	ADHIYAMAAN COLLEGE OF ENGINEERING **(AUTONOMOUS)** **Affiliated to Anna University – Chennai** **Approved by AICTE – New Delhi** **Dr. M. G. R. Nagar, Hosur – 635 130**

Employee Service Rule Procedures, Recruitment, Promotional Policies and

Duties & Responsibilities

Revised as on January – 2024

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Employee Service Rule Procedure, Recruitment, Promotional Policies & Duties and Responsibilities

1.0 PREAMBLE

Adhiyamaan College of Engineering stands as a distinguished educational institution within the purview of the Adhiyamaan Educational & Research Institution - a visionary trust established in the academic year 1991-1992. The primary objective of this trust is to address the nation's imperative need for cultivating technologically adept individuals and providing comprehensive facilities for the education and training of both men and women, equipping them to meet the demands of entrepreneurship and management.

Under the astute management of the trust, the institution has diligently developed robust infrastructural facilities and allocated ample financial resources with a steadfast commitment to advancing higher education. Functioning as an institute, it aspires to ascend to the ranks of premier universities by prioritizing excellence in the realms of education, research, consultancy and extension activities. The management places a strong emphasis on transparent administration, alongside the establishment and implementation of sound systems and procedures, all aimed at realizing the institution's overarching goals.

As the institution evolves, it is dedicated to the cultivation of effective administrative frameworks. Over time, meticulous systems, procedures and rules have been established to ensure efficient governance. In a testament to its commitment to transparency and employee welfare, the institution has compiled all pertinent procedures and rules governing the staff into a comprehensive document titled "Employees Service Rules and Duties & Responsibilities." This compilation serves not only as a guide but also as a valuable resource for the benefit of all employees associated with the institution.

2.0 CATEGORIZATION AND CADRE STRENGTH OF STAFF

2.1 Categorization of staff

All staff members of Adhiyamaan College of Engineering are categorized into three distinct groups, namely.

2.1.1 a) Teaching Staff

b) Other Category

2.1.2 Administrative Staff

2.1.3 Technical Staff

2.2 Posts under each category

2.2.1 (i) Teaching Faculty

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

(ii) Other category

Director, Deans, Librarian, Deputy Librarian, Assistant Librarian, Placement and Training

Officer and Student Counsellor.

2.2.2 Administrative Staff

Manager, Superintendent, Accountant, Senior Assistant, Junior Assistant, Typist, Stenographer, Telephone Operator, Site Manager, Site Engineer, Electricians, Plumbers, Record Clerk and Attender.

2.2.3 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.

2.3 Cadre Strength

2.3.1 (i) Teaching faculty

The composition of the teaching faculty in each department is established in adherence to the guidelines set forth by UGC/AICTE/Anna University. This meticulous process considers various factors such as the programs offered by the department and the student enrollment, ensuring a robust alignment with educational standards and requirements.

(ii) Other category

The allocation of staff in the Institute, particularly within the other staff categories, is determined systematically, taking into careful consideration the guidelines established by UGC/AICTE/Anna University. This process is intricately tailored to align with the programs offered and the overall student population, ensuring a judicious and effective distribution of resources across the institution.

2.3.2 Administrative staff

The number of administrative staff members is determined in accordance with the approvals granted by the competent authority, meticulously considering the administrative workload and requirements of the Institute.

2.3.3 Technical staff

The allocation of technical staff is contingent upon the specific requirements within each department of the Institute, meticulously assessed based on proposals submitted by the respective Heads of Departments (HoDs). The final approval and sanctioning of this allocation are carried out by the competent authority in accordance with the outlined needs and proposals.

3.0 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT OF STAFF

3.1 Principal, Professor, Associate Professor and Assistant Professor and Controller of Examinations (CoE)

Required Qualifications

The qualifications and experience for the direct recruitment of the Principal, Professor, Associate Professor and Assistant Professor and Controller of Examinations shall be as

prescribed by the AICTE Regulations.

