 1.1.6.7 Serve as a friend, philosopher and guide.

1.2 Responsibilities and functions of various officials in-charge of academic administration

1.2.1 Principal

The principal shall provide leadership for the academic administration and create an effective environment conducive for learning. He shall ensure that quality education is imparted to the students and fosters the holistic development of the students. He shall ensure all round development of the institute and achievement of strategic goals of the institution. The principal

- 1.2.1.1 Shall report to the chairman, bog on all matters.
- 1.2.1.2 Shall act as a link between the staff, students and management.
- 1.2.1.3 In the capacity of the member-secretary of the board of governors, he shall put-forth proposals in all administrative/academic/finance related matters and seek approval and ensure its apt implementation.
- 1.2.1.4 Shall assess the HR requirement and make recruitments as per the procedures and norms.
- 1.2.1.5 Shall act as a link between external agencies and the institutional faculties.
- 1.2.1.6 Shall facilitate all the stakeholders to provide the necessary

- impetus for growth and development of the institution.
- 1.2.1.7 The principal shall ensure that proper administrative and evaluation process in addition to addressing to the rightful grievances of the students, staff and faculty members.
 - 1.2.1.8 The principal shall from time to time prepare strategic plan for the institution which sets the milestones to be achieved. The principal shall be the executive in-charge of all academic and administrative bodies and ensure adherence of all regulations framed by the board of governors (BOG).
 - 1.2.1.9 Shall conduct regular meetings among various bodies as necessary, for proper functioning of the institution.
 - 1.2.1.10 Comply in a timely fashion all records and reports required by the various agencies like UGC, AICTE, DTE, VTU and others.
 - 1.2.1.11 Promote accreditation activities and facilitate agencies like NBA, NAAC etc by complying in a timely fashion all records and reports required by the agencies.
 - 1.2.1.12 To take all necessary actions for smooth conducting of examinations at the capacity of chief superintendent.
 - 1.2.1.13 Any other duties and responsibilities assigned by the chairman, management from time to time.

1.2.2 Dean-academic

The dean academic holds the following responsibilities such as

- 1.2.2.1 Overseeing the curriculum development preparation of scheme & syllabus by BOS & appraising the AC.
- 1.2.2.2 Single point of contact for the accreditation agencies–NBA/NAAC and others.
- 1.2.2.3 Overseeing the proper implementation of teaching learning process (TLP) such as lesson planning, work-done by the faculty, remedial classes etc.,
- 1.2.2.4 Facilitate the visits of VTU/AICTE/NBA/NAAC inspection/expert committees
- 1.2.2.5 Ex-officio member-secretary of academic council
- 1.2.2.6 Responsible for finalization of academic calendar, time-tables, registration of students for course work and examinations, classroom arrangements and all other requirements for proper conduction of class work.
- 1.2.2.7 Responsible for conduction of class tests and coordinating the finalization of evaluations and declaration of results.
- 1.2.2.8 Responsible for academic planning and academic audit of the programmes and implementation of academic policies approved by management and institution in respect of academic development, maintenance of quality of education including standards of teaching and research and training of teachers.

- 1.2.2.9 Responsible for arrangement of coaching classes/ tuition classes for poor performers.
- 1.2.2.10 Monitor and follow up teacher guardian scheme of the institution with the coordination of HoD.
- 1.2.2.11 Arrange feedback responses from the students, the teachers, non-teaching staff, the parents and the other stakeholders on quality-related institutional processes.
- 1.2.2.12 Ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the internal quality assurance cell/accreditation agencies.
- 1.2.2.13 Ensure that the teachers' appraisal by self is carried out and the reports thereof are sent to the institution authorities concerned.
- 1.2.2.14 Responsible for dissemination of information on the various quality parameters of academics, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions.
- 1.2.2.15 Co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional database, through management information system(MIS) for the purposes of maintaining or enhancing the institutional quality and academic records.
- 1.2.2.16 Responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded.
- 1.2.2.17 Enquire/ organise any malpractices committed in any academic programmes and report to head of the institution.
- 1.2.2.18 Render necessary assistance for redressal of grievances of the students in the institution with the permission of principal.
- 1.2.2.19 Prepare reports as required by the various authorities or bodies of the university, the state government, AICTE, and any such other body.
- 1.2.2.20 Assist and coordinate the institution/dept. To organise governing council/academic related meetings with external experts and nominees.

