B.S. Abdur Rahman ™

Crescent
Institute of Science & Technology
Deemed to be University u/s 3 of the UGC Act, 1956

Employee service rule procedure, Recruitment, promotional policies & Duties, and Responsibilities

Revised as on December – 2022

CONTENTS

Employee service rule procedure, Recruitment, promotional policies & Duties, and Responsibilities

1.0   PREAMBLE

B.S. Abdur Rahman Crescent Institute of Science & Technology was established under Section 3 of the UGC Act, 1956, by conferring deemed to be University status by the UGC and MHRD, Government of India to the erstwhile B.S. Abdur Rahman Crescent Engineering College, which was rendering outstanding service to the cause of technical education since 1984. Being an Institute, it strives to achieve the goal of becoming one of the leading Universities by focusing on education process, research, consultancy and extension activities. The Institute not only believes in transparent administration but also in establishing sound systems procedures and implementation of the same to achieve the goal. Over the period of time the Institution has established such systems, procedures and rules for an effective administration. All the procedures and rules relating to the staff have been compiled into a book, titled **"Employees Service Rules and Duties & Responsibilities"** for the benefit of the employees.

2.0   DEFINITIONS

i)   **"Institute"** means the B.S. Abdur Rahman Crescent Institute of Science & Technology a deemed to be university established under Section 3 of the UGC Act, 1956.

ii)   **"Management"** means the Board of Management of the Institute constituted as per Memorandum of Association (MoA) and UGC regulations.

iii)   **"Vice Chancellor"** means the Vice Chancellor of B.S. Abdur Rahman Crescent Institute of Science & Technology

iv)   **"Registrar"** means the Registrar or any other person duly authorized by the Vice Chancellor to discharge the duties and responsibilities of the Registrar.

v)   **"Staff"** means all employees belonging to faculty, administrative and technical category of the Institute excluding those who are engaged on part-time, temporary and / or on daily basis.

vi)   **"Year"** means calendar year / academic year / financial year as the case may be.

vii)   **"Vacation"** means any recess in an academic year which is a minimum of 15 days.

viii)   **"Vacation staff"** means staff who are permitted to avail vacation as declared in the service rules. All others are non-vacation staff.

ix) **"Teaching faculty"** refers to all teaching staff as per clause 3.2.1 of the service rules.

x) **"Administrative staff"** refers to all staff members categorized as administrative staff vide clause 3.2.2 of the service rules

xi) **"Technical staff"** refers to all staff members categorized as technical staff vide clause 3.2.3 of the service rules.

xii) **"Other category of staff"** refers to the staff categorized as other category vide clause 3.2.4 of the service rules.

xiii) **"Duty"** means a staff member performing the duties of the post for which he/she is appointed and other assignments and circumstances more specifically indicated in clause 7.1 of the service rules.

xiv) **"Leave"** means leave of absence sanctioned by the competent authority of the Institute to a staff member to which he/she is eligible under the service rules.

xv) **"Pay"** means basic pay and grade pay applicable to the post a staff holds.

xvi) **"Competent authority"** means any staff member declared/nominated by the Vice Chancellor / Board of Management as the case may be for specific purposes.

3.0 CATEGORIZATION AND CADRE STRENGTH OF STAFF

3.1 Categorization of staff

All staff members of B.S. Abdur Rahman Crescent Institute of Science & Technology are grouped into three categories viz.

(1) a) Teaching Staff (Faculty Members)

    b) Other Category

(2)   Administrative Staff

(3) Technical Staff

3.2 Posts under each category

3.2.1 (i) Teaching Faculty

Senior Professor, Professor, Associate Professor, Assistant Professor (Selection Grade), Assistant Professor (Senior Grade), Assistant Professor, Professor of Eminence, Visiting Faculty.

(ii) Other category

Director, Deputy Director and Assistant Director, Librarian, Deputy Librarian, Assistant Librarian, Placement and Training Officer and Student Counsellor.

3.2.2 Administrative Staff

Deputy Registrar, Assistant Registrar, Finance Officer, Superintendent, Accountant, Senior Assistant, Junior Assistant, Typist, Stenographer, Telephone Operator, Record Clerk and Attender.

3.2.3 Technical staff

Selection Grade Technician, Senior Technician, Technician, Assistant Technician, Selection Grade Instructor, Senior Instructor, Instructors Grade I and II, System Analyst cum Operator and Library Assistant.

3.3 Cadre Strength

3.3.1 (i) Teaching faculty

The strength of teaching faculty in each Department is fixed taking into account the UGC / AICTE guidelines, programmes offered and the strength of students in the Department.

(ii) Other category

The strength of other category of staff in the Institute is fixed taking into account the UGC/AICTE guidelines, programmes offered and the strength of students.

3.3.2 Administrative staff

The strength of administrative staff is as sanctioned by the competent authority, taking into account the administrative workload of the Institute.

3.3.3 Technical staff

The strength of technical staff depends upon the need in each Department of the Institute on the basis of proposals of the HOD concerned and is as sanctioned accordingly by the competent authority.

4.0 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT OF STAFF

4.1 Vice Chancellor, Registrar, Controller of Examinations & Finance Officer

Required Qualifications

The qualifications and experience for the direct recruitment of Vice

Chancellor, Registrar, Controller of Examinations (COE) and Finance Officer shall be as prescribed by the UGC Regulations 2018.

4.2. Teaching Staff and other category of Staff

Direct Recruitment

The procedure and guidelines prescribed by "UGC Regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education 2018" shall be followed for direct recruitment of all teaching and other categoryof staff.

Required Qualifications

The minimum qualification stipulated by UGC shall be adopted only if candidate with higher qualification are not available. The Institute shall recruit candidates with Ph.D. degree to all teaching positions as a policy. However, if Ph.D. qualified candidates are not available in a subject, candidates with qualification prescribed by UGC / AICTE shall be recruited. Such recruited candidates shall register for Ph.D. within one year of joining and they shall not be continued in service beyond 2 years, if they fail to register for Ph.D. and complete the degree in a maximum period of 7 years from the date of joining. In exceptional cases an extension of one year shall be granted. A faculty shall not be entitled to any benefit including increment if he/she fails to complete the Ph.D. degree within the stipulated period after registration.

Filling of senior positions

For senior positions, the eligible faculty members of the Institute will be considered along with outside candidates, who apply against notification. Taking into account, qualification, experience, academic and research contributions, projects executed, publications, etc., the position will be filled by the meritorious candidates selected by the committee.

4.3 Administrative Staff Direct Recruitment Selection procedure

i) For recruitment of administrative staff, advertisement shall be issued in leading dailies and also put up in the website of the Institute indicating the qualifications, experience and scale of pay prescribed.

ii) Applications received by the Institute shall be short-listed by the office of the Registrar taking into consideration of qualification, previous experience and knowledge in administration.

iii) All short-listed applicants shall be called for interview before a selection committee constituted by the Vice Chancellor for the purpose.

Selection Criteria

The Selection Committee selects the candidate taking into account subject knowledge, aptitude, experience of the candidate and performance in the interview.

Appointment

After approval of the selection list by the Vice Chancellor, the selected candidates are appointed to the post for which he/she is selected by the Registrar.

Required Qualifications

The qualifications prescribed for the direct recruitment of various categories of administrative staff are as detailed below.

Sl. No	Name of the Post	Qualification Prescribed (Entry Level)
1	Deputy Registrar	• PG qualification in any discipline • Well familiarized in Computer Applications • 15 years' experience in a College / Institute setup
2	Finance Officer	• PG qualification in any discipline • Well familiarized in Computer Applications • 15 years' experience in a College / Institute setup
3	Assistant Registrar	• PG qualification in any discipline • Well familiarized in Computer Applications • 10 years' experience in a College / Institute setup
4	Superintendent	• Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Knowledge in Computer operations • 10 years of experience in a College / Institute
5	Accountant	• Bachelor's Degree in Commerce • A pass in Computer Tally 9 • Knowledge of account maintenance through centralized automation
6	Junior Assistant	• Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations
7	Assistant	• Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations & • 7 years of experience
8	Senior Assistant	• Bachelor's Degree in Arts or Science or Commerce

		• A pass in Type-Writing English Higher • Basic knowledge in Computer operations & • 15 years of experience
9	Selection Grade Assistant	• Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations & • 25 years of experience
10	Typist, Gr. II	• Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations
11	Typist, Gr. I	• Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English higher • Basic knowledge in Computer operations & • 7 years of experience
12	Senior Typist	• Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations & • 15 years of experience
13	Selection Grade Typist	• Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations & • 25 years of experience
14	Stenographer, Gr. II	• Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations • Shorthand English Higher
15	Stenographer, Gr. I	• Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations • Shorthand English Higher & • 7 years of experience
16	Senior Stenographer	• Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher along with • Basic knowledge in Computer operations • Shorthand English Higher & • 15 years of experience
17	Selection Grade Stenographer	• Bachelor's Degree in Arts or Science or Commerce • A pass in Type-Writing English Higher • Basic knowledge in Computer operations • Shorthand English Higher & • 25 years of experience
18	Telephone Operator, Gr.II	• Any Bachelor's Degree • Telephone Operator Training Certificate • Certificate Course in Computer oriented subjects ofnot less than 6 months duration
19	Telephone Operator, Gr.I	• Any Bachelor's Degree • Telephone Operator Training Certificate • Certificate Course in Computer oriented subjects of not less than 6 months duration & • 7 years of experience
20	Senior Telephone Operator	• Any Bachelor's Degree • Telephone Operator Training Certificate • Certificate Course in Computer oriented subjects of not less than 6 months duration &

		• 15 years of experience
21	Selection Grade Telephone Operator	• Any Bachelor's Degree • Telephone Operator Training Certificate • Certificate Course in Computer oriented subjects of not less than 6 months duration & • 25 years of experience
22	Record Clerk, Grade III	• Pass in Higher Secondary Examination
23	Record Clerk, Grade II	• Pass in Higher Secondary Examination & • 7 years of experience
24	Record Clerk, Grade I	• Pass in Higher Secondary Examination & • 15 years of experience
25	Selection Grade Record Clerk	• Pass in Higher Secondary Examination & • 25 years of experience
26	Attender, Grade III	• S.S.L.C. Pass
27	Attender, Grade II	• S.S.L.C. Pass & • 7 years of experience
28	Attender, Grade I	• S.S.L.C. Pass & • 15 years of experience
29	Selection Grade Attender	• S.S.L.C. Pass & • 25 years of experience

4.4 Technical Staff

Direct Recruitment

Selection procedure

i) For the recruitment of technical staff, advertisement shall be issued in leading dailies and also put in the website of the Institute indicating the qualifications, experience and scale of pay.

ii) Applications received by the Institute shall be short-listed by a Committee consisting of the Dean of the School, the HOD of the concerned Department, a senior Professor and an Associate Professor of the concerned Department.

iii) All short-listed applicants shall be called for interview before a selection committee constituted by the Vice Chancellor for the purpose.

iv) Before appearing for oral interview, all these candidates shall sit for a written test and/or take a practical test conducted by the Department concerned.

Selection committee

The selection committee is constituted by the Vice Chancellor comprising of Registrar, Dean (Academic) and Head of the Department. The committee shall select the candidate(s) taking into account, the test performance, subject knowledge, aptitude and experience of the candidate(s).