3.2 Teaching Staff and other category of Staff Direct

Recruitment

The recruitment process for all teaching and other staff categories will strictly adhere to the procedures and guidelines outlined in the "UGC/AICTE/Anna University Regulations" on minimum qualification for appointment of teachers and other academic staff in the Institute.

Required Qualifications

The Institute will strictly adhere to the minimum qualification standards set by the UGC/AICTE/Anna University. As a matter of policy, the Institute prioritizes the recruitment of candidates holding a Ph.D. degree for all teaching positions. In instances where Ph.D. qualified individuals are unavailable for a particular subject, candidates with qualifications prescribed by UGC/AICTE will be considered.

Filling of senior positions

In the recruitment process for senior positions, the Institute will assess eligible faculty members internally, in addition to considering external candidates who apply in response to the notification. The selection committee will thoroughly evaluate qualifications, experience, academic and research contributions, executed projects, publications and other relevant criteria to determine the most meritorious candidates for the position. The selection will be based on a comprehensive analysis of the candidates' overall credentials.

3.3 Administrative Staff Direct Recruitment Selection procedure

i) The recruitment process for administrative staff will commence with the issuance of advertisements in prominent newspapers and online portals, accompanied by the publication of detailed information on the Institute's website. These announcements will clearly outline the required qualifications, experience and prescribed scales of pay.

ii) The Office of the Principal will undertake the responsibility of shortlisting applications, carefully evaluating qualifications, prior experience and administrative expertise in the selection process.

iii) Subsequently, all short-listed applicants will be invited for an interview conducted by a selection committee appointed by the Principal for the specific purpose of assessing and choosing the most suitable candidates.

Selection Criteria

The Selection Committee meticulously evaluates candidates, considering factors such as subject knowledge, aptitude, the candidate's relevant experience and performance during the interview. The final selection is made through a comprehensive assessment of these key criteria to ensure the appointment of the most qualified and capable candidate.

Appointment

Following the approval of the selection list by the Principal, the appointed candidates are formally instated into their respective positions by the HoDs. This step marks the

official confirmation and commencement of their roles and responsibilities within the organization.

3.4 Technical Staff

Direct Recruitment Selection procedure

i) The recruitment process for technical staff initiates with the issuance of advertisements in prominent dailies and on the Institute's official website. These announcements comprehensively outline the required qualifications, experience and designated scales of pay.

ii) Applications received by the Institute undergo a meticulous shortlisting process, facilitated by the Office of the Dean (Academics), the Head of the concerned Department and distinguished faculty members including a senior Professor and an Associate Professor from the relevant Department.

iii) Subsequently, all short-listed applicants participate in an interview conducted by a selection committee appointed by the Principal specifically for this purpose.

iv) Prior to the oral interview, candidates are required to undergo a comprehensive evaluation of their skills and knowledge.

Selection committee

The selection committee, formed by the Principal and composed of the Deans and Head of the Department, meticulously assesses candidates. The evaluation includes considerations such as test performance, subject knowledge, aptitude and the candidates' relevant experience.

Appointment

Following the approval of the selection list by the Principal, the HoD assumes the responsibility of officially appointing the selected candidates to their respective positions. This marks the formal confirmation and commencement of their roles within the institution.

4.0   PROBATION, PLACEMENT AND SENIORITY

4.1 Probation

4.1.1   The appointment to any post in the Institute is probationary for a period of two years.

4.1.2   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 theservices terminated. The decision shall be taken on 'case by case'

basis, on merit.

    4.1.3 The rule of probation shall not apply to appointments made on temporary or contract or on daily wage basis.

4.2   Placement of staff

i) Typically, a staff member selected for appointment is assigned to the Department to which they were originally selected.

ii) Nevertheless, the Management/competent authority reserves the prerogative to redeploy a staff member to any other Department in the best interest of the Institute, taking into consideration the evolving needs and exigencies of the institution.

