DUTIES & RESPONSIBILITIES

AND

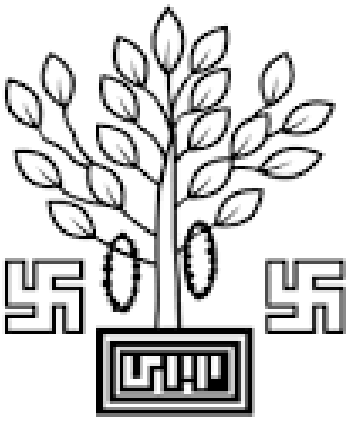
CODE OF CONDUCT

OF

TEACHING FACULTY

AND

TECHNICAL SUPPORT STAFF



DEPARTMENT OF SCIENCE & TECHNOLOGY

संयुक्त निदेशक (त.)
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बिहार, पटना

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CHAPTER I

INTRODUCTION

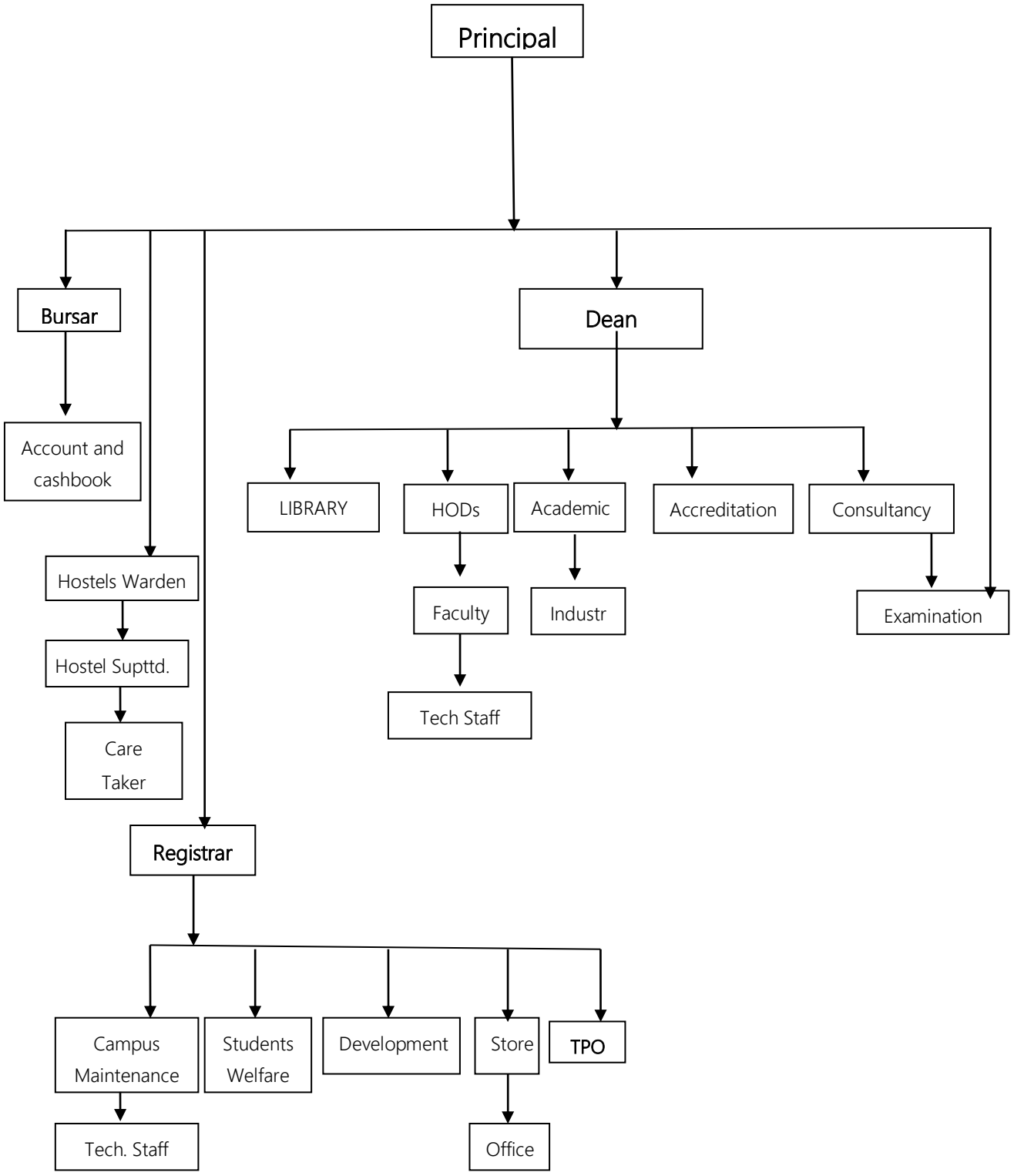
1.1 BACKGROUND

Technical institutions are like the heart of the body for the industrial society. These institutions are expected to supply personnel with up-to-date technical knowledge to industry and also to reorient the personnel periodically to keep the industry abreast with the latest technology. The development of Technical Education in Bihar began after the ”Mukhaymantri 7 Nischaya Programme” with special focus to strengthen the Technical Education of Bihar.

Bihar at present has 39 Institutions in the Government Sector and 64 in the Private (Non-Govt.) Sector. Setting up of a Institution involves committing substantial funds from State and national exchequer for this purpose. With the quantitative improvement in technical education, it is now imperative to bring qualitative improvement as well. The Department of Science and technology is making an effort to frame norms and duties of staff of Institutions. “Staff Hand Book” shall help in better conduct of activities and work in Institution. The activity therefore, must be based upon well-developed norms and standards so as to ensure optimum utilization of resources, facilities and infrastructure created for this purpose.

It is for this specific purpose of getting the best out of faculty and creating a sense of accountability towards teaching and the institution that a set of uniform guidelines for staff norms has been developed at the state level for all the categories of staff in the institutions.

1.2 ORGANIZATIONAL CHART



1.3 PURPOSE AND SCOPE

As faculty members of Govt. Engg College / Govt Institution (Technical Institution) of Bihar, they are responsible for contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms and standards set to guide their work. While every individual member is accountable for his/her action, as member of the Govt. Engg College / Govt Institution, they are collectively accountable for upholding those standards of behaviour and for compliance with all applicable rules, regulations and code of conduct.

This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties. These rules and regulations are not exhaustive and hence, the detailed instructions issued from time to time and the modifications made in these due to necessities have to be adopted by the faculty members.

1.4 APPLICABILITY AND INFRINGEMENTS

These rules and regulations and code of conduct prescribed applies to all full time faculty members, Guest faculty members, faculty members on contract/part- time employment, research scholars given teaching assignment attached to all departments of Govt Engg College / Govt Institution.

Adherence to these rules and regulations and code of conduct makes the faculty members responsible for bringing suspected infringement of any of the provisions to the attention of appropriate authority of the Technical institution. Raising such concern is a service to the Technical institution and will not jeopardize one's position or employment. Confirmed violations will result in suitable disciplinary action upto and including termination from employment or other relationships with the Technical institution. If need be, legal recourse may also be resorted against the concerned individuals.

CHAPTER II

GENERAL WORKING NORMS

2.1 CAMPUS WORKING HOURS.

1. College working hours are, normally from 9.00 a.m. to 5 p.m. However, those who have academic, administrative, examination or any other such work may follow 10 a.m to 5 p.m timing or any other timing as directed by HOD/Principal/Director /Principal Secretary.
2. A six day working schedule from Monday to Saturday is followed except second and fourth Saturdays. Classes are scheduled from 9.00 am to 5 p.m.
3. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
4. Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from HOD / Principal / Registrar and register his/her absence in movement register.
5. All Staff members shall compulsorily wear College ID while in the College premises.
6. Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal on Standard Discipline Report as per Disciplinary Rule of DST (Circulated vide Letter no.2634 dt:-27.102011).
7. Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
8. All members of staff are expected to present themselves in decent attire. Clothes like sleeveless tops, T-shirts, jeans etc. are not permitted.