Appointment

After approval of the selection list by the Vice Chancellor, the selected candidates will be appointed by the Registrar to the respective post(s).

Required Qualifications

The following are the qualifications prescribed for direct recruitment of technical staff. The qualification and experience prescribed for posts indicated are at the entry level (lowest level) in each category. In case of direct recruitment of a person either at middle or at senior level, the qualification prescribed will remain the same. However, the total number of years of experience will be as stipulated in career advancement scheme as indicated below:

Sl. No	Name of the Post	Qualification Prescribed (Entry Level)
1	Assistant Technician	• ITI in the respective trade
2	Technician	• ITI in the respective trade & • 7 years of Experience.
3	Senior Technician	• ITI in the respective trade & • 15 years of experience
4	Selection Grade Technician	• ITI in the respective trade & • 25 years of experience
5	Instructor Grade - II	• A three-year Engineering Diploma in concerned branch of study in a Polytechnic
6	Instructor Grade - I	• A three-year Engineering Diploma in concerned branch of study in a Polytechnic & • 7 years of experience
7	Senior Instructor	• A three-year Engineering Diploma in concerned branch of study in a Polytechnic & • 15 years of experience
8	Selection Grade Instructor	• A three-year Engineering Diploma in concerned branch of study in a Polytechnic • 25 years of experience
9	System Engineer / CAD Engineer, CIM Engineer	• Bachelor's Degree in Engineering in the appropriate branch.
10	System Analyst cum Operator, Grade II	• Bachelor's Degree in Computer Science or • A three-year Polytechnic Engineering Diploma like DCSE, DCT, etc.

11	System Analyst cum Operator, Grade I	• Bachelor's Degree in Computer Science or • A three-year Polytechnic Engineering Diploma like DCSE, DCT, etc. & • 7 years' experience
12	Senior System Analyst cum Operator	• Bachelor's Degree in Computer Science or • A three-year Polytechnic Engineering Diploma like DCSE, DCT, etc. & • 15 years' experience
13	Selection Grade System Analyst cum Operator	• Bachelor's Degree in Computer Science or • A three-year Polytechnic Engineering Diploma like DCSE, DCT, etc. & 25 years' experience
14	Library Assistant, Gr. III	• A pass in Higher Secondary Examination • A certificate course in Library & Information Science
15	Library Assistant, Gr. II	• A pass in Higher Secondary Examination • A certificate course in Library & Information Science & • 7 years of experience
16	Library Assistant, Gr. I	• A pass in Higher Secondary Examination • A certificate course in Library & Information Science & • 15 years of experience
17	Library Assistant (Selection Grade)	• A pass in Higher Secondary Examination • A certificate course in Library & Information Science & • 25 years of experience

5.0   PROBATION, PLACEMENT AND SENIORITY

5.1   Probation

i) The appointment to any post in the Institute is temporary for a period of one year. After assessing the performance during the year and if found to be satisfactory, the services will be continued for another year. At the end of the second year, he/ she will be considered for regular appointment, (as an approved probationer) only if the services are found to be satisfactory throughout the period of two years.

ii) In case, the performance of a staff member is not satisfactory during the probationary period, the probation of the staff member may be extended or the services terminated. The decision shall be taken on 'case by case' basis, on merit.

iii) The rule of probation shall not apply to appointments made on temporary or

contract or on daily wage basis.

5.2 Placement of staff

i) A staff member selected for appointment is ordinarily attached to the Department to which he/she was selected.

ii) However, the Management/competent authority has the right to redeploy the staff member in any other Department in the interest of the Institute and depending upon the need and exigency.

5.3 Seniority

While fixing seniority of staff members in each category of post, the following rules shall be adopted.

i) If two or more persons are selected for appointment at the same time to a particular category of post, the selection committee shall fix the order of seniority among them according to the merit of the candidate selected and in the absence of such merit list the seniority shall be fixed as per the date (and time) of joining of the staff member for duty in the Institute.

ii) In the case of a staff member recruited in the middle or senior cadre, the inter-se-seniority shall be fixed as junior to junior most staff member in the respective category of post.

iii) For individuals recruited on contract appointment or on temporary basis for short duration, no seniority shall be fixed.

v) In the case of staff member recruited on consolidated wages and subsequently absorbed in the regular scale of pay, the seniority shall be fixed only from the date of his/her permanent appointment to the post.

v) Notwithstanding the above-mentioned policy of seniority, the Management / The competent authority shall promote a junior to the next cadre, based on his/her performance and merit.

6.0 DUTY, PAY, ALLOWANCES AND INCREMENT

6.1 Duty

A staff member is considered to be on duty for the purpose of service benefits:

i) When a member is discharging the duties of the post to which he/she is appointed.

ii) When the member may be enjoying holidays declared by the Institute or vacation permitted or availing any leave sanctioned by the authority concerned.

iii) When the member is attending conferences, seminars, summer and winter schools, workshops, refresher courses, orientation courses etc. duly permitted by the competent authority.

iv) Any other work assigned to the staff member by the competent authority in the interest of the Institute.

6.2   Pay Scales

i)   All regularly appointed teaching faculty are governed by the pay scales (pay band) approved by the management from time to time on the basis of UGC scale of pay. The scale of pay of faculty members is given below:

(a)   Details of scale of pay of Teaching Staff

Sl. No.	Designation	Scale of Pay (Rs)
1	Assistant Professor	15600 - 39100 + 6000
2	Assistant Professor (Senior Gr.)	15600 - 39100 + 7000
3	Assistant Professor (Sel. Gr.)	15600 – 39100 + 8000
4	Associate Professor	37400 – 67000 + 9000
5	Professor	37400 - 67000 + 10000
6	Senior Professor	67000 (fixed)

(b)   Details of scale of pay of other category staff

Sl. No.	Designation	Scale of Pay (Rs)
1	Director (Physical Education)	37400 - 67000 + 10000
2	Deputy Director (Physical Education)	37400 - 67000 + 9000
3	Assistant Director (Physical Education)	15600 - 39100 + 6000
4	Librarian	37400 – 67000 + 10000
5	Deputy Librarian	37400 – 67000 + 9000
6	Assistant Librarian	15600 - 39100 + 6000
7	Placement and Training Officer	15600 - 39100 + 8000

ii)   For all other staff members classified as non-teaching category (Administrative and Technical Staff), they shall be governed by the scales of pay approved by the management on the basis of Tamil Nadu

Government / UGC's scale of pay. The scale of pay applicable to non-teaching Administrative Staff and Technical Staff is given below:

Details of scale of pay for Administrative Staff

Sl. No.	Designation	Scale of Pay (Rs)
1.	Deputy Registrar	15600 - 39100 + 7600
2.	Finance Officer	15600 - 39100 + 7600
3.	Assistant Registrar	15600 - 39100 + 5400
4.	Senior Superintendent	9300 - 34800 + 5200
5.	Superintendent	9300 - 34800 + 4600
6.	Selection Grade Assistant*	9300 - 34800 + 4600
7.	Senior Assistant	9300 - 34800 + 4200
8.	Assistant	5200 - 20200 + 2400
9.	Junior Assistant	5200 - 20200 + 2000
10.	Selection Grade Stenographer*	9300 - 34800 + 5200
11.	Senior Stenographer	9300 - 34800 + 4500
12.	Stenographer, Grade I	9300 - 34800 + 4200
13.	Stenographer, Grade II	5200 - 20200 + 2400
14.	Selection Grade Typist*	9300 - 34800 + 5000
15.	Senior Typist	9300 - 34800 + 4200
16.	Typist, Grade I	5200 - 20200 + 2400
17.	Typist, Grade II	5200 - 20200 + 2000
18.	Selection Grade Telephone Operator*	9300 - 34800 + 5000
19.	Senior Telephone Operator (Spl. Gr.)	9300 - 34800 + 4200
20.	Telephone Operator, Grade I	5200 - 20200 + 2400
21.	Telephone Operator, Grade II	5200 - 20200 + 2000
22.	Selection Grade Record Clerk*	5200 - 20200 + 2600
23.	Record Clerk, Grade I	5200 - 20200 + 2000
24.	Record Clerk, Grade II	5200 - 20200 + 1800
25.	Record Clerk, Grade III	4440 - 7440 + 1500
26.	Selection Grade Attender*	5200 - 20200 + 2400
27.	Attender, Grade I	5200 - 20200 + 1900
28.	Attender, Grade II	4440 - 7440 + 1600
29.	Attender, Grade III	4440 - 7440 + 1300

* Grades newly approved

(Ref: Resolution No. 6 of the Ninth Finance Committee Meeting held on10.02.2016)

Details of scale of pay for Technical Staff

Sl. No.	Designation	Scale of Pay (Rs)
SYSTEM STAFF		
1	System Engineer	15600 - 39100 + 5400
2	Selection Grade System Analyst cum Operator *	9300 - 34800 + 5000
3	Senior System Analyst cum Operator	9300 - 34800 + 4200
4	System Analyst cum Operator, Grade I	5200 - 20200 + 2400
5	System Analyst cum Operator, Grade II	5200 - 20200 + 2000
TECHNICAL STAFF		
6	Foreman	15600 - 39100 + 5400
7	Selection Grade Instructor *	9300 - 34800 + 5000
8	Senior Instructor	9300 - 34800 + 4200
9	Instructor, Grade I	5200 - 20200 + 2400
10	Instructor, Grade II	5200 - 20200 + 2000
11	Selection Grade Technician *	5200 - 20200 + 3000
12	Senior Technician	5200 - 20200 + 2400
13	Technician	5200 - 20200 + 1900
14	Assistant Technician	4440 - 7440 + 1600
LIBRARY STAFF		
15	Library Assistant (Selection Grade) *	5200 - 20200 + 3000
16	Library Assistant, Grade I	5200 - 20200 + 2400
17	Library Assistant, Grade II	5200 - 20200 + 1900
18	Library Assistant, Grade III	4440 - 7440 + 1600
PHYSICAL EDUCATION STAFF		
19	Physical Training Instructor	5200 - 20200 + 2400

*Grades newly approved

(Ref: Resolution No. 6 of the Ninth Finance Committee Meeting held on 10.02.2016)

6.3   Allowances

Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances if any shall be as fixed by the management from time to time for all regular employees.

6.4 Sanction of Increment

6.4.1 For faculty members

Increment to all teaching staff (faculty members) shall be sanctioned based on the Self Appraisal for Academic Performance Index (API). Refer Annexure: 8

6.4.2 For Non-Teaching Staff (Administrative and Technical staff)

For all staff members other than faculty members, increments will be sanctioned based on satisfactory report by the reporting officer in the format (Service Evaluation Form) prescribed **(Annexure 1)** for the purpose. In addition, confidential report on the all-round performance of staff members from the officers also may be taken into account for sanction of increment.

6.4.3 Grouping of staff for sanction of increment

i) The annual increment will be sanctioned twice in a year i.e. 1st January and 1st July of the calendar year instead of quarterly or any day throughout the year.

ii) Those who join duty in the middle of a semester will get their first increment after one-year service from the date of their joining. Subsequent increment will be sanctioned from 1st January or 1st July preceding their date of joining duty.

iii) In the event of either postponement / withdrawal of increment for a staff member on disciplinary grounds or otherwise, his/her case will be decided depending on the time duration of such postponement.