4.3   Seniority

In establishing the seniority of staff members within each category of post, the following rules shall be diligently observed:

i) When two or more individuals are appointed simultaneously to a particular category of post, the selection committee will determine the order of seniority based on the merit of the selected candidate. In the absence of a merit list, seniority shall be established according to the date (and time) of the staff member's joining for duty at the Institute.

ii) In the instance of a staff member recruited into the middle or senior cadre, their inter-se-seniority shall be designated as junior to the most junior staff member within the respective category of post.

iii) For individuals appointed on a contract or temporary basis for a short duration, no seniority shall be assigned.

iv) In the case of a staff member initially recruited on consolidated wages and subsequently absorbed into the regular scale of pay, seniority shall be determined solely from the date of their permanent appointment to the post.

v) Despite the aforementioned seniority policy, the Management/Competent authority retains the discretion to promote a junior staff member to the next cadre based on their performance and merit. This promotes a dynamic approach to career progression within the organization.

5.0   DUTY, PAY, ALLOWANCES AND INCREMENT

5.1   Duty

A staff member is deemed to be on duty for the purpose of service benefits under the following circumstances:

i) While actively performing the duties associated with the post to which he/she is appointed.

ii) When the member is enjoying holidays declared by the Institute, on vacation or availing any sanctioned leave granted by the relevant authority.

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

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

5.2 Pay Scales

5.2.1 All regularly appointed teaching faculty are governed by the pay scales (payband) approved by the management from time to time on the basis of AICTE 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 + 8000
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	Assistant Director (Physical Education)	15600 - 39100 + 6000
3	Librarian	37400 – 67000 + 10000
4	Deputy Librarian	37400 – 67000 + 9000
5	Assistant Librarian	15600 - 39100 + 6000
6	Placement and Training Officer	15600 - 39100 + 8000

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    5.2.2   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 statutory bodies.

5.3   **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.

5.4   **Sanction of Increment**

5.4.1 For faculty members

Increment to all teaching staff shall be sanctioned based on the Faculty Appraisal for Academic Performance Index (API).

5.4.2 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 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.

6.0   **PERFORMANCE APPRAISAL, CAREER ADVANCEMENT, PROMOTION & SEVERANCE**

6.1 **PERFORMANCE APPRAISAL**

Annual Review

The Institute's Management diligently evaluates the performance of its esteemed faculty members on an annual basis, with consequential considerations such as annual increments and career advancements hinging on this comprehensive assessment. The pivotal provisions guiding this process are as follows:

i) Each faculty member is required to furnish their annual performance report, utilizing the designated appraisal format as stipulated by the Institute. Strict adherence to the detailed instructions provided is imperative. Given that this self-introspection serves as a meticulous evaluation of individual performance, faculty members are urged to present factual and accurate accounts, substantiated by relevant evidence.

ii) The Head of the Department (HoD) bears the responsibility of meticulously reviewing the entries, offering impartial comments that conscientiously consider the department's interests.

iii) A specialized review committee, constituted by the Institute, undertakes the meticulous evaluation of every faculty member's performance. This esteemed committee not only recommends annual increments and career advancements for those deserving based on exemplary performance but also assesses any consistent underperformance. Should a faculty member's performance be deemed consistently unsatisfactory, the Management, guided by the committee's recommendations, will take appropriate remedial measures.

6.2 Career Advancement Scheme (CAS) for Faculty

All teaching faculty members are eligible for the Career Advancement Scheme (CAS) or Promotion, subject to adherence to the meticulously outlined procedures and guidelines as dictated by the "UGC Regulations on minimum qualifications for the appointment of teachers and other academic staff in Colleges and measures for the maintenance of standards in Higher Education 2018." The attainment of such progression is contingent upon satisfying stipulated criteria, including a minimum duration of service and an exemplary Academic Performance Indicator (API) score.

6.3 Promotion of Non-Teaching Staff (Administrative and Technical Staff)

The Career Advancement Scheme (CAS) is extended to the administrative and technical category, with the prerequisite that individuals in this category must accrue a stipulated number of years of service at each level. Additionally, their eligibility is contingent upon demonstrating satisfactory performance, a determination meticulously assessed by an aptly constituted review committee or authority.