2.2 WORKLOAD OF FACULTY

a) Working hours

i) All full-time faculty members should perform a minimum of 40 hours of work per week for the Technical institution on a 6 day week basis. The Technical institution has the right to fix the working hours and days depending upon the exigency/AICTE norms.

ii) The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.

Workload of a teacher should not be less than 40 hours a week, of which teaching contact hours should be as follows:

Principal	- 4 hours/week
HO D/Prof./ Assc. Prof. / Lecturers (Selection Grade)	- 14 hours/week
Asstt. Prof. / Lecturers	- 18 hours/week

The above mentioned is only minimum contact hours be assigned by the HOD. However, the faculty member is expected to devote his/her time for research, lesson preparation, valuation of test/assignment etc. He/she shall be present in the department during the working hours of the institution, unless, otherwise he/she goes on other official duties with prior permission from the competent authority.

A faculty member shall follow detailed instructions issued in this regard from time to time by the competent authority.

For the above stipulation, two tutorial hours/ two laboratory hours will be counted as one teaching hour. The head of institution under exigencies may have to make necessary changes. The above only provides a tentative guideline for framing up teaching and activity schedule and for calculation of staff requirements.

It may be mentioned here that the Engineering College / Institution teaching normally extends to 30 weeks in a year. Leaving 10 weeks for vacations, it is expected that the staff is involved in various institutional activities such as development maintenance and preparation of teaching materials during all the working hours of the institution during the remaining working days.

2.3 TEACHING DAYS

Every institution will have at least 180 full teaching days per year (or 90 full teaching days per semester). "Teaching days" here shall mean actual class room/ laboratory contact teaching man days and shall not include days of examinations/ sports etc.

2.4 ACADEMIC CALENDAR

Institutions shall follow the Academic Calendar as per prescribed by DST/SBTE/AICTE

The academic session and the teaching process shall commence on 1st July of the year (except for First Year).

For First year of the Program:

Ist Semester-	Commencement of Classes	-1st Aug
3rd and other Odd Semester-	Commencement of Classes	-1st July
Even Semester-	Commencement of Classes	-1st Jan
Ist Semester-	End of Classes	-30th November
3rd and other Odd Semester-	End of Classes	-15th November
Even Semester-	End of Classes	-30th April

CHAPTER III

3.0 DUTIES OF VARIOUS FUNCTIONARIES OF TECHNICAL INSTITUTIONS

3.1 PRINCIPAL

Principal is Chief Acadmic and Excutive Officer of the Institute who has the prime responsibility to run the Institute as per the directions of the State Government. His main duties are-

- Provide leadership to make Institution an institution of State/National Repute.
- To plan for the holistic development of institution.
- Setting up of Vision and Mission of the Institution
- Identify the resource persons for every activity of the institution
- Identify training needs of employees.
- Ensure effective teaching learning process.
- Observe discipline and culture in Institution.
- To conduct the affairs of the Institute with utmost integrity. Chief academic and executive officer of the institute who has the prime responsibility to run the institute as per the directions of the State Govt./Board of Governers.
- Annual magazine and report publication.
- Ensure compliance to NBA and prepare documentation
- Conduct periodic Monitoring of academic process
- Prepare Academic Calendar
- Preparing budget for each deptt with the help of HOD
- Compliance of AICTE, DTE and AKU / SBTE or any other regulatory authority of GOI/GOB's Direction
- Public relations and coordinating AICTE, DTE and SBTE
- Approve leave policy
- Approve expenses and propose budgetary requirement
- Inform defaults in conduct
- Encourage project and consultancy to faculty
- Recommend advances to discharge responsibility
- Approve industrial visit and recommend expenses
- Assigning work to faculty about academics
- Issue certificates such as bonafide, character certificate,provisional

passing certificate and all other student related work.

- Any work/direction assigned by DST,GOB, GOI or other regulatory authorities

3.2 Dean Academic or Academic Inchare

Dean Academic is Acadmic incharge of the Institute who has the prime responsibility to run the academic work of the Institute as per the directions of the State Government / University/ SBTE.

- To plan academic affairs of institution holistically.
- Publication of Academic Calendar.
- Identify training needs of staff and student.
- Ensure effective teaching learning process.
- Maintain discipline and culture in Institution.
- Publication of Annual magazine and report.
- Ensure compliance to NBA and prepare documentation
- Conduct periodic Monitoring of academic process
- Compliance of AICTE, DTE and AKU / SBTE or other regulatory authorities
- Public relations and coordinating AICTE, DTE and SBTE
- Encourage project and consultancy to faculty
- Assigning work to faculty about academics
- Any work assigned by the Principal in the interest of institute

3.3 REGISTRAR

Registrar is administrative Officer of the Institute who has the prime responsibility to run the Institute as per the directions of the State Government. The Registrar shall be the disciplinary authority of the employees of the Institution other than the teachers. His main duties are-

- To plan for the maintenance and development of institution.
- Manage the resource persons for every activity of the institution
- Observe employee conduct.
- Public relations and coordinating AICTE, DTE and SBTE
- Peruse leave of Non-teaching staff.
- Adminster expenses and prepare budgetary requirement
- Encourage project and consultancy to faculty
- Recommend advances to discharge responsibility
- Prepartion of certificates such as bonafide, character certificate,provisional passing certificate and all other student welfare work

- Any work assigned by the Principal in the interest of institute

3.4 PROF INCHARGE OF EXAMINATION/ CONTROLLER OF EXAMINATION

- Is a coordinator between the AKU / SBTE and Institute
- To conduct regular class test and term end examination for the students' during the semester
- To forward marks of internal/external examination to AKU / SBTE
- Prepare and display supervision time table examination results and invite applications for verification, reassessment of mark and forward it to AKU SBTE.
- To maintain a database of the record of current students as well as passed out students in order to convey the information as per requirement
- Any other duties/ work assigned from time to time
- Any work assigned by the Principal in the interest of institute

3.5 TRAINING AND PLACEMENT OFFICER/INCHARGE

- Appraise the student for job opportunities available
- Arrange in and out campus interviews
- Arrange visits to the industries/training for the students during the academic year
- Arrange expert lectures for students on technical or general topics
- Coordinate the training programs for technical and non- technical staff
- Maintain database of passed out, recruited and opted for higher studies students for further communication
- Any work assigned by the Principal in the interest of institute

3.6 HEAD OF DEPARTMENT

- To review progress in syllabus, laboratory resources in the department
- To implement college policies and procedures
- Ensure effective teaching and learning activities

- Propose evaluation methods of assessment of students
- To actively monitor and promote students
- To submit staff appraisal report to Principal
- To counsel the students and organize parent-teacher meeting
- To analyze the students feedback and take action for corrective measure from faculty and motivate the faculty for better performance
- To recommend the faculty for their excellent performance at higher authorities
- Maintenance of equipment, furniture in the lab/offfice/classroom
- To assist the Principal in timely procurement of equipment
- Annual physical verification of departmental laboratories, stores, shops. Get list prepared for write off, obsolescence removal etc.
- Smooth conduct of AKU / SBTE Internal, External Practical Oral examinations
- Enhancing capability of faculty through Career Development Program
- Interaction with industries and professional bodies
- To participate in the interview process for teaching post
- Any other assignments given by the Principal or administration
- Maintain the records of departmental activities and achievements
- Any work assigned by the Principal in the interest of institute

3.7 Associate prof. / Asst. Prof. / Lecturer

(i) ACADEMIC

- Teaching PG/UG Degree/Diploma courses including lectures, laboratory & tutorials.
- Students' Assessment & Evaluation including Examination work of the Technical institution/ Technical Board.