7.0 PERFORMANCE APPRAISAL, CAREER ADVANCEMENT, PROMOTION & SEVERANCE

7.1 PERFORMANCE APPRAISAL

Annual Review

The Management of the Institute reviews the performance of faculty members every year and based on this, annual increment, career advancement, etc. will be given to the faculty. The following are the important provisions.

i) Every faculty member should submit his/her annual performance report in the appraisal format prescribed by the Institute. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.

ii) It is incumbent on the part of HOD, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.

iii) A review committee formed by the Institute shall review the performance of every faculty member and recommend annual increment, career advancement if it is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.

7.2. Career Advancement Scheme (CAS) for Faculty

For all teaching faculty Career Advancement Scheme (CAS)/ Promotion will be given following the procedure and guidelines prescribed by "UGC Regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education 2018" with minimum duration of service and API score.

7.3. Promotion of Non-Teaching Staff (Administrative and Technical Staff)

Career Advancement Scheme (CAS) is provided for the administrative and technical category subject to the condition that they should put in certain number of years of service as given below at each level and have satisfactory performance as evaluated by an appropriate review committee/authority.

7.3.1 Administrative Staff

Sl. No.	Promotion Post	Service requirement
1	Attender, Gr. II	Must have put in 7 years of service as Attender, Gr. III including 2 years' probation
2	Attender, Gr. I	Must have put in 8 years of service as Attender, Gr.II
3	Attender (Sel. Gr.)	Must have put in 10 years of service as Attender, Gr.I
4	Record Clerk, Gr.II	Should have put in 7 years of service as Record Clerk, Gr. III including 2 years' probation
5	Record Clerk, Gr.I	Must have put in 8 years of service as Record Clerk, Gr.II
6	Selection Grade Record Clerk	Must have put in 10 years of service as Record Clerk, Gr.I
7	Assistant	Minimum of service of 7 years in the cadre of Junior Assistant including 2 years' probation
8	Senior Assistant /	Minimum of service of 8 years in the cadre of Assistant
9	Assistant (Sel.Gr.)/ Superintendent	Minimum 10 years' service in the cadre of Senior Assistant / Superintendent
10	Typist, Gr.I	Minimum of service of 7 years in the cadre of Typist, Grade II including 2 years' probation
11	Senior Typist	Minimum of service of 8 years in the cadre of Typist, Grade I
12	Selection Grade Typist	Minimum of service of 10 years in the cadre of Senior Typist
13	Stenographer, Gr.I	Minimum of service of 7 years in the cadre of Stenographer, Gr. II including 2 years' probation
14	Senior Stenographer	Minimum of service of 8 years in the cadre of Stenographer, Gr.I
15	Selection Grade Stenographer	Minimum of service of 10 years in the cadre of Senior Stenographer
16	Senior Superintendent	Minimum of 7 years as Selection grade Stenographer / 7 years as selection grade Assistant / 7 years of superintendent
17	Telephone Operator, Gr.I	Minimum of service of 7 years in the cadre of Telephone Operator, Gr. II including 2 years' probation
18	Senior Telephone Operator	Minimum of service of 8 years in the cadre of Telephone Operator, Gr.I
19	Selection Grade Telephone Operator	Minimum of service of 10 years in the cadre of Senior Telephone Operator

Note: *All the employees who were in service as on 1.8.2004 were fitted in the respective cadre taking into account the number of years of service they had put in as on 1.8.2004 irrespective of their qualification possessed by them.*

7.3.2 Technical staff

Sl. No.	Promotion Post	Service requirement
1	Technician	Minimum of 7 years of service as Assistant Technician including 2 years' probation.
2	Senior Technician	Minimum of 8 years of service as Technician
3	Selection Grade Technician	Minimum of service of 10 years as Senior Technician
4	Instructor, Gr. I	Minimum of 7 years of service as Instructor, Gr. II including 2 years' probation
5	Senior Instructor	Minimum of 8 years of service as Instructor, Gr. I
6	Selection Grade Instructor	Minimum of 10 years of service as Senior Instructor
7	System Analyst cum Operator, Gr. I	Minimum of 7 years of service as System Analyst cum Operator, Gr. II including 2 years' probation
8	Senior System Analyst	Minimum of 8 years of service as System Analyst cum Operator, Gr. I
9	Selection Grade System Analyst	Minimum 10 years of service as Senior System Analyst
10	Library Assistant, Gr. II	Minimum of 7 years of service as Library Assistant Gr. III – including 2 years' probation
11	Library Assistant, Gr. I	Minimum of 8 years of service as Library Assistant, Gr. II
12	Library Assistant (Sel. Gr.)	Minimum 10 years of service as Library Assistant, Gr. I

Note: *All the employees who were in service as on 1.8.2004 were fitted in the respective cadre taking into account the number of years of service they had put in as on 1.8.2004 irrespective of their qualification possessed by them.*

[**Authority:** Resolution No.3 of the Governing Council of the B. S. Abdur Rahman Crescent Engineering College, Chennai – 48 held on 12.04.2004. Effective from 01.08.2004]

and

[**Authority:** Resolution No. 11 (c) of the Managing Committee Meeting held on 12.4.2001]

7.4. RETIREMENT AND SEVERANCE

7.4.1. Retirement / Superannuation

i) Normally the age of superannuation of a faculty is 60 years. However, reappointment up to the age of 70 years on contract can be considered depending on the need. Consolidated salary to be fixed based on the qualification and requirement of the department for those retired at the age of 60 years. However, the retirement benefits such as gratuity, etc. shall be paid at the time of retirement (Age of 60).

ii) Age of superannuation in the categories of Librarians and Directors of Physical Education will be 60 years only.

iii) Normally, the age of superannuation for non-teaching staff is 58 years. However, extension on contract basis on consolidated pay can be considered up to the age 60 years on merit and depending upon the need.

iv) Any appointment after 58 years in the case of non-teaching staff and 60 years for teaching faculty shall be on contract. After they have been relieved from their regular service with all service benefits, they may be reappointed on consolidated pay to be fixed by Management on the recommendation of Vice Chancellor.

7.4.2. Resignation:

i) If a staff member (Teaching or Non-Teaching) intends to resign from this Institute he / she shall give either 3 months' notice in advance or pay three months' salary to the Institute in lieu thereof. The Three months' notice period shall be co-terminus with the semester only. Under any circumstances a staff member shall not be relieved in the middle of a semester.

7.4.3. Termination of service:

The Institute can relieve any staff member by giving him / her three months' notice or three months' salary in lieu of the notice, at any time in a semester.

[**Authority**: Resolution No. 9 dated 06.07.2009 of the Board of Management]

8.0. LEAVE RULES

8.1. Casual Leave (CL)

All staff members are eligible for 12 days of casual leave per calendar year.

8.2 Earned Leave (EL)

a) Have to complete one-year probation period.
b) Combining EL and VL is allowed.
c) Combining EL and VL with government declared holiday is not permitted.
d) EL can be accumulated to a maximum of 60 days.
E) Prefix and Suffix with the holiday is allowed.

8.3 Unearned leave on private affairs

There is no provision for staff members to avail unearned leave on private affairs.

8.4. Medical Leave

All staff members (teaching and non-teaching) who complete two years of service are eligible for sanction of 10 days of medical leave for each completed years of service. They are permitted to accumulate this leave up to a maximum of 60 days. Medical leave can be availed only in the case of illness requiring hospitalization.

8.5. Maternity Leave

Maternity leave shall be granted for a maximum period of 45 days. Such sanction is restricted to two confinements only. All the members of staff (Teaching and Non-Teaching) who have completed two years of service only are eligible to avail this leave. During probationary period no Maternity leave is available and it shall be only on loss of pay.

8.6. Extra Ordinary Leave on Loss of Pay

A staff member may be granted Extra-ordinary leave on loss of pay (EOL) to the extent required depending upon the circumstances. However, if the Institute requires the services, the staff member should rejoin duty within 3 months of the letter dispatched from the Institute.

8.7. Study Leave

A faculty member may be granted a maximum of 24 months of study leave without salary for pursuing higher studies, with a duly executed bond to serve the Institute on return for 3 years. Otherwise he/she shall resign from current position to proceed for higher studies without a bond.

8.8. Vacation

The vacation staff members are permitted to avail a total of 30 days of vacation in a year. During summer vacation, a staff member can avail 20 days with prior permission. During winter vacation 10 days can be availed. This is further subject to the condition prescribed at the time of declaration of vacation (Summer and Winter).

Non-Vacation Staff

The following members of staff are not eligible for vacation. They are declared as non-vacation staff:

      a. Registrar and his Office
      b. Controller of Examinations and his Office
      c. Director (Admissions) and his Office
      d. HODs, Deans and Directors and the administrative staff attached to them.

The above four categories of staff are permitted to avail a maximum of 15 days recess in a year with prior permission subject to condition that not more than 8 days shall be allowed at a time.

[**Authority:**
      1. Resolution No.7 dated 06.07.2009 of the Board of Management.
      2. Vice Chancellor order No. 2331/B1/2010 dated 11.11.2010
      3. Vice Chancellor's approval dated 23.04.2014]

9.0 TRAVELLING ALLOWANCE (TA)

9.1 TA / DA for travel within India

TA/DA will be paid to staff members for attending conference and other travel for official purposes within India as per the rules given below:

i) For conferences conducted by recognized professional bodies and National / International conferences conducted by higher learning institutes like IITs / IIMs / NITs / reputed Universities as certified by HOD.

ii) It is applicable for oral presentation only and not for poster presentation.

iii) Funding support could be given only once in two years for attending National Conferences.

iv) Faculty should also apply to funding agencies for financial support.

v) Economy class airfare for travel to cities like Mumbai, Delhi, Kolkatta, where the train travel is more than 18 hours. This is only for Professors. Others are eligible for train fare only.

vi) Train fare in First Class or AC-3 Tier including reservation subject to production of evidence.

vii) No DA / Local conveyance will be given at either end for travel.

viii) Accommodation has to be arranged in the hostels of the institution, wherever possible. Otherwise, allowances may be provided as per Government rates. As and when the Government revises these rates, then the revised rates will be allowed to claim.

9.2 TA / DA for travel abroad

The rules applicable for TA/DA to attend conferences and other official duties in overseas are as follows:

i) The conference in which the paper is presented should be a reputed conference, certified by the HOD concerned.

ii) Papers should be for oral presentation and not for poster presentation.

iii) The faculty member should apply for funding agencies to get financial assistance. (Registrar may facilitate this by providing a letter stating that the Institution will provide half the airfare and per diem allowances, subject to getting the funds from funding agencies).

iv) The foreign travel is permitted only once in three years to attend Conferences in Overseas.

v) Fifty percent (50%) of the Airfare in Economy class will be provided.

vi) Actual registration fee will be paid subject to production of evidence.

vii) Visa charges

viii) The per diem charges as per the rates of the Government at present. The per diem charges are restricted to the days of conferences only.

[Authority: Resolution No.8 dated 06.07.2009 of the Board of Management]

10.0 SOCIAL SECURITY BENEFITS

10.1 Employee Provident Fund Scheme

All the members of staff (Teaching & Non-Teaching) other than those who joined in this Institute after completing the age of 58 years are enrolled under the EPF scheme from the date of joining in service. The deduction of EPF contribution from the employees is at the rate of 12% of their pay (Both Basic + DA put together) with a maximum pay limit of Rs. 15,000/- p.m.