1.2.3 Dean-first year (B.E) students

The prime role of dean (first year B.E) is to liaise between the administration and first year students. The responsibilities are as follows:

- 1.2.3.1 To guide the students regarding rules and regulations.
- 1.2.3.2 To co-ordinate with various trainers/counselors towards providing additional training needs.
- 1.2.3.3 To monitor the class list of the students and administer changes as required with the approval of the principal.
- 1.2.3.4 To monitor the student attendance.

- 1.2.3.5 To monitor the conduction of classes in co-ordination with the concerned HoDs.
- 1.2.3.6 To interact with the HoD/faculty members handling first year courses to resolve student related issues.
- 1.2.3.7 To identify slow learners and arrange for remedial coaching on need basis by seeking due approval.
- 1.2.3.8 To ensure students are free from any acts of ragging or other such activities.
- 1.2.3.9 Any other responsibilities in this regard assigned by the principal from time to time.

1.2.4 Dean (planning)

- 1.2.4.1. Planning, expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission of plan & estimates related to academic programmes, research and expansion in the academic program.
- 1.2.4.2. All necessary statistical data regarding students and faculty projects of the various departments to be maintained for future reference.
- 1.2.4.3. In the efforts to expand and monitor the activities of consultancy, testing and sponsored research projects in coordination with principal investigator and to ensure submission of progress reports to head of the institution.
- 1.2.4.4. Recommend the management/principal through his office, proposals for the conduction of FDP/SDP for the utilization of common facilities, such as instrumentation lab, knowledge resource center, entrepreneurship development and industry incubation center, intellectual property rights, workshops, and add on labs etc.
- 1.2.4.5. Monitor, regulate and co-ordinate research activities to maintain standards of teaching and research in the institutions/ departments
- 1.2.4.6. Ensure the norms of recognition of experts working in industries or private professional skills development companies or private skills development institutions, as recognized teachers for the certificate or diploma or advanced diploma or associate degree programmes.
- 1.2.4.7. Organize/ manage inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles.
- 1.2.4.8. Plan the research and innovative activities among the students and faculty.
- 1.2.4.9. Plan the utilization of available resources for the development of academic and research activities.
- 1.2.4.10. Coordinate the MOU process of the institution/ dept.
- 1.2.4.11. Inform and assist the institution/dept/ faculty/ students about availability of funds or financial assistance for

project/consultancy.

- 1.2.4.12. Assist department to depute students for industrial visits and internship programme with MOU organisations and also with other organisations.
- 1.2.4.13. Assist the dept. To get the information about technical competitions, project exhibitions and other related events available for students/faculty.
- 1.2.4.14. Inform and assist the institution/dept/ faculty/ students about availability of funds or financial assistance for incubation centre/start ups/research programme from Govt. Of India and Govt. Of Karnataka and other agencies.

1.2.5 Head of the department

The prime role of the head of an academic department is to provide strong academic leadership.

- 1.2.5.1 The head of department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
- 1.2.5.2 Responsible for ensuring the educational progress and welfare of students registered with the department.
- 1.2.5.3 To plan and prepare proposals for development of the department.
- 1.2.5.4 Involve self and the other faculty in the process of academic development including internship, industrial visits and guest lectures and in updating and revision on continued basis to meet the requirement of industry.
- 1.2.5.5 To organize the academic work load of the department (theory classes, drawing classes, laboratory classes, project supervision etc) as per norms indicated by principal/GC/other statutory bodies.
- 1.2.5.6 To supervise the attendance of students in classes and laboratories and to scrutinize the academic progress of students.
- 1.2.5.7 To continuously encourage research, collaborations, consultancy amongst faculty and students.
- 1.2.5.8 To ensure proper maintenance and upkeep of the department. Ensure that the laboratories in the department are well equipped and maintained according to the curriculum/research/consultancy requirements.
- 1.2.5.9 Prepare departmental budget. Responsible for the effective financial management of the department in accordance with the financial procedures and as delegated by the principal.
- 1.2.5.10 Responsible for faculty/staff development including
 - (i) Training, development and career management and
 - (ii) day-to-day management matters, such as leave of absence, sick leave, etc.
- 1.2.5.11 Provide in a timely fashion all records and reports required by the concerned college office to comply with agencies like UGC, AICTE, DTE, VTU and others. Promote accreditation activities and facilitate agencies like NBA, NAAC etc