- Planning & implementation of Curriculum,Developing Resource Material & Design & development of laboratory instructions
- Participation in the Co curricular & Extracurricular activates, Student guidance & counseling & helping their character development, innovation in Technical Education.
- Promoting & coordinating Continuing Education Activates.
- Self development through Up-gradation of Knowledge & skills.
- Any work assigned by the Principal in the interest of institute

(ii) ADMINISTRATION

- Assisting in Institution / Department Administration. Planning & its implementation. Organizing R & D work in industrial problems & projects.
- Academic & Administrative management of institution Preparation of project proposals for funding.
- Providing Academic & Administrative leadership by participating development, administration & management of institutional facilities..
- Monitoring & Evaluation of academic activities in the institution.
- Participation policy & system planning at State , Regional & National level for development of Technical Education Assisting in resource mobilization for the institution.
- Maintaining Account ability , Developing , Updating & Maintaining MIS Conduct performance appraisal.

(iii) RESERCH & CONSULTANCY

- R & D work on industrial problems & projects.
- Publication of Technical papers in reputed journal.
- Promotion of industry institution collaboration & industry oriented R & D Organizing & coordinating consultancy services.
- Providing testing/ repair Services
- Follow guidelines by Dean R & D

(iv) EXTENSION

- Assisting in extension to the industry
- Contributing to community activities.

- Public relations & interaction with community Providing non formal/ distance mode of Education for benefit of community Promotion of Entrepreneurship & job creation
- Dissemination of knowledge.
- Technical support to Socially Relevant Projects

(v)To undertake any other duty as specified by higher authority not mentioned it the above.

3.8 WORKSHOP INSTRUCTOR

- Erection/installation/commissioning of equipment
- Procurement, storage, accounting of raw materials, fools and instruments
- Planning, scheduling, organizing, coordinating and monitoring workshop instructions and taks
- Issue of raw materials, tools and equipments for workshop jobs
- Plan, deliver and evaluate theoretical and workshop instruction.
- Guide the students in performance of practical tasks and skill exercises and evaluate their performance.
- Arrange for preventive and breakdown maintenance of institute machinery.
- Assist students and faculty members in the fabrication of their project work.
- Participate in professional development activities
- Assist the workshop superintendent in certain functions as and when necessary.
- Inculcate safety procedures and safety practices among students
- Any other duties/work assigned from time to time.

3.9 PEON

- Assist the Workshop in charge/Instructor in the performance of his duties.
- Routine maintenance of machines, work benches etc.
- Cleaning and arranging in order all equipments and furniture in the assigned shop.
- To maintain neatness and tidiness in the section/departments.
- To deliver the correspondence & files to the respective department & to collect similar correspondence.

- To arrange tables, cupboard in order as per instructions of the Superiors.
- To convey the messages to and fro as instructed by the Superiors.
- To carry out miscellaneous job such as display notice etc.
- To carry out routine tasks as closing of windows, locking of gates etc.
- To take Xerox and cyclostyling work as per instructions of the Superiors.
- Any other duties/work assigned form time to time.

CHAPTER - IV

Responsibilities of Faculty Members of Technical Institutions

4.1 CURRICULAR RELATED RESPOSIBILITY

4.1.1 Teaching and Learning

A faculty is responsible for,

i) Teaching of both core and elective courses in the field of his/her specialization as allocated by the Head of the Department for various programmes offered by the Technical institution.

ii) Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.

iii) Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/organization if the project is industry related one.

iv) Making the teaching more effective and interesting to the students by the use of multi-media teaching aids.

v) Making the laboratory and seminar classes more purposeful by examining the students orally either before or after the experiment/seminar to improve the student's understanding of the subject.

vi) Conducting the core / elective course as project based / experimental / activity based learning.

vii) Helping peer-assisted learning.

viii) On the whole, the teaching learning shall be learner centered ensuring learning outcome of different courses.

4.1.2 Course Planning and Material Preparation

i) The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.

ii) He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same.

iii) The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical phenomena or concept.

4.1.3 Examination, evaluation and grading

i) A faculty is required to set standard question papers to test the knowledge / analytical thinking of students and evaluate the answer scripts of courses not only taught by him/her, but also that assigned to him/her by the Dean/Head of Department/Controller of Examinations of the Technical institution.

ii) A faculty is required to conduct and invigilate any exam/test in the Technical institution. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department/Controller of Examinations of the Technical institution.

iii) A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only. Besides, he/she should indicate the mistakes on the script except for end semester examination, where no marking is permitted to be made on the script.

4.1.4 Maintenance of Records

i) Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD after the academic audit.

ii) Each faculty member is required to keep a file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit.

iii) If the faculty member is assigned to be the Class Adviser by the HOD, he/she

should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them. The Class Adviser shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class Adviser should also help the HOD in counselling the students performing poorly and the follow up action taken to improve the students' performance.

4.1.5 Monitoring of students' progress

i) The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Adviser so that the information can be sent to the parents/guardians.

ii) A faculty member is required to attend/organize the Class Committee Meeting either as a course teacher and/or as chairperson of the class committee and should actively participate in the deliberations there to improve the teaching-learning process.

iii) A faculty member may be required to be a Faculty Adviser to a group of students. He/she is then really a mentor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advice and counsel the students.

iv) A faculty member has to be thorough with the academic regulations of the programme offered by his/her Department and other instructions issued from time to time so that he/she can effectively guide the student.

v) As a Faculty Adviser, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till they leave the Technical institution.

4.1.6 Participation in Academic Developments

i) A faculty member should actively participate in curriculum preparation for new programmes/modification of existing programmes.
ii) Contribution to the preparation of new syllabus or updation of existing syllabus is also the responsibility of a faculty member pertaining to his/her specialization.

iii) A faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging areas relevant to the society, innovative curriculum and new methodology of teaching and evaluation.

iv) In order to be an effective in teaching learning process, he/she is required to update his/her knowledge by attending faculty development programmes, short–term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities.They may also enroll in one or more Professional Societies/Associations.

4.1.7 Punctuality and regularity

i) The faculty member shall not permit any student to attend the class after the stipulated time specified by the Technical institution so as to ensure

punctuality in attending class by the students.

ii) A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.

iii) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made.This will ensure better compliance of scheduled classes.

iv) A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.

v) The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD/Higher Authorities from time to time.

4.2 RESEARCH AND DEVELOPMENT

4.2.1 Academic research

i) As research is an inherent component of the functions of a AKU / SBTE, every faculty member shall take active efforts to make research contributions in his/her field of specialization.

ii) A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working, so that he/she either do it by himself/herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study under his/her supervision.

iii) Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of research work is improved but also time over-run can be avoided.

iv) As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the student's project work is very essential.

v) If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.

vi) Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with his/her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes.

vii) Faculty members can act as research supervisor for other Universities only with the prior permission of the competent authority. External research supervision will be permitted, only under special circumstances.

4.2.2 Research publications and books

i) As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.

ii) Faculty members should be encouraged to publish their research output only in SCI or SSCI journals and publications in non-referred or paid journals will not be

recognized.

iii) Faculty members shall also strive to file patents if their research output is felt new and novel.

iv) Depending upon the research content, the faculty member may also present papers in International/National level conferences,

v) Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by the international/National level publishers with ISBN/ISSN numbers.

vi) The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations, immediacy index, half-life, etc.