[Authority: Parliament Act. Provident fund Act.]

10.2 Gratuity

All the members of staff (Teaching & Non-Teaching) who have put in a minimum of 5 years continuous service (Excluding leave on loss of pay) in this Institute shall be paid service gratuity at the rate of ½ month's salary (Pay + DA) for every one-year service for the total completed years of service. The calculation will be made

$$\text{Viz} \frac{[\text{Basic Pay} + \text{DA}]}{2} \times [\text{Completed years of service}]$$

[**Authority:** Parliament Act – Indian Gratuity Rules]

10.3 Insurance Scheme

All members of staff (Teaching & Non-Teaching) are covered by a group personal accident cum hospitalization policy. The premium is paid by the management during January each year. The benefits of the scheme are,

i) A sum of Rs.1,00,000/- (Rupees one lakh only) per person for death and permanent total disablement, only if arising out of accident.

ii) Coverage of medical expense to the tune of Rs. 50,000/- (Rupees fifty thousand only) per person for hospitalization / medical expenses incurred as inpatient for grievous injuries arising out of accident only.

[Authority: Resolution No.10 dated 22.10.2010 of the Finance Committee]

10.4 Interest Free Festival Advance

The Members of Non-Teaching Staff who have completed two years of service may apply for a festival advance.Rs.20,000/- may be granted for whom the gross salary is above Rs.20,000/-
Rs. 10,000/- may be granted for whom the gross salary is between Rs.10,000/- and Rs.20,000/-.
One month's salary if the gross salary is less than Rs. 10,000/-

10.5 Employees' State Insurance (ESI)

Non-teaching staff whose gross salary is below Rs. 25,000 are Eligible for ESI

11.0 DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF STAFF

11.1 Faculty Members

Consequent to becoming a deemed to be University, the management has taken efforts to introduce UGC scales of pay, proper working conditions, social security scheme, etc. As this is a Institute the contribution of faculty members is expected to be more by way of research, extension activities apart from regular academic and teaching activities. The duties and responsibilities of all faculty members have been framed and approved by the Board of Management vide item No. 5(a) in the meeting held on 6.7.2009. The details of duties and responsibilities in respect of faculty members are given in **Annexure 2.**

11.2 Non-Teaching Staff (Administrative and Technical Staff)

As a Institute, the scope of activities of administrative and technical staff has not only increased but also become more focused and result oriented. Though the size of administrative category of staff is less compared to faculty and technical staff, their contribution to the efficient functioning of the Institute is great. While the management of the Institute has taken efforts to improve service conditions of the technical employees, they are expected to contribute their best for the achievement of the mission and goals of the Institute. With this in view, detailed guidelines prescribing duties and responsibilities of administrative and technical staff were made. This was approved by the Board of Management in the meeting held on 6.7.2009 vide item No. 5(a) and
(b) respectively. The duties and responsibilities of administrative and technical staff are given in **Annexure 3.**

12.0. MISCELLANEOUS CONDITIONS

i) All staff members of the Institute are required to be present in the Institute timings during working hours on all working days and days specifically notified.

ii) A staff member shall devote his/her whole duty time to the service of the Institute and shall not engage directly or indirectly on any other private work/business.

iii) All members of staff are governed by the general duties and responsibilities prescribed for each category of staff detailed in the service rules.

iv) In case of any misinterpretation / wrong interpretation of any of the rules and conditions specified in the service rules, the Vice Chancellor is the final authority to decide.

13.0 DISCIPLINARY ACTION

a) All staff members are liable for disciplinary action for disobedience, misconduct, misappropriation, dereliction/negligence of duty and action involving moral turpitude.

b) All disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing reasonable opportunity to the employee to defend him/her.

c) Depending upon the nature of offence and if the competent authority such as discipline committee feels that it is necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, such enquiry committee shall be constituted.

d) While pursuing disciplinary action, the competent authority of the Institute is empowered to impose upon the staff any of the following punishments after having satisfied that the offences committed by the staff member is established beyond reasonable doubts.

   i) Censure
   ii) Withholding of increments
   iii) Recovery of salary, whole or a portion towards the loss caused to the Institute.
   iv) Suspension issued pending enquiry.
   v) Dismissal from service.

e) If a staff member feels that the punishment imposed upon him/her by the competent authority is excessive, he/she can appeal to the authority higher to the authority, which imposed the punishment.

PERFORMANCE EVALUATION FORM
(for Non-Teaching Staff)

Note: The reporting authority should indicate the performance in a five-point scale viz
(a) Poor   (b) Satisfactory   (c) Good   (d) Very good (e) Excellent
with a brief justification in phrases for awarding the scale.

1.   Name of the Staff   :

2.   Designation   :

3.   Department of the Staff   :

4.   Period of reporting   :

5.   Whether the staff member is regular in attendance   :

6.   Does the staff sincere to his / her work   :

7.   Is he / she courteous and helpful to the students   :

8.   Knowledge of staff member in his/her job   :

9.   Does the staff start new innovation in his / her work?   :

10. Does the staff member take(s) initiative in the job assigned:

11. Aptitude of the staff member in upgrading his/her knowledge:
     in his/her domain area

12. Whether the staff member has taken initiative to upgrade   :
     his/her qualification

13. Does the staff attend any programme during the period to:
     enhance his / her technical competence?

14. If yes, how the performance of the staff member improved:
     member improved after the training undergone

15. Performance level of staff member in the job assigned   :

16. How is the staff member's inter-personal relationship
     with his / her

     i)   superiors   :
     ii)   colleagues   :
     iii) subordinates   :

17. Any other qualitative narrative report   :
     (Any contribution worthy of mentioning)

                                                        Reporting Authority

                                                        Countersigning Authority

DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF

TEACHING FACULTY

1.0 PURPOSE AND SCOPE

As faculty members of B.S. Abdur Rahman Crescent Institute of Science & Technology, 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 Institute community, 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.

2.0 APPLICABILITY AND INFRINGEMENTS

These rules and regulations and code of conduct prescribed applies to all full time faculty members, visiting faculty members, faculty members on contract/part-time employment, research scholars given teaching assignment attached to all schools/departments of B.S. Abdur Rahman Crescent Institute of Science & Technology.

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 Institute. Raising such concern is a service to the Institute 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 Institute. If need be, legal recourse may also be resorted against the concerned individuals.

3.0 CURRICULAR RELATED

a) 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 Institute.

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.

b)   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.

c)   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 Institute.

ii)   A faculty is required to conduct and invigilate any exam/test in the Institute. 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 Institute.

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.

d)   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 poorly performing students and the follow up action taken to improve the students' performance.

e) 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 regulations of the academic 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 Institute.

f)   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 faculty, 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.

g)   Punctuality and regularity

i)   The faculty member shall not permit any student to attend the class after the stipulated time specified by the Institute 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.

4.0   RESEARCH AND DEVELOPMENT

a)   Academic research

i)   As research is an inherent component of the functions of an Institute, 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 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 Institute. External research supervision will be permitted, only under special circumstances.

b) 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 publish their research output only in SCI or SSCI journals and publications in non-refereed 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, but the impact they command compared to publications in refereed journals is considered much less.

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.

c) Sponsored and funded research projects

i) An important source of financing and professional recognition to the Institute 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 centers of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centers.

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.

5.0.   CONSULTANCY AND EXTENSION ACTIVITIES

a)   Consultancy projects

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

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.

b)   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 Institute. 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.

6.0   INVOLVEMENT IN DEVELOPMENT ACTIVITIES

a)   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.

b)   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 finalize 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 Institute with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.

c)   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 Institute.

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/Institute 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.

d)   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/Institute 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 are expected 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, NSC, 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.

7.0   WORKLOAD NORMS

a)   Working hours

i)   1. All full-time faculty members should perform a minimum of 40 hours of work per week for the Institute on a week basis.

2. Faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.,

3. The Institute has the right to fix the working hours and days depending upon the exigency.

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

b)   Teaching-contact workload

Of the minimum workload of 40 hours per week, the teaching-contact hours for different categories of faculty members are as follows:

Assistant Professors	-	20 hours/week
Associate Professors	-	16 hours/week
Professors	-	12 hours/week
Deans/HODs/Directors	-	6 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 concerned authority.

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

8.0 CODE OF CONDUCT

a) 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 Institute 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.

b) 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.

c) Relationship with Colleagues

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

i) move with his/her colleagues in the Institute 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.

d) **Faculty Member with Management**

A faculty member is expected to develop proper rapport with the employer viz. Management of the Institute. 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 favoritism 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. Institute.

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

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

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

ix) Conduct the Institute'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 Institute 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 Institute to comply with the terms and conditions of the agreement. Only such authority can enter into the agreement on behalf of the Institute.

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

10.0 USE OF INSTITUTE RESOURCES

The Institute resources include, but limited to, the use of telephone systems, data communication and networking services, Institute 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 Institute. 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.

11.0 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.

12.0 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 (e.g. 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.

13.0 FACULTY MEMBER AND SOCIETY

The activities of a faculty member are not only related to the Institute 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 Institute.

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

14.0 CONFLICT OF INTEREST/COMMITMENT

A faculty member owes his/her primary professional allegiance to the Institute 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 Institute working hours is strictly prohibited.

15.0 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 Institute 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 Institute 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 Institute 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 Institute 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 Institute from time- t o - t i m e in true letter and spirit.

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

1.0 SCOPE

As employees of the B.S. Abdur Rahman Crescent Institute of Science & Technology, 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 Institute.

2.0 DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF

2.1 GENERAL ADMINISTRATION

a) Secretarial Work

As a deemed to be Institute, 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 UGC, AICTE and other 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 Institute.

viii) Communicating and putting up notes in English, unless or otherwise required.

b) Dealing with UGC and Accrediting Agencies

The responsibility of the administration includes:

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

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

iii) Taking all actions and doing all correspondence relating to securing accreditation from NAAC, NBA or other accrediting bodies, from whom the Institute 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 Institute.

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

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 Institute. The duties and responsibilities of administrative staff include,

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

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 Institute.

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 Institute 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 parent body (B.S. Abdur Rahman Crescent Institute of Science and Technology) and from income realized from students as per the decision of the Institute.

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 Institute.

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

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 Institute.

(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 Institute.

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 Institute.

(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 Institute 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 Institute 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 Institute.

(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 Institute for meritorious students.

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

(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 Institute.

(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 Institute 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.

2.5 EXAMINATION RELATED MATTERS

As a deemed to be Institute, the responsibility for scheduling and conducting of end semester examinations, declaration of results, distribution of marksheets and degree certificates rest with the Institute. 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.

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 Institute.

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 Institute.

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 Institute.

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 Institute.

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.

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

3.0 DUTIES & RESPONSIBILITIES OF TECHNICAL STAFF

3.1 PRACTICAL CLASSES

a) Science Laboratories

The technical supporting staff 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) 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.

b) 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.

c) 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 clean.

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

d) 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.

e) 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 Institute 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 software's.

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.

3.2 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 staff 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 Institute 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.

3.3   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.