- 1.2.5.12 To have regular meetings with faculty/staff (min. one per month) in order to assess the academic progress. To ensure that the department is aware of all the policies.
- 1.2.5.13 Ensure safety objectives/security measures are in place.
- 1.2.5.14 To undertake any other tasks as and when assigned by the principal/management from time to time.

1.2.6 Guidelines for performance measurement of the faculty of various cadres by way of duties & responsibilities

1.2.7 Duties and responsibilities-faculty of the cadre of Professor

A professor shall provide academic leadership in creating an effective learning environment for students. The minimum hours of work in the department and college are 40 hours per week. The direct teaching and laboratory hours shall be not less than 14 hours/week out of which 08 hours shall be theory.

Duties :

- 1.2.7.1 Design/revision and up-gradation of academic programme
- 1.2.7.2 Deliver lecture, practical skills, methods and techniques to students using innovative methods and technology.
- 1.2.7.3 Prepare course material, lesson plans for the courses assigned.
- 1.2.7.4 Take-up on priority mandatory works of the college
- 1.2.7.5 Conduct internal tests, semester end examinations & university examination with utmost integrity.
- 1.2.7.6 Monitor students.
- 1.2.7.7 Supervise [innovative] student projects.
- 1.2.7.8 Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic / administrative activities.
- 1.2.7.9 Involve in the process of procuring course materials/textbooks, laboratory equipment's.
- 1.2.7.10 Participate in all departmental and college activities as prescribed.
- 1.2.7.11 Publish at least one paper in conference [National/International] in a year.
- 1.2.7.12 Any other responsibilities assigned by the HoD/Principal/Management from time to time.

Responsibilities:

- 1.2.7.13 Continue research work; postdoctoral fellowship at reputed universities / organizations.
- 1.2.7.14 To prepare and submit proposals for external funding agencies like VTU, VGST, KCTU, AICTE, DST etc.
- 1.2.7.15 Guide research scholars for PhD.
- 1.2.7.16 To make presentations at national and international conferences and similar events.
- 1.2.7.17 Publish at least two papers in refereed & non-paid journals [National/International] in a year. (*in case of joint authors only fractional weightage will be considered*).

- 1.2.7.18 Writing text books/manuals/monographs etc.
- 1.2.7.19 Developing products & applying for patents.
- 1.2.7.20 Undertake consultancy works.
- 1.2.7.21 Keep abreast of current developments in their respective fields.
- 1.2.7.22 Under student evaluation a minimum of 80% feedback is necessary.
- 1.2.7.23 Teacher-guardian parenting of the students

Teacher guardian

- 1.2.7.24 Conduct/organize FDPs [workshop/conference/STTP] one in a year.
- 1.2.7.25 Deliver guest / invited lectures [one in a year] at other institutions [without affecting the scheduled class works at the department]

1.2.8 Duties and responsibilities-faculty of the cadre of Associate Professor

The minimum hours of work in the department and college are 39 hours per week. The direct teaching and laboratory hours shall be not less than 14 hours/week out of which 10 hours shall be theory.