4.2.3 Sponsored and funded research projects

i) An important source of financing and professional recognition to the AKU / SBTE is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.

ii) The faculty member, who is a Principal Investigator, besides employing Project Associates, if the project proposal contemplates and the funding agency approves, can also use the services of students and research scholars, wherever possible.

iii) Many funding agencies provide funding assistance for establishment of centres of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centres.

iv) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies.

v) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or a computer software. In order to get recognition not only for the faculty, but also, for the institution, he/she should take efforts to obtain Patent/Intellectual Property Right (IPR) so that nobody could copy them.

vi) Cash incentives, as may be decided by the Management, will be given to those faculty members for funded research/projects secured, research papers and books published and patents obtained.

4.3 CONSULTANCY AND EXTENSION ACTIVITIES

4.3.1 Consultancy projects

i) Executing consultancy works for the state and private organizations is another important source of financial resource to the Technical Institution.

A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies.

ii) To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.

iii) A faculty member should constantly update his/her knowledge, familiarize himself/herself with the problem of industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of industry.

iv) Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE) or other Industrial Associations will also help to understand the problem of industry.

4.3.2 Extension activities

i) A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self supporting or sponsored ones.

ii) Conduct of continuing education programmes/structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the Technical institution. A faculty member can organize such programmes either one time or on continual basis year on year.

iii) Extension activities could include various community oriented services, preferably using the expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.

4.4 INVOLVEMENT IN DEVELOPMENT ACTIVITIES

4.4.1 Laboratory Development & Maintenance

i) A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/instruments/computer software/computer control of machines or processes.

ii) Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental setup for use by students.

iii) As a member of the faculty, he/she should ensure that the various machinery and equipment in the laboratory and workshop are maintained in working condition and are used effectively both for academic requirement, project

works and research related activities.

iv) In case, a faculty member is assigned to be in charge of laboratory or workshop, he/she has to oversee the work of technical staff of the laboratory, besides arranging for periodical maintenance/repair and recalibration wherever necessary.

v) As one in charge of laboratory, he/she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of over aged/unserviceable equipment, besides their safe custody.

4.4.2 Purchase of items for the laboratory

i) As one in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HOD and finalise it before inclusion in the overall budget proposal of the Department.

ii) As one in charge of laboratory has to initiate proposals for the purchase of consumables and equipment for his/her laboratory and take follow up action till it is procured and taken into stock.

iii) The faculty member should help the Professor in charge of purchase or the HOD in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before the Purchase Committee.

iv) Once the budget proposals are approved by the management, the faculty in charge of the laboratory/workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/she has to prepare revised budget proposal through the HOD.

v) The faculty member shall follow the detailed guidelines/procedure issued by the Technical institution with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.

4.4.3 Co-Curricular activities

i) A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department or Technical institution.

ii) A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HOD.

iii) A faculty member if nominated as an Office-bearer such as Treasurer, Adviser of Professional Society functioning in the Department/Technical institution he/she shall perform such duties accordingly.

iv) A faculty member is required to help the Professional Societies in organizing annual events such as symposium, technical contest, quiz, and also in the

interaction with the parent bodies (e.g. ASME, IEEE etc.) to promote the student chapter of the professional bodies.

v) A faculty member is required to coordinate National / International conferences / seminars / symposium / workshop.

vi) A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, etc.

4.4.4 Extra-curricular activities (Co-administrative Activities)

i) A faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.

ii) A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.

iii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature.

iv) A faculty member if required to help the HOD in all administrative matters like distribution of hall tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.

v) The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/Technical institution organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.

vi) Faculty members are liable to be assigned the responsibility of Residential Tutor/Deputy Warden of the hostels run for the benefit of students for a specific period of time and for this service they shall be given perquisites in addition to their salary.

vii) All faculty members areexpected to oversee the students go to the class on time and not loitering in the campus.

viii) Faculty members should also take part in activities related to NCC, NSS, NSO, Red Cross Society, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position.

ix) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

CHAPTER - V

Responsibilities Of Technical Support Staff In Technical Institutions

5.1 PRACTICAL CLASSES

5.1.1 Science Laboratories

The technical supporting staffs are employed in the laboratories of various science departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible for

i) Arranging the equipment/instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.

ii) Issuing instruments to the students based on the instructions of the faculty under due acknowledgement of the students for conducting experiments.

iii) Receiving of the gadgets/instruments issued to students, after checking for any malfunctioning, damage caused etc., and reporting to the faculty member any damages etc., if noticed.

iv) While the faculty member in charge of the practical class is responsible for issuing instructions as how to conduct experiment, the technical support member should refrain from prompting the students.

v) While the students conduct experiment, it is the duty of the technical staff to help the faculty member in ensuring that the students do not cause damage to the equipment due to wrong operation or mishandling.

vi) After the laboratory class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use

vii) Being the custodian of lab, in case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the Office at the end of the semester to effect recovery from the student concerned.

viii) Wherever items/chemicals which are harmful, the supporting staff should watch to avoid misuse by students in the interest of the safety of students.

ix) Carry out any other work assigned to them by staff in charge and HOD.

5.1.2 Workshops

The technical staff such as Instructors and Technicians are employed in the Workshop primarily to coach the students in technical skills involving machining etc. While the faculty member in charge of the Workshop class is responsible for briefing the students about the exercise, the theory behind it, precaution to be adopted etc., the technical staff is responsible for

i) Issuing of tools and gadgets required for carrying out the exercise assigned to the student and receiving it back after the class is over.

ii) Coaching the students as how to operate the machine, mounting of tool, carrying out machining operation, etc.

iii) Helping the students in grinding the blunt tool, so that the students acquire the skill involved in it.

iv) Adjusting the machine tool, ensuring that they are kept clean after the students complete their exercises.

v) Coaching the students in handling of hand tools involved in carpentry work, helping the student in learning simple carpentry works.

vi) Coaching the students in fitting and welding activities, and in plumbing works.

vii) Demonstrating to the students the steps involved in foundry and smithy related activities as per the instruction of faculty in charge of laboratory / practical class.

viii) Keep a watch on the students so that they handle tools safely and securely in the interest of safety of students.

ix) Technical staff should communicate with the students in English during Lab Classes.

x) Carry out any other work assigned to them by staff in charge and HOD.

5.1.3 Testing and machine oriented laboratories

There are many laboratories, wherein the students are given practical exposure in conducting tests, which involve sophisticated and costly machineries. The technical staff provides support services to the faculty member in charge of the practical class in coaching the students. Their responsibilities include.

ii) Helping the students in the preparation of specimens required as per the instruction of faculty for conducting the test. The technician should avoid doing by himself instead of the students.

iii) Providing assistance if needed by the students in mounting the specimen and in handling the equipment or machinery so as to ensure that the equipment is not damaged.

iv) Issue of necessary consumables from the sub stock required by the students for conducting the experiment and accounting it properly.

v) Keeping the testing equipment/machinery in operable condition by checking them when the laboratory classes are not held.

vi) Proper custody of all tools, gadgets, measuring instruments and other items of the laboratories and issue to the students and receipt back after the experiment is over.

vii) Maintenance of the laboratory cleanness.

viii) Carry out any other work assigned to them by staff in charge and HOD.

5.1.4 Electrical and Electronics laboratories

ii) to assist the faculty in charge of laboratory practical class for an effective and orderly conduct of practical courses.

iii) to ensure whether all the equipment and machineries are in proper working condition before the commencement of lab classes.

iv) to ensure the safety of the students during lab classes by carefully following the safety instructions.

v) to issue the required meters, instruments, components etc., to the students during practical classes and receiving the same back after completion of experiment.

vi) to help the students in the circuit debugging measurement observation, etc., in the regular lab classes.

vii) keeping the working tables in their respective labs always in working condition by proper maintenance.

viii) to help the students in the fabrication of working models, as a part of their project work.

ix) Maintenance of the laboratory clean.

x) Carry out any other work assigned to them by staff in charge and HOD.