3.4   INVOLVEMENT IN DEVELOPMENTAL ACTIVITIES

a) 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.

b) 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 Institute, 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 coordinator and project associates in their endeavor.

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

c) 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.

3.5   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.

3.6   WORKLOAD

i) A full-time technical staff should perform a minimum of 34 hours of work per week for the Institute on a 5-day week basis. The Institute 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 the department.

4.0 CODE OF CONDUCT

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

5.0 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 Institute and will not jeopardize one's position or employment. Proved violations will result in suitable disciplinary action up to and including termination from employment of the Institute. If needed, legal recourse may also be resorted against the concerned individuals depending on the gravity of violations.

6.0 RELATIONSHIP WITH STUDENTS

While the aim of the Institute is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,

(i) According 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 to 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, unmindful of some untoward event if occurred, rather than having a feeling of revenge.

(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 administrative 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 Institute values them.

7.0   RELATIONSHIP WITH FACULTY MEMBERS

As the technical and administrative staff are expected to work closely with the faculty of the Institute 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.

8.0   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 Institute 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 in 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.

9.0   RELATIONSHIP WITH MANAGEMENT

A member is expected to develop proper rapport with the employer viz. Management of the Institute. 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 Institute.

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

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

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

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

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

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

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

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

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

10.0   USE OF INSTITUTE RESOURCES

The Institute resources include, but limited to, the use of telephone systems, data communication and networking services, Institute 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 Institute. 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.

11.0   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 (e.g. 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.

12.0 RELATIONSHIP WITH SOCIETY

The activities of a member of technical and administration are not only related to the Institute 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 Institute 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 Institute.

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

13.0 CONFLICT OF INTEREST/COMMITMENT

A staff member owes his/her primary professional allegiance to the Institute 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 Institute working hours.

14.0 MISCELLANEOUS RULES OF CONDUCT

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

i) If any member wishes to stand for election to any local body, State 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/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 Institute 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 Institute 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 Institute from time to time in true letter and spirit.

[**Authority:** Resolution No.5 (a) & 5(b) dated 06.07.2009 of the Board of Management]

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PBAS Proforma for Promotion under CAS

PART: A GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. **Name (in Block Letters)**   :
2. **Father's Name / Mother's Name**   :
3. **Department**   :
4. **Current Designation & Grade Pay**   :
5. **Date of Last Promotion**   :
6. **Which position and grade pay are you an applicant under CAS?**   :
7. **Date of eligibility for promotion**   :
8. **Date and Place of Birth**   :
9. **Sex**   :
10. **Marital Status**   :
11. **Nationality**   :
12. **Indicate Whether belongs to SC / ST / OBC category**   :
13. **Address for correspondence (with Pin code)**   :
14. **Permanent Address (with Pin code)**   :
15. **Mobile No**   :
16. **E-mail**   :

17. **Academic Qualification (Matric till Post Graduation):**

Examinations	Name of the Board / University	Year of Passing	Percentage of Marks obtained	Division / Class / Grade	Subject

18. Research Degree(S)

Degree	Title	Date of Award	University

19. Appointment held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

20. Posts held after appointment at this institution:

Designation	Department	Date of joining		Grade
		From	To	

21. Period of teaching experience: P.G. Classes (in years) ☐ **: U.G. Class (in years)** ☐

22. Research Experience excluding years spent in M.Phil. / Ph.D. (in years) ☐

23. Fields of Specialization under the Subject / Discipline

24. Academic Staff College Orientation / refresher Course attended:

Name of Course / Summer School	Place	Duration	Sponsoring Agency

ACADEMIC YEAR ………………………

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

CATEGORY: 1. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester–wise details, where necessary)

Sl.No.	Course / Paper	Level	Mode of Teaching*	Hours per week allotted	% of classes taken as per documented record
ODD SEM					
EVEN SEM					

*Lecture(L), Seminars(S), Tutorial (T), Practical (P), Contact Hours (C)

Teaching Load in excess of UGC norm

Sl.No.	Course / Paper	Level	Mode of Teaching*	Hours per week allotted	% of classes taken as per documented record
ODD SEM					
EVEN SEM					

(a)	Classes taken *max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max score:10)	

(ii) Reading / Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course / Paper	Consulted	Prescribed	Additional Resource Provided
API Score based on Preparation and imparting of knowledge / instruction as per curriculum & Syllabus enrichment by providing additional resources to students (max score:20)			API Score	

(iii) Use of Participatory and Innovative Teaching–Learning Methodologies, Updating Subject Content, Course improvement etc.

Sl. No.	Short Description	API Score
	Total Score (Max Score: 20)	

(iv) Examination Duties Assigned and Performed

Sl. No	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max:25)			

CATEGORY: II. Co-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVIIES

Please mention your contribution to any of the following:

Sl. No.	Type of Activity	Average Hrs / week	API Score
	(i) Extension, Co-curricular & field-based Activities		
1			
	Total (Max: 20)		
	(ii) Contribution to Corporate Life and Management of Institution	Yearly / Semester wise responsibilities	API Score
1			
2			
	Total (Max: 15)		
	(iii) Professional Development Activities		
1			
	Total (Max: 15)		
	Total Score (i + ii + iii) (Max:25)		

ACADEMIC YEAR ……………………..

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Publication Details (Provide only the count)

No. of Research Papers Published in peer-reviewed Journals			No. of Papers Presented in Conference / Seminar		No. of Patents		No. of Funds Obtained from an external agency for research
SCI/SCI-E	Web of Science	SCOPUS	International	National	Filed	Granted	

A) PUBLISHED PAPERS IN WEB OF SCIENCE/SCOPUS INDEXED JOURNALS (Attach the Xerox copy of the first page of the publications)

S.No.	Title with page Nos.	Journal	ISSN / ISBN No.	Impact Factor	No. of Co-author	Whether you are the main author	API Score
1							
2							
3							
4							
5							
	Total API score for Papers Published in Web of Science/ Scopus Indexed Journals:						

B(i) Articles / Chapters published in Books

S. No.	Title with page Nos.	Book Title, editor & Publisher	ISSN / ISBN No.	Whether Peer-reviewed	No. of Co-author	Whether you are the main author	API Score
1							
2							
	Total API score for Articles / Chapters published in Books:						

(ii) Full Papers in Conference Proceedings

S. No.	Title with page Nos.	Details of Conference Publication	ISSN / ISBN No.	No. of Co-author	Whether you are the main author	API Score
	Total API score for Full Papers in Conference Proceedings:					

iii) Books Published as a single author or as an editor

S. No.	Title with page Nos.	Type of Book & Authorship	Publisher & ISSN / ISBN No.	Whether Peer reviewed	No. of Co-author	Whether you are the main author	API Score
Total API score for Books Published as a single author or as an editor:							

III C). Ongoing and completed research Projects and Consultancies

(c) (i&ii) Ongoing Projects / Consultancies

Sl. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs Lakh)	API Score
Total API score for Ongoing Projects / Consultancies:					

(c) (iii & iv) Completed Projects / Consultancies

Sl. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs Lakh)	Whether Policy document/patent as an outcome	API Score
Total API score for Completed Projects / Consultancies:						

(D) Research Guidance

Sl. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil or equivalent				
Ph.D or equivalent				
Total API score for Research Guidance:				

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Program, Faculty Development Program (not less than one-week duration)

Sl. No.	Program	Duration	Organized by	API Score
1				
2				
3				
	Total API score for Faculty Development Program:			

(E) (ii) Paper Presented in Conferences, Seminars, Workshops, Symposia

Sl. No.	Title of the Paper Presented	Title of Conference / Seminar	Organized by	Whether International / National / State / Regional / College or University level	API Score
1					
2					
3					
4					
5					
	Total API score for Paper Presented in Conferences, Seminars, Workshops, and Symposia:				

E (iii) Invited Lectures and Chairmanships at national or international conferences/seminars etc.

Sl. No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc.	Organized by	Whether International / National	API Score
1					
Total API score for Invited Lectures and Chairmanships at a national or international conference/ seminar:					

IV. SUMMARY OF API SCORES

	Criteria	Academic Year		Total API Score for Assessment Period	Annual AV.API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities				
II	Co-curricular, Extension, Professional development etc				
	Total I + II				
III	Research and Academic Contribution				

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sl. No.	Details (Mention Year, Value etc. where relevant)

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc wherever necessary)*

I certify that the information provided is correct as per records available with the university and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with
Designation, Place & Date

Signature of HOD / School
Chairperson / Principal

N: B: The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university / college as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.

Appendix-1 Assessment Criteria and Methodology for University Teachers
(Academic / Research)

(Assessment must be based on evidence produced by the teacher such as copies of publications, project sanction letters, utilization and completion certificates issued by the University and acknowledgments for patent filing and approval letters, students 'Ph.D. award letters, etc.)

Academic/Research Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Science / Library / Educational / Physical Education / Commerce / Management & other related discipline
1. Research papers published in Peer – Reviewed / UGC listed journals (WoS/Scopus)	08 per paper	10 per paper
2. Books / e – Books authored which are published by		
a. International publishers	10	10
b. National Publishers	8	8
c. Book chapter edited	5	5
d. Book chapter edited (International publisher)	10	10
e. Book chapter edited (National publisher)	8	8
f. *e – content (developed in 4 quadrants) per module	5	5
g. MOOCs (developed) per module / lecture	5	5
3. (a) Research Projects completed		
a. More than 10 Lakhs	10	10
b. Less than 10 Lakhs	5	5
3. (b) Research Projects Ongoing		
a. More than 10 Lakhs	5	5
b. Less than 10 Lakhs	2	2
c. Consultancy	3	3
4. Patents		
a. International	10	10
b. National	7	7
5. Policy Documents		
a. International	10	10
b. National	7	7
c. State	4	4
6. Research Guidance		

a. Ph.D.	10 / per degree awarded	10/ per degree awarded
	5 / per thesis submitted	5 / per thesis submitted
b. M.Phil. / PG dissertation	02 / degree awarded	02 / per degree awarded
7. *Invited lecturers / Resource Person / Paper presentation		
a. International (Abroad)	7	7
b. International (Within country)	5	5
c. National	3	3
d. State / University	2	2

The Research Score for papers would be augmented as follows:

Peer-reviewed/UGC-listed journals

i) Paper in referred journals without impact factor - 5 Points

ii) Paper with impact factor of less than 1 - 10 Points

iii) Paper with impact factor between 1 and 2 - 15 Points

iv) Paper with impact factor between 2 and 5 - 20 Points

v) Paper with impact factor between 5 and 10 - 25 Points

vi) Paper with impact factor >10 - 30 Points

Joint Publication:

(a) Two authors: 50% of the total value of publication for each author

(b) More than two authors: 70% of the total value of publication for the First/Principal/Corresponding author and 30% of the total value of publicationfor each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

* **Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.

- For joint supervision of research students, the formula shall be 70/30. First Supervisor shall get 7 marks and the co-supervisor 3 marks.

- In the development of e-content in 4 quadrants for a complete course/e-book may be assigned points equivalent to authoring a book at a national level, contribution to the development of e-content modules in a complete course/paper/e-book may be awarded points same as that of contributed chapters in an edited book and editor of e-content for complete course/paper/e-book may be awarded points same as that for an editor of a book by National Publisher.