Duties:

- 1.2.8.1 Involve in design/revision and up-gradation of courses
- 1.2.8.2 Deliver lecture using innovative methods and technology and also transfer knowledge like practical skills, methods and techniques.
- 1.2.8.3 Prepare course material, lesson plans for the courses assigned.
- 1.2.8.4 Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc
- 1.2.8.5 Conduct internal tests, semester end examinations & university examination with utmost integrity.
- 1.2.8.6 Submit annual performance commitment before the commencement of the academic year and deliver the same.
- 1.2.8.7 Monitor students.
- 1.2.8.8 Supervise student projects.
- 1.2.8.9 Publish at least one paper in conference [National/International] in a year. [in case of joint authors only fractional weightage will be considered].
- 1.2.8.10 Participate in all departmental and college activities as prescribed.
- 1.2.8.11 Any other responsibilities assigned by the HoD/Principal/Management from time to time.

Responsibilities:

- 1.2.8.12 Pursue research & consultancy works.
- 1.2.8.13 To prepare and submit proposals for external funding agencies like VTU, VGST, KCTU, AICTE, DST etc.
- 1.2.8.14 Guide research scholars for PhD.
- 1.2.8.15 To make presentations at national and international conferences and similar events.
- 1.2.8.16 Under student evaluation a minimum of 80% feedback is necessary.
- 1.2.8.17 Monitoring of the students
- 1.2.8.18 Conduct/organize FDPs [workshop/conference/STTP] one in a

year.

- 1.2.8.19 Deliver guest / invited lectures [one in a year] at other institutions [without affecting the scheduled class works at the department]

1.2.9 Duties and responsibilities-faculty of the cadre of Assistant Professor

The minimum hours of work in the department and college is 39 hours per week the direct teaching and laboratory hours shall be not less than 16 hours/week out of which 10 hours shall be theory

Duties:

- 1.2.9.1 Prepare course material, lesson plans for the courses assigned;
- 1.2.9.2 Deliver lectures using innovative methods and technology;
- 1.2.9.3 Submit annual performance commitment before the commencement of the academic year and deliver the same;
- 1.2.9.4 Assist students for improving their learning in academics;
- 1.2.9.5 Supervise student projects;
- 1.2.9.6 Monitor students;
- 1.2.9.7 Accompany students during field trips and industrial visits;
- 1.2.9.8 Take-up on priority mandatory works of the college like invigilation, evaluation etc;
- 1.2.9.9 Conduct internal tests, semester end examinations & university examination with utmost integrity.
- 1.2.9.10 Attend at least one FDP [workshop/conference/STTP] during lean period [the duration of the programme shall not be less than one week]
- 1.2.9.11 Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic/administrative activities);
- 1.2.9.12 Involve in the process of procuring course materials/textbooks, laboratory equipment etc;
- 1.2.9.13 Participate in all departmental and college activities as prescribed;
- 1.2.9.14 Any other responsibilities assigned by the HoD/ Principal/ management from time to time..
- 1.2.9.15 Under student evaluation a minimum of 60% feedback is necessary.
- 1.2.9.16 Monitoring of the students.
- 1.2.9.17 The faculty with three years and more of experience in the college shall compulsorily register for PhD subject to the college norms.
- 1.2.9.18 Keep abreast of current developments in their respective fields;
- 1.2.9.19 Publish at least one good quality technical paper in a year in their respective field [in case of joint authors only fractional weightage will be considered].
- 1.2.9.20 Publish papers in refereed journals;
- 1.2.9.21 Present papers in conferences;
- 1.2.9.22 Developing products & applying for patents

1.3 Reward system for promoting faculty research/ incentives for getting external grants from AICTE, industry or other sources by faculty to the institution

Extension of incentive of 10% of the total financial amount received for various research/development purposes and to be shared among the principal investigator and other project associates such as faculty / staff / students.

1.4 Policy and monitoring guideline for assessment and evaluation of the faculty performance based with regard to poor performance rated through student feedback.