5.1.5 Computer related laboratories

i) Routine maintenance of all computer systems, UPS and other peripherals related to laboratory.

ii) Assisting the faculty in charge of laboratory class, so far as it relates to the hardware and system software problems.

iii) If a system is in warranty period or in maintenance contract, wherever it develops defects, call the concerned company technical staff for fixing the defects.

iv) Maintenance of computers attached to the Technical institution office and senior officials like Vice-Chancellor, Registrar, Director and Deans.

v) Maintenance of networking of the laboratory concerned.

vi) Creation of new login during the commencement of semester for the students, so that students can do new exercises during the semester.

vii) Attending to the problem faced by students with respect to hardware and system softwares.

viii) Arranging LCD projector to the class room, conference hall, seminar hall, etc., as and when needed.

ix) Loading specific software and upgrading of system to meet the specific requirement of students during project works.

x) Maintenance of all software packages attached to the laboratory. Removal of viruses in the system as and when affected.

xi) Switching off the systems and air conditioners when students are not using the laboratory to save energy consumption.

xii) Reporting to the faculty member if the technical staff notice any misuse of the system by students.

xiii) Keeping the laboratory clean.

xiv)To carry out work assigned to them by staff in charge of Laboratory or HOD.

5.2 CLEANLINESS AND MAINTENANCE

With regard to cleanliness and maintenance the duties and responsibilities of technical staff include,

i) Ensuring that the laboratory/workshop, in which the technical staffs are posted is kept clean and neat by using the sweepers posted for the purpose.

ii) All the equipment / machinery should be maintained so that they are in good working condition always. In case of any fault/defect, it should be brought to the notice of the faculty in charge of the laboratory and take prompt action to rectify the defects.

iii) The technical staff should ensure that the garbage accumulated in the laboratory or in the vicinity outside the laboratory are cleaned by the cleaning staff of the Technical institution posted for the purpose.

iv) All safety items like fire extinguisher etc., should be kept in working condition and first aid materials are kept in the box to be used in case of emergency.

v) Many equipment/measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of faculty in charge or getting it done by outside agencies wherever it is needed.

vi) Maintenance and exhibition of charts and other learning materials in the laboratory as per the instructions of the laboratory in charge is also the responsibility of technical staff.

vii) The technical staff should bring it to the notice of faculty in charge about unserviceable items and items to be condemned. He/she should also help him/her in taking action to dispose them.

viii)All the machineries and equipment are to be cleaned regularly by technical staff.

5.3 RECORD KEEPING

Though the overall responsibility for the maintenance and upkeep of records pertaining to the laboratory is vested with The faculty member in charge of the laboratory, the technical staff is responsible for,

i) Maintaining the stock register for both consumable and non-consumable items by making entries then and there, and getting it attested by the faculty member.

ii) Keeping the store room / cupboard wherein the tools, gadgets, etc., are stocked securely and safely and issue to the students on the instruction of the faculty under proper acknowledgement only.

iii) Helping the faculty in reconciliation of stock of items if any discrepancy pointed out by the stock verification team.

iv) Maintenance of register regarding breakage of item by students while doing experiment, preparing the statement duly attested by the faculty member at the end of semester for forwarding to the office to effect recovery.

v) Maintaining all instruction manuals and record note books submitted by students to the faculty for correction and redistribution back to the students.

5.4 INVOLVEMENT IN DEVELOPMENTAL ACTIVITIES

5.4.1 Laboratory development

i) The technical staff should contribute in the efforts of the faculty member in developing new experiments as and when needed.

ii) Especially in project works, the students do come up with lots of new ideas. The technical staff with the approval of the project guide and the laboratory in charge should help the students in fabricating/assembling the experimental set up or developing gadget using the laboratory facilities.

iii) Whenever new equipment/machinery are purchased, the technical staff should ensure their fullest co-operation to the faculty in charge in the installation of equipment.

5.4.2 Research related

i) Whatever experimental set up needed by the Ph.D./M.S./M.Phil. researchers, the technical staff should assist the research scholar with the approval of the laboratory in charge.

ii) Not only help in preparing the experimental set up wherever needed, the technical staff shall assist the researcher in taking readings/measurements and in the operation of the gadget.

iii) As a Technical institution, emphasis will be on sponsored research projects and consultancy, many research projects involve experiments, testing etc. Therefore, the technical staff of the laboratory should extend co-operation and help to the project co-ordinator and project associates in their endeavour.

iv) Even if the work involves beyond the working hours of the institution, technical staff will have to render assistance to the project co-ordinators.

5.4.3 Testing for outside agencies

The institution may get request for testing components, materials etc., for certification from different sources. While conducting testing along with the faculty member, the technical staff should take utmost precaution in preparing samples and careful in testing, so that the credibility is ensured in certification.

5.5 EXAMINATION RELATED ACTIVITIES

The duties and responsibilities during practical examination are as follows:

i) Issue of instruments and other equipment to the students as per the instruction of examiners appointed for the purpose.

ii) Desist from revealing to the students any confidential information relating to the content and scope of the practical test given to the students.

iii) Desist from giving any prompt or assistance to the students, who are undergoing examination thereby not jeopardizing the sanctity of the examination.

iv) Checking all the equipment, machinery and tools for any defect and rectify the same so that the students do not face any difficulty during examination.

5.6 WORKLOAD

i) A full time technical staff should perform a minimum of 34 hours of work per week for the Technical institution on a 5-day week basis. The Technical institution has the right to fix the working hours and days depending upon the exigency.

ii) The 34 hours is only the minimum, but a technical staff is expected to devote more time to help faculty in connection with the execution of sponsored projects, consultancy work, continuing education, summer courses, etc.,

iii) It is quite likely in some semesters, there may not be much work in a particular laboratory.Therefore, the HOD concerned will redeploy the technical staff depending on the need so that the workload is even out among the staff of thedepartment.

CHAPTER - VI

6.1 Code Of Conduct For Faculty Members

6.1.1 Faculty Member and Student

The faculty member plays a pivotal role not only in attaining the general aims of education, but also in the realization of the mission, goals and objectives of the Technical institution in which he/she is a member. He/she has to make all efforts for the physical, mental and intellectual development of students. In particular a faculty member shall strive to achieve,

i) to accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.

ii) to make regular contribution for the personal development of students, while looking after their interest and welfare.

iii) to be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.

iv) not to disclose confidential information about students to anyone except to authorized persons/agency or in the interest of law.

v) To be fair and to assess the students impartially and only on merit/performance.

vi) to have respect for and an affectionate and friendly attitude towards all students and help them to improve their behaviour unmindful of some untoward events if occurred, rather than having feeling of revenge.

vii) to abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.

6.1.2 Faculty Member and Parents / Guardian

A faculty member is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students. The faculty member should

i) respect the prerogative of parents/guardian to look after the interest of students.

ii) develop friendly and co-operative relations with parents/guardian.

iii) monitor the progress and share information about the students with the parents/guardian and also receive information about the students from them, which is essential for the development of students.

iv) bring to the notice of the parents/guardian any short comings/behaviour noticed which the faculty feel, the parents should know.