- Development of various quadrants of complete MOOCs may be given the weightage similar to authoring a book, contribution to the development of modules in a complete MOOCs may be awarded points same as contributed chapters in edited book and coordinator of MOOCs for the complete course may be awarded points same as that for an editor of a book by National

Publisher.

- For the purpose of calculating the research score of the person, the combined research score from the categories of **Policy Document** and **Invited lectures / Resource Person /paper presentation** shall have an upper capping of 30% of the total research score of the person.
- The research score shall be from a minimum of 3 categories out of 6 categories.

<u>FOR EACH JOURNAL PUBLICATION, ATTACH SUPPORTING EVIDENCE FROM THE</u>

<u>LATEST UGC CARE LIST</u>

1. Publications in UGC-CARE List Journals

   Group – I Journals / Group – II (WoS / Scopus)

2. **Any publication in predatory / dubious journals or presentations in predatory / dubious conferences should not be considered for Direct promotion process / Carrier Advancement Scheme.**

APPLICATION FORM FOR DIRECT RECRUITMENT

PART: A GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. **Name (in Block Letters)** :
2. **Father's Name / Husband's Name** :
3. **Department** :
4. **Current Designation & Grade Pay** :
5. **Position applied for** :
6. **Date and Place of Birth** :
7. **Sex** :
8. **Marital Status** :
9. **Nationality** :
10. **Languages Known** :
11. **Address for correspondence (with Pin code)** :

12. **Permanent Address (with Pin code)** :

13. **Mobile No** :
14. **E-mail** :
15. **PAN Number** :
16. **Aadhar Card Number** :
17. **If selected, possible joining date?** :
18. **Academic Qualification (from 10th till Post Graduation) :**

Examinations	Name of the Board / University	Year of Passing	Percentage of Marks obtained / CGPA	Division / Class / Grade	Subject
SSLC					
HSC					
U.G					
P.G					

19. **Research Degree(S)**

Degree	Title	Date of Award	University
Ph.D. / D.Phil.			

20 Teaching Experience:

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

21 Period of teaching experience: P.G. Classes (in years) [   ] **: U.G. Class (in years)** [   ]

22 Research Experience excluding years spent in M.Phil / Ph.D. (in years) [   ]

23 Theory / Lab handled:

Sl. No	Theory Handled	Lab Handled

24 Fields of Specialization under the Subject / Discipline:

25 Industrial Experience:

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

26 Academic Staff College Orientation/refresher Course attended:

Name of Course / Summer School	Place	Duration	Sponsoring Agency

PART: B. RESEARCH, PUBLICATIONS, AND ACADEMIC CONTRIBUTIONS

Publication Details (Provide only the count)

No. of Research Papers Published in peer-reviewed Journals			No. of Papers Presented in Conference / Seminar		No. of Patents		No. of Funds Obtained from an external agency for research
SCI/SCI-E	Web of Science	SCOPUS	International	National	Filed	Granted	

A)   PUBLISHED PAPERS IN WEB OF SCIENCE/SCOPUS INDEXED JOURNALS (Attach the Xerox copy of the first page of the publications)

S.No.	Title with page Nos.	Journal	ISSN / ISBN No.	Impact Factor	No. of Co-author	Whether you are the main author	API Score
1							
2							
3							
4							
5							
6							
7							
8							
	Total API score for Papers Published in Web of Science/ Scopus Indexed Journals:						

B(i) Articles / Chapters published in Books

S. No.	Title with page Nos.	Book Title, editor & Publisher	ISSN / ISBN No.	Whether Peer-reviewed	No. of Co-author	Whether you are the main author	API Score
1							
2							
	Total API score for Articles / Chapters published in Books:						

`

(ii) Full Papers in Conference Proceedings

S. No.	Title with page Nos.	Details of Conference Publication	ISSN / ISBN No.	No. of Co-author	Whether you are the main author	API Score
1						
2						
	Total API score for Full Papers in Conference Proceedings:					

iii) Books Published as a single author or as an editor

S. No.	Title with page Nos.	Type of Book & Authorship	Publisher & ISSN / ISBN No.	Whether Peer reviewed	No. of Co-author	Whether you are the main author	API Score
Total API score for Books Published as a single author or as an editor:							

III C). Ongoing and completed research Projects and Consultancies

(c) (i&ii) Ongoing Projects / Consultancies

Sl. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs Lakh)	API Score
Total API score for Ongoing Projects / Consultancies:					

(c) (iii & iv) Completed Projects / Consultancies

Sl. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs Lakh)	Whether Policy document/patent as an outcome	API Score
Total API score for Completed Projects / Consultancies:						

(D) Research Guidance

Sl. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil or equivalent				
Ph.D or equivalent				
Total API score for Research Guidance:				

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Program, Faculty Development Program (not less than one-week duration)

Sl. No.	Program	Duration	Organized by	API Score
1				
2				
3				
	Total API score for Faculty Development Program:			

(E) (ii) Paper Presented in Conferences, Seminars, Workshops, Symposia

Sl. No.	Title of the Paper Presented	Title of Conference / Seminar	Organized by	Whether International / National / State / Regional / College or University level	API Score
1					
2					
3					
4					
5					
	Total API score for Paper Presented in Conferences, Seminars, Workshops, and Symposia:				

E (iii) Invited Lectures and Chairmanships at national or international conferences/seminars etc.

Sl. No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc.	Organized by	Whether International / National	API Score
1					
Total API score for Invited Lectures and Chairmanships at a national or international conference/ seminar:					

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credentials significant contributions, awards received, etc. not mentioned earlier.

Sl. No.	Details (Mention Year, Value etc... where relevant)

SUMMARY OF API SCORES:

S.No	Criteria	API Score
1	Total API score for Published Papers in Web of Science/ Scopus Indexed Journals	
2	Total API score for Articles / Chapters published in Books	
3	Total API score for Full Papers in Conference Proceedings	
4	Total API score for Books Published as a single author or as an editor:	
5	Total API score for Ongoing Projects / Consultancies	
6	Total API score for Completed Projects / Consultancies	
7	Total API score for Research Guidance	
8	Total API score for Faculty Development program	
9	Total API score for Paper Presented in Conferences, Seminars, Workshops, and symposia:	
10	Total API score for Invited Lectures and Chairmanships at a national or international conference/seminar:	
	TOTAL API SCORES	

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers, etc…. wherever necessary)*

I hereby declare that the details furnished herein above are true to my knowledge and in the event of any information being found false or incorrect; my appointment is liable to be terminated.

Signature

Appendix-1 Assessment Criteria and Methodology for University Teachers
(Academic / Research)

(Assessment must be based on evidence produced by the teacher such as copies of publications, project sanction letters, utilization and completion certificates issued by the University and acknowledgments for patent filing and approval letters, students 'Ph.D. award letters, etc.)

Academic/Research Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Science / Library / Educational / Physical Education / Commerce / Management & other related discipline
1. Research papers published in Peer – Reviewed / UGC listed journals (WoS/Scopus)	08 per paper	10 per paper
2. Books / e – Books authored which are published by		
a. international publishers	10	10
b. National Publishers	8	8
c. Book chapter edited	5	5
d. Book chapter edited (International publisher)	10	10
e. Book chapter edited (National publisher)	8	8
f. *e – content (developed in 4 quadrants) per module	5	5
g. MOOCs (developed) per module / lecture	5	5
3. (a) Research Projects completed		
a. More than 10 Lakhs	10	10
b. Less than 10 Lakhs	5	5
3. (b) Research Projects Ongoing		
a. More than 10 Lakhs	5	5
b. Less than 10 Lakhs	2	2
c. Consultancy	3	3
4. Patents		
a. International	10	10
b. National	7	7
5. Policy Documents		
a. International	10	10
b. National	7	7
c. State	4	4
6. Research Guidance		
a. Ph.D.	10 / per degree awarded	10/ per degree awarded
	5 / per thesis submitted	5 / per thesis submitted
b. M.Phil. / PG dissertation	02 / degree awarded	02 / per degree awarded
7. *Invited lecturers / Resource Person / Paper presentation		

a. International (Abroad)	7	7
b. International (Within country)	5	5
c. National	3	3
d. State / University	2	2

The Research Score for papers would be augmented as follows:

Peer-reviewed/UGC-listed journals

    i)   Paper in referred journals without impact factor   -   5 Points

    ii)   Paper with impact factor of less than 1   -   10 Points

    iii)   Paper with impact factor between 1 and 2   -   15 Points

    iv)   Paper with impact factor between 2 and 5   -   20 Points

    v)   Paper with impact factor between 5 and 10   -   25 Points

    vi)   Paper with impact factor >10   -   30 Points

Joint Publication:

    (a) Two authors: 50% of the total value of publication for each author

    (b) More than two authors: 70% of the total value of publication for the First/Principal/Corresponding author and 30% of the total value of publication for each of the joint authors.

    (c) Joint Projects: Principal Investigator and Co-investigator would get 50% each.

  *   **Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.

- For joint supervision of research students, the formula shall be 70/30. First Supervisor shall get 7 marks and the co-supervisor 3 marks.

- In the development of e-content in 4 quadrants for a complete course/e-book may be assigned points equivalent to authoring a book at a national level, contribution to the development of e-content modules in a complete course/paper/e-book may be awarded points same as that of contributed chapters in an edited book and editor of e-content for complete course/paper/e-book may be awarded points sameas that for an editor of a book by National Publisher.

- Development of various quadrants of complete MOOCs may be given the weightage similar to authoring a book, contribution to the development of modules in a complete MOOCs may be awarded points same as contributed chapters in edited book and coordinator of MOOCs for the complete course may be awarded points same as that for an editor of a book by National Publisher.

- For the purpose of calculating the research score of the person, the combined research score from the categories of **Policy Document** and **Invited lectures / Resource Person /paper presentation** shall have an upper capping of 30% of the total research score of the person.

- The research score shall be from a minimum of 3 categories out of 6 categories.

FOR EACH JOURNAL PUBLICATION, ATTACH SUPPORTING EVIDENCE FROM THE LATEST UGC CARE LIST

1. Publications in UGC-CARE List Journals

   Group – I Journals / Group – II (WoS / Scopus)

2. **Any publication in predatory / dubious journals or presentations in predatory / dubious conferences should not be considered.**

UGC REGULATIONS 2018 - ELIGIBILITY & PROMOTION CRITERIA FOR PROMOTION OF FACULTY

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS

1. Engineering, Arts and Sciences Disciplines under CAS

Sl. No	Post	Career Advancement Scheme Service Requirements	Career Advancement Scheme Academic Requirements
1.	**Assistant Professor to Assistant Professor Senior Grade**	Assistant Professor completed 4 years of service with Ph.D. (OR) 5 years of service with PG / M.Phil degree for a professional programmes like M.Tech, LLM, M.V.Sc. and M.D. (OR) PG Degree with 6 years of service for those without M.Phil / Ph.D degree for **professional programmes**	1. Orientation programme on teaching methodology with 21 days duration. 2. **Any 1 of the following** a. Completed Refresher course b. Research Methodology Course c. Research Methodology Workshop d. Syllabus up-gradation workshop e. Training on Teaching – Learning – Evaluation programmes f. Training on Technology programmes g. Minimum of 1 week FDP (5 days) h. Completed one MOOC course with e- certification i. Development of E – Contents j. Development of MOOC's courses. 3. **1 Research publication** in UGC care listed Journal **(Ref. Appendix)** 4. Satisfactory or Good Grade in annual performance assessment report of at least 3 out of 4 years or 4 out of 5 years or 5 out of 6 assessment years. 5. Recommendation by the screening-cum evaluation committee.