The management has introduced a policy and monitoring guideline for assessment and evaluation of the faculty performance based on the ratings of student feedback and to implement the following policy with regard to faculty rated below the threshold (60%) through student feedback:

1.4.1 To issue a warning in respect of the faculty who has been rated low in three feedback processes;

1.4.2 To withhold one increment (without cumulative effect) in respect of the faculty who has been rated low in six feedbacks;

1.4.3 To withhold one increment (with cumulative effect) in respect of the faculty who has been rated low in nine feedbacks;

1.4.4 The faculty with twelve below threshold feedbacks to be provided an opportunity to opt for VRS failing which, the management shall initiate process to compulsory retire such faculty in the academic interest of the students.

1.4.5 The faculty with low feedback (below threshold) shall not be eligible for any special benefits / deputation for seminars, workshops, conference etc; deputation to higher studies etc. However, they shall be deputed to appropriate development programmes to improve their skills and teaching abilities with due recommendation of the concerned HoD and approval of the Principal.

1.5 The roles and responsibilities of teaching faculty

*“The staff shall adhere to the rules/ regulations/ responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. **Non-adherence or non-compliance to the rules, regulations & responsibilities** will be treated as **dereliction of duties** and suitable disciplinary action will be initiated against such employee”.*

- 1.5.1 The staff members must be punctual to duty;
- 1.5.2 The staff shall stay in the workplace during the working hours of the college;
- 1.5.3 The staff shall discharge the responsibilities diligently in honest and un-biased manner with total commitment;
- 1.5.4 The staff shall maintain confidentiality. They shall not give or pass any information to any inside/outside persons, unless and until the employee has been authorized to do so;
- 1.5.5 The staff shall desist from falsifying/tampering any records or documents;
- 1.5.6 The staff shall take precautions to protect equipment, materials and facilities;
- 1.5.7 The staff shall take up other responsibilities prescribed by the superiors from time to time;
- 1.5.8 The staff shall wear uniforms provided (if any) while on duty;
- 1.5.9 The staff shall desist from borrowing/lending money from/to other employees;
- 1.5.10 The staff shall not act in the manner amounting to insubordination, breach of trust, fraud etc.;
- 1.5.11 The staff shall assist/carryout their works with a view to meet the deadline notified by the competent authority;
- 1.5.12 The staff shall not indulge in rude or abusive behavior, comments against superiors and negative comments about other staff members;
- 1.5.13 The staff shall not involve in verbal attacks, which are of a personal, threatening, abusive, and irrelevant or go beyond fair and professional conduct;
- 1.5.14 The employee shall not consume alcoholic beverages in the premises. He/she shall not arrive at work under the influence of alcohol or any substance having a narcotic producing effect. He shall also not arrive at work with the smell of alcohol on the breath.
- 1.5.15 The employee shall desist from un-authorized distribution of printed material or sell items on campus;
- 1.5.16 The staff shall desist from getting involved in un-authorized activities with personal financial benefit / interest;
- 1.5.17 The staff shall desist from participating in professional or personal behaviors that jeopardize the moral standards of the institution;
- 1.5.18 The staff members are expected to conduct themselves in a professional, co-operative and ethical manner;
- 1.5.19 The staff shall comply with rules, regulations and policies of management from time to time.

2 Non-teaching & other staff

2.1 The Administrative Officer,

2.1.1 Shall be responsible for all Administrative affairs of the Institute.

2.1.2 Shall keep all housekeeping/maintenance/repair activities up-to-date.

- 2.1.3 Shall monitor activities of all non-teaching and office staff in line with allotment.
- 2.1.4 Shall be responsible for the Hostel affairs through Student Welfare Officer (SWO), Wardens and Quality circle.
- 2.1.5 Shall drive all administrative cost reduction initiatives such as power saving, man-power optimization, work load distribution and monitoring to non-teaching staffs.
- 2.1.6 Shall assist and report to the Principal about status of SPP implementation.
- 2.1.7 Shall be responsible maintenance and administration of guest-house facilities.
- 2.1.8 Shall be responsible for procurement of facilities to enhance teaching-learning ecosystem.
- 2.1.9 Shall be responsible for promotional activities, admission related, fee collection, transportation facilities,
- 2.1.10 Shall be responsible for implementation of any other requirements of Head of the Institute for day to day smooth functioning of the Institute.