6.1.3 Relationship with Colleagues

A faculty member is expected to develop fraternal relations with his/her colleagues to have proper interpersonal team spirit. In particular, he/she should

i) move with his/her colleagues in the Technical institution in a manner that he/she expects them to move with him/her.

ii) extend co-operation with his/her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his/her profession.

iii) eschew writing anonymous letters to the authorities about his/her colleagues.

iv) desist spreading rumors or wrong news about his/her colleagues to express his/her displeasure.

v) resist the temptation of harming the teaching community for self-interests.

vi) refrain from passing information about colleagues to any individual or agency without his/her express permission.

6.1.4 Faculty Member with Management

A faculty member is expected to develop proper rapport with the employer viz. Management of the Technical institution. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

i) Perform all professional activities through proper channel.

ii) Do not discuss with unauthorized individuals about professional and secret information.

iii) Look for promotion/elevation only on grounds of competence/performance.

iv) Do not expect appointment or promotion out of turn, based on favouritism or against professional ethics.

v) Honour the provision of the bilateral agreement viz. bond/undertaking, which the faculty member committed/entered with the employer viz. Technical institution.

vi) Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the Technical institution.

vii) Co-operate whole heartedly with the authorities of the Technical institution in the fulfillment of educational policies in conformity with professional responsibilities.

viii) Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the student's interest.

ix) Conduct the Technical institution's transaction with utmost honesty, accuracy and fairness.

x) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.

xi) Get the approval from appropriate authority empowered by the Technical institution to take up sponsored funded projects, though faculty members normally encouraged to do so, since such acceptance of an agreement will create a legal obligation on the part of the Technical institution to comply with the terms and conditions of the agreement. Only such authority can enter into the agreement on behalf of the Technical institution.

xii) Should follow all norms and standards set by the Technical institution for the faculty from time to time.

6.1.5 USE OF TECHNICAL INSTITUTION RESOURCES

The Technical institution resources include, but limited to, the use of telephone data communication and networking services, Technical institution domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others.

These resources must be used only for the purposes of the Technical institution. They should not be used for personal gain, and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.

6.1.6 FACULTY AND PROFESSIONAL CAREER

An unceasing effort for professional development only ensures the dignity of a faculty member. The measures that would be helpful in ensuing professionalism include,

i) Continuous updating of knowledge and having greater involvement in research, industrial interaction, attending of conferences, seminars, etc.

ii) Having active participation in professional bodies meant for promoting and disseminating of advances in the knowledge frontiers in the field.

iii) Attracting bright youngsters to the academic profession through adoption of teaching norms.

iv) Making teaching more purposeful through active participation in educational planning such as program design, curriculum and syllabi development, etc.

v) Adherence to professional ethics, standards and values, whether supervised or unsupervised.

6.1.7 REPRESENTATION AND GRIEVANCE REDRESSAL

i) A faculty member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (eg. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her school/department.

ii) Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.

iii) Faculty member, who is affected, should address his/her problem through proper channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities.

6.1.8 FACULTY MEMBER AND SOCIETY

The activities of a faculty member are not only related to the Technical institution but also have a serious impact on common social interests.

Therefore, the following aspects merit consideration in this regard.

i) adherence to desirable standards expected of professionals by the Technical institution.

ii) Participation in diverse activities of the community as a responsible citizen.

iii) Soliciting public co-operation in the promotion of educational programmes.

iv) Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

6.1.9 CONFLICT OF INTEREST/COMMITMENT

A faculty member owes his/her primary professional allegiance to the Technical institution and its mission to engage in the highest level of education, research and scholarship. He/she is committed to devote his/her time fully to academic, research, consultancy, extension and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the Technical institution working hours is strictly prohibited.

6.1.10 MISCELLANEOUS RULES OF CONDUCT

The following are the miscellaneous items of rules of conduct, which a faculty member is expected to follow.

i) If a faculty member wishes to stand for election to any local body, State Legislative Assembly or Parliament, he/she shall seek the permission from appropriate authority and take leave for the period of his/her election campaign. He/she shall also take such leave as is due to his/her or leave without pay so long as he remains a member of the elected body of which he/she is a member.

ii) A faculty member shall not indulge in any adverse criticism of the Technical institution and its officers by means of any article, broadcast or any other document or statement.

iii) A faculty member is entitled to protection by the Technical institution if he/she is subjected to any libel in the discharge of his/her duties.

iv) A faculty member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty.

v) Use of cell phones by students in the Technical institution campus during working hours is discouraged and hence the faculty member has to set an example. They should not use them during class hours, meetings, the open premises, etc., while they are free to use them in their cabin.

vi) Faculty member shall not start private Business Organization, Association of his own or in partnership of his spouse or siblings, without prior information and permission of the Technical institution even if it is not pre judicial to his/her duties and even if it is non profiteering.

vii) Notwithstanding the rules and regulations and code of conduct specified in this document, all faculty members should follow the various rules and regulations framed, instructions issued by the Technical institution from time to time in true letter and spirit.

CHAPTER- VII

Code Of Conduct For Technical Support Staff

As members of technical category staff, their responsibility in providing necessary support services in imparting education, research and extension activities of the Technical institution and in the administration of the Technical institution is enormous. They are responsible for sustaining the highest ethical standards of the Technical institution and the broader community in which they function. This code serves as a guide to all the members of both the category.

7.1 APPLICABILITY AND VIOLATIONS

The members should bring to the attention of appropriate authority any suspected violations of any of the provisions of these rules and regulations. Raising such a concern is a service to the Technical institution and will not jeopardize one's position or employment. Proved violations will result in suitable disciplinary action upto and including termination from employment of the Technical institution. If needed, legal recourse may also be resorted against the concerned individuals depending on the gravity of violations.

7.2 RELATIONSHIP WITH STUDENTS

While the aim of the Technical institution is to ensure overall development of students as a responsible citizens of India, the technical and administrative staff should strive to achieve,

i) Just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.

ii) Making regular contribution for the personal development of students, while looking after their interest and welfare.

iii) Not disclosing confidential information about students, which the member knows, to anyone other than the authorized persons/agency or in the interest of law.

iv) Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behaviour.

(v) Abstaining from indulging in any corrupt practices with the students by showing favour of any kind.

(vi) Dealing with parents/guardian of wards politely and compassionately when they approach the technical supporting staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.

(vii) Trying to integrate the values of integrity, honesty and fairness and desire in all the dealings by the staff, since the Technical institution values them.

7.3 RELATIONSHIP WITH FACULTY MEMBERS

As the technical and administrative staff are expected to work closely with the faculty of the Technical institution in day to day activities, the staff should

(i) respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.

(ii) develop friendly and co-operative relationship with the faculty members.

(iii) Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship.

(iv) not to transgress his/her defined role in the interest of discharge of assigned duties and responsibilities.

(v) provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.

7.4 RELATIONSHIP WITH COLLEAGUES

A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,

i) move with his/her colleagues in the Technical institution in a manner that he/she expect them to move with him/her.

ii) extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.

iii) eschew writing anonymous letters in self interest to the authorities about his/her colleagues thereby harming others' self interest.

iv) desist spreading rumors or wrong news about his/her colleagues to express his/her displeasure.

v) refrain from passing information about colleagues to any individual or agency without his/her express permission.

7.5 RELATIONSHIP WITH MANAGEMENT

A member is expected to develop proper rapport with the employer viz. Management of the Technical institution. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

i) Perform all professional activities through proper channels.

ii) Do not discuss with unauthorized individuals about professional and other information pertaining to the Technical institution.

iii) Look for promotion/elevation only on grounds of competence/performance.

iv) Do not expect appointment or promotion out of turn, based on favouritism or against professional interest/ethics.

v) Honour the provision of the bilateral agreement viz. bond/Technical institution, which the member committed/entered with the employer viz. Technical institution.

vi) Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the Technical institution.

vii) Co-operate whole heartedly with the authorities of the Technical institution in the fulfillment of mission and goals of Technical institution by performing his/her role in a professional manner.

viii) Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the interest of Technical institution.

ix) Every member is required to conduct the Technical institution's transaction with utmost honesty, integrity and fairness.

x) Avoid unethical practices even on the grounds that it is 'customary'. Expediency and should never compromise integrity.

xi) Should follow all norms and job details assigned by the Technical institution to the member from time to time with dedication.