2.	**Assistant Professor (Sr. Gr) to Assistant Professor Selection Grade**	Completed 5 years of service in Assistant Professor Senior Grade	1. Ph.D degree in a subject concerned
			
			 2. **Any 2 of the Following in the last service of 5 years as AP (Sr. Gr)**
			
			   a. Completed Refresher Course
			   b. Research Methodology Course
			   c. Syllabus up-gradation workshop
			   d. Training on Teaching – Learning - Evaluation programmes
			   e. Training on Technology programmes
			   f. Minimum of 2 weeks FDP (10 days)
			   g. Completed one MOOC course with e - certification
			   h. Developments of E – Contents
			   i. Contribution of minimum of 10 modules for the development of MOOC course
			   j. Contribution towards the conduct of MOOC course
			
			 3. Publication of **3 research** papers in the UGC Care listed journals (**Ref. Appendix**)
			
			 4. Satisfactory or Good Grade in annual performance assessment report of at least 4 out of 5 assessment years
			
			 5. Recommendation by the screening-cum evaluation committee

3.	**Assistant Professor Selection Grade to Associate Professor**	Completed 3 years of service in Assistant Professor Selection Grade	1. Ph.D degree in a subject concerned.
			
			 2. **Any 2 of the Following in the last service of 3 years as AP (SL. Gr)**
			
			   a. Completed 1 Refresher Course
			
			   b. Research Methodology workshop

			c. Syllabus upgradation workshop
			d. Training on Teaching – Learning - Evaluation programmes
			e. Training on Technology programmes
			f. Minimum of 2 weeks FDP (10 days)
			g. Completed one MOOC course withe - certification
			h. Developments of E – Contents
			i. Contribution of minimum of 10 modules for the development of MOOC course
			j. Contribution towards the conduct of MOOC Course.
			3. Minimum of **7 publications** in UGC Care listed journals out which **3** should be done in the assessment periods (**Ref. Appendix**)
			4. Evidence for guiding Minimum of 1 Ph.D candidate.
			5. Satisfactory or Good Grade in annual performance assessment report of at least 2 out of 3 years and **at least 70 research score.**
			6. Recommendation by the screening-cum evaluation committee.
4.	**Associate Professor to Professor**	Completed 3 years of service in Associate Professor grade	**1.** Ph.D degree in a subject concerned
			2. Minimum of **10 research publications** in UGC care listed out of which **3** should be done in the last 3 assessment period (**Ref. Appendix**)

			3. Evidence of having successfully guided doctoral candidate
			4. Satisfactory 'or 'good 'grade in the annual performance assessment reports ofat least 2 of the last 3 years of the assessment period and at least **110 research score**.
			5. Recommendation by the screening-cum evaluation committee
5.	**Professor to Senior Professor**	Professor with 10 years of Completed service	1. Academic achievement 2. Favourable review from the 3 eminent subject experts who are not lower than professor or senior professor grade having minimum 10 years of experience 3. 2 candidates awarded with Ph.D degree under his/her supervision 4. Selection based on **10 best publications** during last 10 years **(Ref. Appendix)** 5. Interaction with a selection committee.

1. **Promotion Criteria for Library and Information Science under CAS**

Sl. No	Post	Career Advancement Scheme Service Requirements	Career Advancement Scheme Academic Requirements

1.	**Assistant Librarian to Assistant Librarian (Senior Scale)**	4 years of service with Ph.D in Library science / Information Science / Documentation Science or Equivalent subjects.
		
		(OR)
		
		5 years of service with min of M.Phil degree.
		
		(OR)
		
		6 years of service for those without M. Phil or Ph.D Degree
			1. Orientation programme on teaching methodology with 21 days duration.
			
			2. Any 1 of the following for minimum of 5 days
			
			   a) Training on automation and digitalisation
			
			   b) Workshop on automation and digitalisation
			
			   c) Seminar on automation and digitalisation
			
			   d) Course on automation and digitalisation
			
			3. Satisfactory or Good Grade in annual performance assessment report of at least 3 out of 4 years or 4 out of 5 years or 5 out of 6 assessment years.

2.	**Assistant Librarian (Sr. Gr) to Assistant Librarian (Selection Grade)**	5 years of service in Senior grade	**1. Any 2 of the Following in the last service of 5 years as Asst. Librarian (Sr. Gr)**
			
			   a) Training on automation and digitalization.
			
			   b) Workshop on automation and digitalization.
			
			   c) Seminar on automation and digitalization.
			
			   d) Course on automation and digitalization.
			
			   e) 1 MOOC course taken with e – certification
			
			   f) Developed MOOC course with e –

			certification **g)** Completed one Library up gradation course **2.** Satisfactory or Good Grade in annual performance assessment report of at least 4 out of last 5 years of assessment
3.	**Assistant Librarian (SG) to Deputy Librarian (13A)**	3 years of service in Selection grade	**1. Any 1 of the Following in the last service of 3 years as Asst. Librarian (SG)** a) Training on automation and digitalization. b) Workshop on automation and digitalization. c) Seminar on automation and digitalization. d) Course on automation and digitalization. e) 1 MOOC course taken with e – certification f) Developed MOOC course with e – certification g) Completed one Library up gradation course **2.** Satisfactory or Good Grade in annual performance assessment report of at least4 out of last 5 years of assessment

| 4. | **Deputy Librarian (13A) to Deputy Librarian (Academic Level 14)** | 3 years of service as Deputy Librarian (13A) | **1. Any 1 of the Following in the last service of 3 years as Asst. Librarian (SGL)**

 a) Training or workshop or seminar on automation and digitalization.

 b) 1 MOOC course taken or developed with e – certification

 c) Completed one Library up gradation course

 d) Evidence for innovative library services (Integration of ICT facilities)

 e) A Ph.D. Degree in Library Science / Information Science / Documentation /Archives and Manuscript-Keeping

 2. Satisfactory or Good Grade in annual performance assessment report of at least2 out of last 3 years of assessment |

2. Promotion Criteria for Physical Education and Sports under CAS

Sl. No	Post	Career Advancement Scheme Service Requirements	Career Advancement Scheme Academic Requirements
1.	**Assistant Director to Assistant Director (Senior Scale)**	4 years of service with Ph.D in Physical Education or Physical Education and Sports or Sports Science (OR) 5 years of service with an M.Phil Degree (OR) 6 years of service for those without M.Phil or Ph.D	**1.** Orientation programme on with 21 days duration **2. Any 1 of the following** a) Completed one Refresher course b) Completed one Research Methodology course / workshop c) Attended Training programme on Teaching - Learning - evaluation techniques d) Faculty Development Programme of at least 5 days duration e) Completed 1 MOOC course f) Developed 1 MOOC Course with e – certification **3.** Satisfactory or Good Grade in annual performance assessment report of at least 2 out of last 3 years of assessment
2.	**Assistant Director (Sr. Gr) to Assistant Director (SG)**	5 years of service in Senior grade	**1. Any 2 of the Following in the last service of 5 years as Assistant Director (Sr. Gr)** a) Completed one Refresher course b) Completed one Research Methodology course / workshop c) Attended training programme onTeaching - learning - evaluationtechniques d) Faculty Development programme on at least 10 days duration

			e) Completed 1 MOOC course f) Developed 1 MOOC course with e – certification
3.	**Assistant Director (SG) to Deputy Director (13A)**	3 years of service in Selection grade	1. **Any 1 of the Following in the last service of 3 years as Assistant Director (SG)** a) Completed one Refresher course b) Completed one Research Methodology course / workshop c) Attended training programme on teaching – learning - evaluation techniques d) Faculty Development programme on at least 10 days duration e) Completed 1 MOOC course f) Developed 1 MOOC course with e – certification
4.	**Deputy Director (Academic Level 13A) to Deputy Director (Academic Level 14)**	3 years of service in Academic level 13A	1. **Any 1 of the Following in the last service of 3 years as Assistant Director (SG)** a) Completed one Refresher course b) Completed one Research Methodology course / workshop c) Attended training programme on teaching - learning - evaluation techniques d) Faculty Development programme on at least 10 days duration e) Completed 1 MOOC course

			f) Developed 1 MOOC course with e – certification
			2. Evidence for organising competitions and coaching camps for minimum 2 weeks duration
			3. Evidence of having produced good performance of teams / athletes for competitions like State / National / International / Combined university etc.
			4. Ph.D in Physical education or Physical education and Sports or Sports Science.

APPENDIX

FOR EACH JOURNAL PUBLICATION, ATTACH SUPPORTING EVIDENCE FROM THE

LATEST UGC CARE LIST

1. Publications in UGC-CARE List Journals *(Author Affiliation to BSACIST)*

   Group – I Journals / Group – II (WoS / Scopus)

2. **Any publication in predatory / dubious journals or presentations in predatory / dubious conferences should not be considered for Direct promotion process / Carrier Advancement Scheme.**

1. Minimum Qualifications for Direct Recruitment to the Posts of University Assistant Professor / Associate Professor / Professor / Senior Professor for the Disciplines of Engineering, Arts and Sciences

Sl. No	Post	Direct Recruitment
1.	Assistant Professor	• Master's Degree with 55% mark or equivalent grade in the relevant subject from Indian University or Foreign University • Clearing NET / SET / SLET / Ph.D (OR) • Ph.D degree awarded from any foreign University
2.	Associate Professor	• Master's Degree with 55% mark or an equivalent grade in the relevant subject from Indian University or Foreign University • Ph.D degree awarded with academic record • **Minimum 8 years** of teaching experience (OR) • Master's Degree with 55% mark in the relevant subject from Indian University or Foreign University • Ph.D degree awarded with academic record • Research experience with **Minimum 7 publications** in the UGC care listed journals and a **research score of 75**
3.	Professor	• Ph.D degree awarded with academic record with a minimum of 10 research publications in the UGC care listed journals with total research score of 120 • 10 years of teaching experience with Ph.D degree • Successfully guided doctoral candidates (OR) • Outstanding professional with 10 years of Industrial experience having Ph.D degree in the subject concerned.
4.	Senior Professor	• 10 best Research publications in UGC CARE Listed journals & engaged in Research supervision • Min 10 years of experience as professor • 2 Ph.D awarded candidates under his / her supervision

2. Minimum Qualifications for Direct Recruitment to the Posts of University Assistant Librarian, Deputy Librarian and Librarian

Sl. No	Post	Direct Recruitment
1.	Assistant Librarian	• A Master 's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks or an equivalent grade • Clearing NET / SET / SLET / Ph.D • Knowledge of computerization of library.
2.	Deputy Librarian	• A Master 's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks or an equivalent grade • Clearing NET / SET / SLET / Ph.D • Knowledge of computerization of library. • Min 8 years of experience as Asst. Librarian in University / College
3.	Librarian	• A Master 's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks or an equivalent grade • Clearing NET / SET / SLET / Ph.D • Knowledge of computerization of library • Atleast 10 years of experience as Librarian at any level (College / University) (or) • A Master 's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks or an equivalent grade • Clearing NET / SET / SLET / Ph.D • Knowledge of computerization of library. • Minimum 10 years of experience as Assistant / Associate professor in Library Science Department

3. Minimum Qualifications for the Posts of University Assistant Directors, Deputy Director and Director of Physical Education and Sports (DPES)

Sl. No	Post	Direct Recruitment
1.	Assistant Director	• Master's Degree with 55% mark or equivalent grade in the relevant subject Physical Education and Sports orPhysical Education or Sports Science. • Clearing NET / SET / SLET (relevant or similar tests accredited by UGC) / Ph.D • Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and / or national championships. • Passed the physical fitness test. (or) • PG degree holder with an Asian game or commonwealth games medal winner.
2.	Deputy Directors	• Master's Degree with 55% mark or equivalent grade in the relevant subject Physical Education and Sports orPhysical Education or Sports Science. • Ph. D in the relevant subject Physical Education andSports or Physical Education or Sports Science. • Eight years' experience as University Assistant DPES / College DPES. • Evidence of organizing competitions and conducting coaching camps of at least two weeks duration. • Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc. • Passed the physical fitness test. (or) • PG degree holder with Olympic games / world cup / world championships medal winner
3.	Directors	• A Ph.D. in Physical Education or Physical Education and

		Sports or Sports Science.
		• Min 10 years' experience in Physical Education and Sports as University Assistant / Deputy DPES / College DPES or teaching for 10 years in Physical Education and Sports or Sports Science as Assistant / AssociateProfessor. • Evidence of organising competitions and coaching camps of at least two weeks' duration. • Evidence of having produced good performance of teams / athletes for competitions like state / national / inter-university / combined university, etc.