2.2 Chief Librarian,

- 2.2.1 Shall be custodian of Library resources and infrastructure.
- 2.2.2 Shall support in preparation of bibliographic and program related guide.
- 2.2.3 Shall develop system to Maintain acquisition, organizing, material distribution, maintenance of library resource, and inventory of library resources.
- 2.2.4 Shall be responsible of development of system to improve utilization index of library facility by faculties and students.
- 2.2.5 Responsible for updating the library through initiating and following up of activities such as budget preparation of library, procurement of books as per SOP, E- resource subscription etc as per the library norms of AICTE and VTU.
- 2.2.6 Shall be responsible for maintaining the library infrastructure and ensure its maximum availability.
- 2.2.7 Shall be responsible for maintaining discipline and ensuring health, hygiene& cleanliness of library facility.
- 2.2.8 Shall be responsible for any other duties as assigned by the head of the Institution or Management.

2.3 Physical Education Director (PED),

- 2.3.1 Shall Prepare program of work (action plan) and sports budget for each academic year and actualize the same.
- 2.3.2 Shall convene sports committee meetings.
- 2.3.3 Shall mandatorily conduct selections for students and form teams and participate in various Inter-Collegiate, University and State level Sports

and Games competitions.

2.3.4 Shall be responsible for training the students and facilitate for various Inter-College, University Inter-University games and sports competitions.

2.3.5 Shall be responsible for Maintenance of equipment's and facilities.

2.4 IT Administrator shall be responsible for,

2.4.1 Planning, Maintaining, upgradation of IT infrastructure of the institute.

2.4.2 Preparation of IT budget and its expenditure.

2.4.3 IT facility maintenance through team of internal IT Technicians.

2.4.4 Website content Management and updates.

2.4.5 CCTV, WiFi, ICT tools of the institute, Hostel -Maintenance and upgradation activities.

2.4.6 G-Suite administration activities.

2.4.7 Biometric attendance system maintenance and upgradation activities.

2.4.8 Optimal utilization of IT technician by job planning and allotment.

2.4.9 Supporting by facility creation for all national level and state level online competitive exams allotted to Institute as center.

2.4.10 Supporting IT facilities for AEF level activities viz. Pragati, Nudisiri etc.

2.5 The Accounts Officer,

2.5.1 shall exercise such administrative powers as are assigned under relevant rules, regulations, notifications.

2.5.2 shall also exercise such administrative powers, as re entrusted by the Finance Officer/ Principal.

2.5.3 shall be responsible for maintenance of proper accounts in the Institute.

2.6 The Office Superintendent,

2.6.1 Shall be primarily responsible for the efficiency of the section in terms of accuracy and conforming to the rules and procedure.

2.6.2 Shall scrutinize all the papers/files before they are submitted to the higher authorities.

2.6.3 Shall personally handle all important and complicated cases.

2.6.4 Shall guide his subordinates in all respects and make them put up the cases in accordance with the rules.

2.6.5 Shall arrange for distribution of work among the case workers in consultation with the concerned officer.

2.6.6 Shall ensure that all registers, diaries and files are maintained properly by the subordinates of the section.

2.6.7 Shall supervise the section and submit reports to AO/Principal.

2.6.8 shall sign and issue acknowledgment letters.

2.7 Office Staff

office staff shall work in the any of the allotted sections like Academic section, Examination section scholarship section, HR section & account section etc,