7.6 USE OF TECHNICAL INSTITUTION RESOURCES

The Technical institution resources include, but limited to, the use of telephone systems, data communication and networking services, Technical institution domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others.

These resources must be used only for the purposes of the Technical institution activity.They should not be used for personal gain and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.

7.7 REPRESETATION AND GRIEVANCE REDRESSAL

i) A staff member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate

to report suspected violations to the immediate superior (eg. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her department.

ii) Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.

iii) The affected member should address his/her problem through channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities.

7.8 RELATIONSHIP WITH SOCIETY

The activities of a member of technical supporting staff are not only related to the Technical institution but also have a serious impact on common social interests. Therefore, the following aspects merit consideration in this regard.

i) Adherence to desirable standards expected of the Technical institution by the society.

ii) Participation in diverse activities of the community as a good citizen

iii) Soliciting public co-operation in the educational programmes of the Technical institution.

iv) Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

7.9 CONFLICT OF INTEREST/COMMITMENT

A staff member owes his/her primary professional allegiance to the Technical institution and its mission to engage in the highest level of education, research and extension activities. He/she is committed to devote his/her time fully to academic, research, consultancy, extension and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the Technical institution working hours.

7.10 MISCELLANEOUS RULES OF CONDUCT

The following are the miscellaneous items of rules of conduct, which a member is expected to follow.If any member wishes to stand for election to any local body, State Assembly or Parliament,

i) He/she shall seek the permission from appropriate authority and take leave for the period of his/her election campaign. He/she shall also take such leave

as is due to his/her or leave without pay so long as he/she remains a member of the elected body of which he/she is a member.

ii) A staff member shall not indulge in any adverse criticism of the Technical institution and

its officers by means of any article, broadcast or any other document or statement.

iii) A staff member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty.

iv) Use of cell phones by students in the Technical institution campus during working hours is discouraged and hence a technical staff member should not use them during practical class hours, meetings, etc.

v) Notwithstanding rules and regulations and code of conduct specified this document, all technical and administrative staff should follow the various rules and regulations framed, instructions issued by the Technical institution from time to time in true letter and spirit.

CHAPTER- VIII

DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF ADMINISTRATIVE AND TECHNICAL STAFF

8.1 SCOPE

As employees of the Govt Engg College / Govt Institution, the administrative and technical staff have to follow the rules & regulations and code of conduct prescribed in performing their duties so as to ensure the set standards achieved. These rules and regulations and code of conduct are applicable to all full time and part time staff members working either on time scale of pay or on consolidated pay attached to the Technical institution.

8.2 DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF

8.2.1 GENERAL ADMINISTRATION

a) Secretarial Work

As a deemed to be Technical institution, there are many statutory committees like Management Committee, Finance Committee, Academic Council, Board of Studies, etc. The work relating to these bodies include,

i) Issue of notices to the members requesting them to attend various meetings following established procedures and conventions on instruction from appropriate authority.

ii) Calling for subjects for inclusion in the agenda from the Dean/Director/Head of Department, compile them and prepare agenda and notes for discussion in the various statutory body meetings after getting approval from the appropriate authority.

iii) Sending agenda and notes to the members of various committees.

iv) Keeping record of the minutes of the meetings and communications of minutes/orders issued, after obtaining approval.

v) Maintenance of all important documents such as Memorandum of Association (MoA), Bye-laws and carrying out changes/modifications as and when necessary after approval by appropriate bodies, without destroying the immediately past versions.

vi) Seeking the approval of/information to the AKU,SBTE, AICTE and other regulatory bodies, as the case may be, wherever necessary for the changes/modifications made.

vii) Maintenance of all attendance registers and minutes of various committee meetings and maintaining confidentiality of information, where it is essential in the interest of the Technical institution.

viii) Communicating and putting up notes.

b) Dealing with UGC/ SBTE/AICTE/ and Accrediting Agencies

The responsibility of the administration includes:

i) Initiating all necessary actions in time to get extension of the deemed Technical institution status since the conferment has to be extended after the expiry of the stipulated period.

ii) Furnishing all returns called for by the UGC,AKU, AICTE and other bodies who has supervisory/overseeing powers with regard to the programmes offered by the Technical institution.

iii) Taking all actions and doing all correspondence relating to securing accreditation from NBA or other accrediting bodies, from whom the Technical institution may decide to get.

iv) Furnishing of compliance reports and providing the details called for by the agency.

c) Collaboration with other Universities

i) All correspondences and pursuing actions relating to collaboration dealings with other Universities/Institutions in India and abroad.

ii) Taking steps to sign of Memorandum of Undertaking (MoU) with industries and other institutions and following it up.

iii) Keeping of all records relating to collaboration and following it up with the Deans/HODs of the Technical institution.

iv) Looking after all other related activities pertaining to collaborations.

8.2.2 BUDGET, ACCOUNTS AND FINANCE RELATED ACTIVITIES BY THE FINANCE SECTION

a) Budget preparation

Budget is an important instrument for the control of expenditure and financial management of the Technical institution. The duties and responsibilities of administrative staff include,

i) Calling for budget details both for consumables and non-consumables from the Departments of the Technical institution.

ii) Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned.

iii) Calling for budget modification if any from the Departments, compiling, securing approval for revised budget and communication back to Departments.

iv) Bringing to the notice of appropriate authority timely if any deviation noticed

timely so that necessary control can be exercised.

b) Account keeping and compilation

i) Keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the approved procedure/manual.

ii) Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet.

iii) Management of accounts receivables by taking prompt action to recover the amount due to the Technical institution.

iv) Receipt of semester fees and other fees from the students accounting them and attending to all other issues relating to that.

v) Accounting of caution deposit of students and refund/adjustment as the case may be.

vi) Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the authority concerned.

vii) Management of all payables by the Technical institution by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.

c) Fund Management

i) Investment of funds received from government and from income realized from students as per the decision of the government.

ii) Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditure.

iii) Keeping the funds received as grant for sponsored and funded research projects in separate account and incurring expenditure only for the purpose it is granted.

d) Salary and wages

i) Preparation of all pay bill, arrears bill and supplementary bills of all employees, drawl and disbursement to the concerned person as per the established procedure.

ii) Maintenance of accounts pertaining to statutory deductions like provident fund, property tax, etc.

iii) Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentives related payment to the faculty and staff.

iv) Dealing with all matters relating to income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns and issue of tax deduction certificate, etc.

v) Deduction of professional tax and remittance to appropriate authorities under the Act.

vi) Drawl of payment towards encashment of leave, leave salary, statutory payment like gratuity and recovery of dues from employees.

vii) Dealing with all other matters related to drawl & payment and recovery from the employees of the Technical institution.

viii) Dealing with all matters relating to sanction of advances to employees, and recovery / adjustment of the same.

8.2.3 PERSONNEL RELATED ACTIVITIES (Establishment/Administration Section)

a) Recruitment of staff

(i) Working out staff requirement comprising faculty, technical and administrative staff as per the norms fixed and obtaining necessary sanction from the appropriate authority.

(ii) Maintenance of establishment list category-wise and taking action to fill up the position on approval from the authority concern.

(iii) Putting up proposal for sanctioning additional staff as and when new programmes are added and/or expanded, etc., after getting necessary proposals from the concerned Head of Department.