4. **Minimum Qualifications for Direct Recruitment to the Posts of University Assistant Professor / Associate Professor / Professor for Pharmacy**

Sl. No	Post	Direct Recruitment
1.	Assistant Professor	• First Class B.Pharm with M.Pharm in appropriate branch of specialization in Pharmacy (OR) • A PCI recognised Pharm.D degree holder in the subjects of pathophysiology, pharmacology and pharmacy practice.
2.	Associate Professor	• First Class B.Pharm with M.Pharm in appropriate branch of specialization in Pharmacy (OR) • A PCI recognised Pharm.D degree holder in the subjects of pathophysiology, pharmacology and pharmacy practice.
3.	Professor	• First Class B.Pharm with M.Pharm in appropriate branch of specialization in Pharmacy • A PCI recognised Pharm.D degree holder in the subjects of pathophysiology, pharmacology and pharmacy practice. • Ph.D in any of Pharmacy subjects with 7 years of teaching experience.

5. Minimum Qualifications for Direct Recruitment to the Posts of University Assistant Professor / Associate Professor / Professor for Architecture

Sl. No	Post	Direct Recruitment
1.	Assistant Professor	• First class B. Arch. with 1 year experience (either teaching or industry). (OR) • B. Arch. and First-class M. Arch. Or equivalent
2.	Associate Professor	• First class B. Arch. and M. Arch with 8 years of teaching experience out of which 3 years of full-time teaching experience. (OR) • B. Arch. and first-class M. Arch. with 10 years Practice experience. (OR) • First class B. Arch. and Ph.D. in Architecture
3.	Professor	• First class B. Arch. and M. Arch with 13 years of teaching experience out of which 5 years of time teaching experience as Associate Professor. (OR) • B. Arch. and First-class M. Arch. with 15 years Practice experience out of which 5 years of teaching experience as Visiting Faculty. (OR) • First class B. Arch. and Ph.D. in Architecture

<u>**APPENDIX**</u>

<u>**FOR EACH JOURNAL PUBLICATION, ATTACH SUPPORTING EVIDENCE FROM THE LATEST UGC CARE LIST.**</u>

1. **Publications in UGC-CARE List Journals**

    Group – I Journals / Group – II (WoS / Scopus)

2. **Any publication in predatory / dubious journals or presentations in predatory / dubious conferences should not be considered for Direct promotion process / Carrier Advancement Scheme.**

SELF APPRAISAL FOR ACADEMIC PERFORMANCE INDEX (API)
2020-2021

The individual Performance Based Appraisal System (PABS)

PART A: - General Information & Academic background

1. Increment due on: / /
2. Current Designation: - _____
3. Current Pay band & Grade Pay: -
4. Date of last Promotion: -
5. Name (in block letters): -
6. Department: -
7. Name of the School: -

8. Academic Qualifications (UG to highest degree): -

Examination	Name of Board / University	Year of passing	% of Marks obtained	Division / Class / Grade	Subjects

9. Research Degrees: -

Name of the Degree	Title of the Thesis	Date of Award as per University notification	Name of the University

10. Appointments held prior to joining this institution: -

Designation	Name of the employer	Date of Joining	Date of leaving	Pay band with Grade pay	Reason for leaving

11. Posts held after appointment to this institution: -

Designation	Department	From	To	Pay band with Grade pay

12. Total teaching experience (in years): -

    At Undergraduate level (at previous institution): -_____years

    At Undergraduate level (at present institution): -_____years

                    Total: -_____years

    At Postgraduate level (at previous institution): -_____years

    At Postgraduate level (at present institution): -_____years

                    Total: -_____years

13. Research experience excluding years spent for M.Phil./Ph.D.: -_____years

14 Field of specialization under the subject/discipline if any: - _____

15. Academic Staff College Orientation/Refresher courses attended: -

Name of the Course	Name of the Academic Staff College	Name of the University	Duration	Sponsoring agency, if any

16. Training & Capacity building workshops attended: -

Name of the Training programme	Place where held	Name of the Organizing body	Duration

PART B: - Academic Performance Indicators

Category I Teaching, Learning & Evaluation related Strategies
(Maximum Total Score 125, Minimum API required 75)

1. Lectures, Practical (Semester wise/Annual detail)   **(Max Score 50)**

Please mention your load in hour per week and semester wise

S.No.	Semester Odd/Even	Name of the Course taught	Credit weightage of the course	Mode of teaching*	Hours/Week allotted	% of class taken as per documented record

      *L= Lecture   ALM= Active learning methodology
      P= Practical   GD= Group discussions
      T=Tutorial   FD= Field visits
      S= Seminar   AO= Any other
      AS= Assignments   PB=Project based learning
      E-Content Development of econtent in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment
      MOOCs: Massive Open Online Courses (MOOCs) are such online courses which are developed as per the pedagogy stated herein and following the four-quadrant approach consisting of video, text, self-assessment and learn more. **(Per module/lecture 5 marks)**

2. Lectures or other teaching duties in excess of the UGC norms   **(Max Score 10)**

3. Reading/Instructional material prepared, use of additional knowledge resources for subject enrichment
                                                  (Max Score 20)

4. Use of participatory, project based teaching and innovative teaching learning methodologies (use of ICT, E Library, Remedial courses & Skill modules)
                                                  (Max Score 20)

5. Examination duties (Invigilation, Paper setting, evaluation of students at theory/practical examination)
                                                  (Max Score 25)

Sr.Number	Maximum API Score	API Score obtained
1	50	
2	10	
3	20	
4	20	
5	25	
Total	125	

To be signed & Approved by HOD & Dean

Category II Co-Curricular, Extension and Professional Development Activities
(Maximum Score 50, Minimum API required 15)

Sr.No	Name of the activity done	Maximum Score
1	(NSS/NCC/Yoga, Cultural(Saptdhara, Youth festival),Counseling etc.	20
2	Member of Academic/Administrative committees, Member of NGOs, Chamber of Commerce, On Deputation to Various Educational Institutes, On Deputation to Education Department	15
3	Professional development activities such as participation/organization of Seminars/Workshops, Job fairs, Talks, Field visits, Study tours. Zonal/State/District level Coordination of Higher Education initiatives	15

Reviewer of Research Article for International/National Journals

S. No	Name of the Journal	Title of the article reviewed	Publisher	Journal Scopus/web of science indexes	API Score
					20

1. Member of Academic bodies of other institutions such as BOS/IQAC/ PhD/M.Tech/M.Sc. viva examination/AC/ DC members, Other Committees

2. Collaborations established in the industries/universities/organizations: -

3. MOUs established: -

4. Development activities: -

5. Foreign visits in connection with research, international conferences & collaborations: -

Sr. Number	Maximum API Score	API Score obtained
1	20	
2	15	
3	15	
4	20	
Total	70	

Category III Research and Academic Contribution
*(API Score for International 10, National 5, Regional 3 and State 3)

1. Papers Published in Journals (International Journals, National Journals, Regional Journals)

Sr.No.	Title with page no.	Journal	Scopus or Web of Science indexed	Impact factor	No. of Co-authors	Whether you are the main author	API Score(Max.15)

2. (A) Articles/Chapters published in Books (International publications, National publications, Regional publications, State publications)

Sr.No.	Title with page no.	Book title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API* Score Max 10

B) Full Papers in Conference Proceedings (International, National, State level Conference)

Sr.No.	Title with page no.	Details of Conference publication	ISSN/ ISBN No.	No. of Co-authors	Whether you are the main author	API* Score Max 10

C) Books published as single author or as editor (International publications, National publications, regional publications)

Sr.No	Title with page no.	Type of book & authorship	Publisher & ISSN /ISBN	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API** Score Max 90

**(API Score for international author 50, editor 10; National Author 25, Editor 5 and Regional Author 15, Editor 3)

D) Patents Details only commercialized (International /National)

S.No	Title of the Patent	Patent filed No.	Patent Granted No.	International/National

3. Ongoing & Completed Research Projects and Consultancies (Including State Research Projects)

Category	Title	Agency	Period	Grant Mobilized (in Rs)	Whether you are the main author	API Score Max. 10 per project
Ongoing						
Completed						

4. Research Guidance

Sr.No.	Number Enrolled	Thesis Submitted	Degree/Certificates Awarded	Whether you are the main author	API Score
To College students					2 for each student
M.Tech/M.Sc. /M.Phil. or equivalent					3 for each candidate
Ph.D. or equivalent					10 for each candidate, 7 for thesis submitted

5. Faculty Development Programmes (Not less than one-week duration)

Sr.No.	Programme	Duration	Organized by	API Score

6. Papers presented in Conferences, Seminars, Workshops, Symposia

Sr.No.	Title of the Paper	Title of Seminar/ Conference	Organized by	International/ National/State/ Regional/College or University level	API Score *** Max 10

***(API Score for International 10, National 7.5, Regional 5 and State 3

7. Invited Lectures & Chairmanships at National/International/State level Conference/Seminar/Workshops/Training programmes

Sr.No.	Title of Talk	Title of Seminar/ Conference etc.	Organized by	International/ National/ Regional	API Score Max 10

8. **Other Relevant Information such as membership in professional bodies/Awards, Honors, Distinction & Recognition received**

Sr.No.	Details (Year, Type, Value etc.)

SUMMARY OF API SCORE

Category	Criteria	Last Academic Year	Total API Score for the Assessment Period	Annual average API Score for the Assessment Period
I	Teaching, Learning & Evaluation			
II	Co-Curricular, Extension. Professional development			
Total(I+II)				
III	Research& Academic Contribution			

List of Enclosures: - 1.   4.

             2.   5.

             3.   6.

Signature of the Faculty with designation   **Signature of the HOD**

Dean of the Department/School