2.7.1 Maintain files and records so they remain updated and easily accessible

2.7.2 Sort and distribute incoming mail and prepare outgoing mail (envelopes,

- packages, etc.)
- 2.7.3 Answer the phone to take messages or redirect calls to appropriate colleague
 - 2.7.4 Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
 - 2.7.5 Undertake basic bookkeeping tasks and issue invoices, checks etc.
 - 2.7.6 Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages.
 - 2.7.7 During admission, Greets and assists students with general college information.
 - 2.7.8 Assists students with admission process.
 - 2.7.9 Assists with student record keeping, scanning of records, registration, semester processes and graduation.
 - 2.7.10 Assists students with drop requests, withdrawals, and administrative drops.
 - 2.7.11 Assists with processing admission applications.
 - 2.7.12 Assists with student demographic changes.
 - 2.7.13 Assists with student orientation.
 - 2.7.14 Assists with verification and updates of student data.
 - 2.7.15 Maintains the confidentiality of student and course records.
 - 2.7.16 During examination, collect the examination application and assist the student applying for examinations.
 - 2.7.17 Issuing the hall ticket for the students, after collecting no due form.
 - 2.7.18 Assisting chief superintendent and deputy chief superintendent, during examination.
 - 2.7.19 Assisting in preparing A-form and B- form during examination
 - 2.7.20 Assisting in forwarding answer bundle to University
 - 2.7.21 Collecting scholarship application from the students.
 - 2.7.22 Assisting students to apply for the different scholarships available.
 - 2.7.23 Assist the students to pay the college & Hostel fees.
 - 2.7.24 Preparing mess bill and fees pending list
 - 2.7.25 Performs other duties and responsibilities as assigned by the Principal

2.8 Attender shall execute duties as follows,

- 2.8.1 Carrying a file from one section to another, or from one case worker to another.
- 2.8.2 Stitching the Exam bundles.
- 2.8.3 Carrying and distribution of stationary and making envelopes whenever necessary.
- 2.8.4 Arranging of furniture.
- 2.8.5 Keeping the office premises clean.

2.9 Security staff,

SHALL WATCH GUARD, SEE AND ENSURE THAT ARTICLES BELONGING TO THE DEPARTMENT/OFFICE INCLUDING THE VEHICLES KEPT IN THE DEPARTMENT ARE SAFE AND NOT TAMPERED WITH OR TAKEN OUT WITHOUT PROPER AUTHORITY.

2.10 House-keeping,

- 2.10.1 Shall sweep or wipe with wet cloth/jute cloth, the room, verandas, steps,

etc., allotted to the, well before starting of office and also during office timings if need.

2.10.2 Shall carry the waste/rubbish for disposal outside the department under the supervision of the Superintendent.

2.11 Student Welfare Officer (SWO),

2.11.1 Shall be responsible for monitoring Discipline, Health & hygiene and Hostel mess activities.

2.11.2 Shall distribute work and responsibilities equally to all the wardens for smooth functioning of Hostel.

2.11.3 Shall monitor and report the entry/exit information of the Hostel students to the AO.

2.11.4 Shall attend all emergency call 24 X 7 of Hostel students.

2.12 Hostel Warden,

2.12.1 Shall be responsible for maintaining Discipline, Health & hygiene of hostel floors allotted.

2.12.2 Shall be in-charge of surveillance equipment such as CCTV etc.

2.12.3 Shall be responsible for maintaining the attendance of the hostel residents as per guidelines of the Institute.

2.12.4 Shall monitor and report the entry/exit information of the Hostel students to the SWO/AO.

2.12.5 Shall attend all emergency call 24 X 7 of Hostel students.

2.13 Lab Instructor,

2.13.1 Shall be responsible for ensuring availability of lab equipment for the conduction of experiments as planned by lab faculty in-charge

2.13.2 Shall update the requirements of spares, consumables and service requirements to the lab in-charge/lab foreman regularly for planning and procurement.

2.13.3 Shall maintain the housekeeping of the Lab premises.

2.13.4 Shall report to the Foreman/Lab in-charge for obtaining instruction on any special activities.

2.13.5 Shall be responsible for ensuring safe and smooth conduction of experiments/models as instructed in the manual.

2.13.6 Shall assist any other job assigned by higher authorities time to time.

2.14 Lab Foreman,

2.14.1 Shall be responsible for allotment and preparation of schedule for Lab instructors.

2.14.2 Shall be responsible for preparation of annual consumable, budget, spare and maintenance requirements for smooth functioning of lab as per curriculum.

2.14.3 Shall be responsible for ensuring proper documentation pertaining to Lab viz., Stock register, Maintenance register, inventory book, consumable

book etc.