(iv) Issuing of advertisement, receiving applications, short-listing candidates by test/experience, etc. by the Department and putting up the short listed candidates to the appropriate selection committees constituted for interview and selection.

(v) Issuing of appointment orders to the selected candidates after approval by the competent authority.

(vi) Maintenance of qualifications fixed for various positions in different category of staff. Taking action to fix qualification for recruitment if and when new positions are created.

b) Service related matters

(i) All matters relating to probation, regularization for all categories of staff promptly.

(ii) Receipt of all annual performance appraisal forms from the Departments, initial scrutiny for missing details and submission to the review committee.

(iii) Arranging for the conduct of annual review for all categories of staff and sanction of increment.

(iv) Arranging for special reviews for career advancement/promotion by the committee constituted and issue of orders thereafter.

(v) Maintenance of all service records of all employees and periodic updating.

(vi) Matters relating to deputation of employees for higher studies in India or abroad.

(vii) All matters relating to deputation of faculty to attend conferences//seminars /workshops either in India or abroad.

(viii) Issue of certificate such as service certificate, experience certificate, etc., after obtaining approval from the authority concerned.

c) Retirement, severance and disciplinary action

(i) Processing of resignation request of employees after checking his/her condition of appointment and the policy of the Technical institution.

(ii) Issuing relief order through the Department concerned only on satisfying all conditions prescribed, and after getting no dues certificate.

(iii) Maintaining the retirement date of employees and taking prompt action to relieve him/her following the due procedure prescribed.

(iv) Issuing certificate/experience certificate only on completion of all formalities.

(v) All matters relating to disciplinary action against employees for offences committed, dereliction of duty, etc.

(vi) All correspondence and files relating to legal action against any employee if and when such action pursued by the Technical institution.

8.2.4 ACADEMIC RELATED MATTERS

a) New academic programme

(i) Processing of proposals received from the Heads of Departments and from others for starting new academic programmes in the Technical institution.

(ii) Securing the approval of the Board of Management after due examination in the concerned Board of Studies and Academic Council.

(iii) All correspondences relating to securing of approvals or furnishing of information relating to new programmes.

b) Admission of students

(i) Issuing advertisements calling for application for various programmes offered by the Technical institution and processing of applications.

(ii) All correspondences relating to admission of students in various programmes and all issues relating to admission.

(iii) Verification of all certificates of students for validity before admission.

(iv) Checking for equivalence of eligibility conditions for various programmes especially in respect of students migrating from other Universities.

c) Maintenance of student records

(i) Maintenance of all information relating to every student pursuing programme in the Technical institution in proper form and to retrieve them as and when necessary.

(ii) Safe custody of all original certificates received from students for verification and safe return of them after verification.

d) Scholarships, bank loan and research fellowships

(i) Issuing certificates to students to secure loan from Banks for pursuing education in the Technical institution.

(ii) All matters relating to securing scholarship for students, who apply to various agencies awarding scholarships.

(iii) Matters relating to award of merit scholarship, fee waiver, etc., by the Technical institution for meritorious students.

(iv) Distribution of cash award, prize, etc., to students who secure ranks in the examination as per the scheme of Technical institution.

(v) Forwarding the applications of research scholars and pursuing with UGC and other agencies for the award of research fellowships under various schemes.

e) Disciplinary action

(i) Dealing with matters relating to constitution of enquiry committee on issues relating to disciplinary action, securing the report and pursuing disciplinary action against the student(s) concerned.

(ii) Pursuing matters relating to cases filed by student in the courts to defend the Technical institution.

(iii) Processing of complaints received from parents of students and others and pursuing action till completion of the process.

(iv) Dealing on priority basis disciplinary action relating to ragging by students.

f) Student professional bodies

(i) All matters relating to student professional bodies in the various Departments with regard to approval from administration.

(ii) Sanction of advance for various events organized by the professional bodies and final settlement/adjustment of accounts by the Department concerned.

g) Issue of Transfer certificates & Hall tickets, etc.

(i) Issue of transfer certificate and other certificates signed by appropriate authority to the students when they leave the Technical institution after completion of programme/discontinuance the programme.

(ii) Distribution of Hall tickets to the students after ensuring their compliance of conditions stipulated in the regulations for the end semester examinations.

(iii) Any other issues relating to students' academic activities.

8.2.5 EXAMINATION RELATED MATTERS

As a deemed to be Technical institution, the responsibility for scheduling and conducting of end semester examinations, declaration of results, distribution of mark sheets and degree certificates rest with the Technical institution. The duties and responsibilities include,

(i) Scheduling and conducting continuous assessment tests for all programmes.

Dispatching the answer scripts to the Departments for evaluation and assign marks.

(ii) Scheduling of end semester examinations, arranging to get question papers, print and keep them securely for distribution on the date of examinations.

(iii) Making arrangements to conduct examinations and evaluations as per the procedure envisaged.

(iv) Receipt of finalized grade statements course-wise for every programme from the Departments, after approval by the respective Board of Studies and declaration of the final results of each student.

(v) Printing and distribution of cumulative credit point average (CGPA) semester-wise to students of various programmes.

(vi) Issue of provisional certificate to the students, who have completed the programme satisfactorily as per the regulations of the programme.

(vii) Issue and receipt of convocation application from students, preparation of degree certificates duly signed by the designated authority and keep under safe custody for distribution.

(vii) Arrange for convocation and award of degree certificates to the students present in the convocation and by registered post to those who have not attended the convocation.

(viii) Any other issues relating to the conduct of examination, evaluation, declaration of results and award of degree certificates.

8.2.6 STORES AND PURCHASE

a) Purchase of items

The duties and responsibilities under this item shall include,

i) Though Departments take action to purchase both consumable and non-consumable items, it is the duty of administration to ensure that they follow the purchase procedure as prescribed by the Technical institution.

ii) Scrutiny and securing administrative approval from the appropriate authority for the purchase proposal of the Department and return it to the Department concerned.

iii) Checking the short listed comparative statement and the evaluation sheet with remarks for accuracy, missing information and placing it before the purchase committee for consideration/negotiation with the parties concerned and final decision.

iv) In respect of major items for which open tender is contemplated, obtaining specification from the Departments, calling for open tender through advertisement and forwarding to the Department concerned for remarks.

v) Placing before the purchase committee the tender evaluation by the Department for consideration/negotiation if necessary and approval.

vi) Making arrangements for procuring record note books and other stationery required by the Departments, Examination Cell, etc., every semester/annual as

the case may be.

vii) Purchase of all furniture and fittings required by the Departments through appropriate agencies as per the procedure enunciated by the Technical institution.

b) Stores stocking & distribution

i) Assessing the requirements from Departments, make arrangements for printing and stocking and distribution of calendars, magazines, record note books, other forms and registers required by the Technical institution.

ii) Printing/purchasing, stocking and distribution of all other stationery such as paper for writing, answer scripts, chalks, dusters, etc., required by the Departments and Examination Cell.

iii) Gathering of indent for furniture from the Departments and arrange for the supply of the same following the procedure.

iv) Maintenance of stock register and arranging for annual stock verification in all the Departments of the Technical institution.

v) Follow up action on the stock verification report pertaining to Departments to ensure they rectify the defects pointed out.

c) Bills processing

i) Bills received from the Departments and suppliers have to be verified for stock certificate and the claim made by the suppliers.

ii) Bills after due verification be passed by the Accounts Section for passing and issue of cheque or any other standard mode.

iii) Payment to the parties by cheque will be made by the Stores and Purchase section through the Department whoever procured the items.

संयुक्त निदेशक (त.)
विज्ञान एवं प्रावैधिकी विभाग
बिहार, पटना