- 2.14.4 Shall be responsible for ensuring safe and smooth conduction of experiments/models as instructed in the manual.
- 2.14.5 Shall be responsible for ensuring training for Lab instructors.
- 2.14.6 Shall assist any other job assigned by higher authorities time to time.

2.15 Training and Placement Officer(T&PO) shall be responsible for,

- 2.15.1 Training and Placement Budgets
- 2.15.2 Training and placement activities of students of Alva's Institute of Engineering (AIET).
- 2.15.3 Sourcing and to have close liaison with industry for placement of students of AIET.
- 2.15.4 Arranging Lectures from the professionals from industry.
- 2.15.5 Arranging training programs for students to develop soft skills and interview facing skills using institutional and external expertise as per guidance of Principal and Management.
- 2.15.6 Co-ordination activities with Principals of various institutes, HODs, ATPO, Placement Leads, Placement Coordinators and college officials of AEF for execution of campus recruitment drives.
- 2.15.7 Addressing the students on changing industry trends on technology and hiring regularly.
- 2.15.8 Collection of feedback from the companies coming for placement.
- 2.15.9 Assigning the duties to ATPO, Placement Leads and Coordinators for various activities of Placement Department.
- 2.15.10 Collect reports from ATPO, Placement Leads in regular intervals about company follow-up and report on the same to Management and Principal.
- 2.15.11 Conducting regular appraisals with Placement Leads, Placement coordinators, on company follow ups.
- 2.15.12 Conducting regular appraisals with Aptitude trainers on performance of students.
- 2.15.13 Placement activities /Drives hosted by AEF as Coordinator and Lead.

2.16 IT technician shall be responsible for,

- 2.16.1 Timely attending and resolving allotted complaints.
- 2.16.2 Maintenance of IT facilities as planned.
- 2.16.3 Repair, service and refurbishment of IT facilities.


2.17 Campus Supervisor shall,


- 2.17.1 Patrol and supervise college campus areas, classrooms, campus perimeter, restrooms and parking lots before, during and after college to enforce college rules and traffic control with regard to safety and student behavior.
- 2.17.2 Monitor visitors on the campus to ensure that they are properly authorized.
- 2.17.3 Respond to rule infractions; report serious violations of college rules to AO/Principal; report suspicious or unauthorized activities and/or vehicles to AO/Principal.

- 2.17.4 Conducts periodic checks to ensure the working condition of the infrastructure.
- 2.17.5 Bring the infrastructural related problems to the notice of the Site Engineer to get it resolved.
- 2.17.6 Operational Planning of transport facility and Logistics.
- 2.17.7 Monitor the proper functioning of college vehicles and for timely arrival from various locations to college.
- 2.17.8 Providing transportation for students and faculties for medical emergency.
- 2.17.9 Provide the additional transport facility to students and staff on need basis, as requested to Administrative Officer.
- 2.17.10 Arranging vehicles for guests, examination related works on need basis.
- 2.17.11 Arranging transport facility for academic, cultural, sports events as per plan.
- 2.17.12 In case of any repair or maintenance of vehicles, the campus supervisor will report to AEF transport section through AO and the vehicles will be en-routed to AEF transport office for further action.

2.18 Site Engineer shall

- 2.18.1 Act as day-to-day managers on a construction site, and the main source of technical advice and quality control for everyone working on it.
- 2.18.2 Involves leveling and surveying a site, checking drawings and quantities and ensuring the accuracy of calculations.
- 2.18.3 Make an entry of the infrastructural complaint raised by campus supervisor in the complaint register and initiates action through concerned section Technicians.
- 2.18.4 If any material is required to solve the problem, Engineer will bring it to the notice of Administrative Officer (AO).


Signature of Principal
PRINCIPAL
Alva's Institute of Engg. & Technology,
Mijar. MOOBBIDRI - 574 225, D.K


Signature of Chairman
CHAIRMAN
ALVA'S EDUCATION FOUNDATION (R)
MOOBBIDRI - 574 227 (D.K.)