6.3.1 Retirement / Superannuation

i) The standard age of superannuation for faculty members is set at 60 years. Nevertheless, reappointment on a contractual basis up to the age of 65 years may be contemplated based on organizational requirements. The consolidated salary for those retiring at the age of 60 shall be determined according to their qualifications and the department's needs. However, retirement benefits such as gratuity will be disbursed at the time of retirement, which occurs at the age of 60.

ii) The age of superannuation for Librarians and Directors of Physical Education is strictly set at 60 years.

iii) Typically, the age of superannuation for non-teaching staff is 60 years. However, extensions on a contractual basis with consolidated pay may be considered up to the age of 62 years, contingent upon merit and the exigencies of the organization.

iv) Any appointments made after the age of 60 for non-teaching/teaching faculty shall be exclusively on a contractual basis. Following their release from regular service with all associated benefits, reappointments can be made on a consolidated pay, the determination of which will be made by the Management upon the Principal's recommendation.

6.3.2 Resignation:

i) In the event that a staff member, whether in a teaching or non-teaching capacity, wishes to resign from the Institute, it is incumbent upon them to provide a minimum of 2 months' notice in advance or, alternatively, remit two months' salary to the Institute in lieu of such notice. The specified notice period aligns with the conclusion of the semester, ensuring that no staff member is relieved in the midst of an ongoing semester under any circumstances.

6.3.3 Termination of service:

The Institute retains the authority to terminate the services of any staff member with a valid reason by issuing a notice period of two months.

7.0   LEAVE RULES

7.1 Casual Leave (CL)

Every staff member is entitled to avail themselves of 12 days of casual leave per calendar year.

7.2 Earned Leave (EL)
a) Have to complete two-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) E) Prefix and Suffix with the holiday is allowed.

7.3 Unearned leave on private affairs
Staff members are not permitted to take unearned leave for personal matters; such provision is not available.

7.4 Medical Leave
Upon completing two years of dedicated service, all staff members, both teaching and non-teaching, are entitled to the approval of 10 days of medical leave for each full year of service. The accumulation of this leave is permissible, allowing for a maximum accrual of 60 days. It is important to note that medical leave can only be utilized in situations necessitating hospitalization due to illness.

7.5   Marriage Leave
Marriage leave, extending over five consecutive days, is a compassionate provision designed to aid staff members during pivotal life milestones. This inclusive benefit applies commonly to all employees, encompassing both Teaching and Non-Teaching personnel. It serves to provide unwavering support and essential flexibility, enabling employees to wholeheartedly prioritize and engage in their wedding festivities and associated preparations.

7.6 Maternity Leave
Maternity leave, extending up to a maximum period of 45 days, is sanctioned for a limit of two confinements. Eligibility for this leave is exclusively extended to all staff members (both Teaching and Non-Teaching) who have completed a minimum of two years of dedicated service. It is crucial to note that maternity leave is not applicable

during the probationary period and any such leave during this period will be granted only on a loss of pay basis.

7.7 Extra Ordinary Leave on Loss of Pay

A staff member may be considered for the grant of Extraordinary Leave on Loss of Pay (EOL), contingent upon the specific circumstances necessitating such leave. Nevertheless, in the event that the Institute deems the services of the staff member necessary, a reinstatement to duty is expected within a stringent timeframe of 3 months from the dispatch of the letter from the Institute.

7.8 Study Leave

A faculty member may be authorized a study leave of up to 24 months, sans salary, for the purpose of pursuing advanced studies. This approval is contingent upon the faculty member executing a binding agreement committing to a return to the Institute's service for a period of 3 years. Failure to comply with this bond will necessitate the faculty member's resignation from their current position before embarking on higher studies.

7.9 Vacation

Vacation staff members are entitled to a comprehensive total of 30 days of vacation annually. Within this allocation, during the summer vacation, a staff member may utilize up to 20 days with prior permission, while an additional 10 days can be availed during the winter vacation. It is crucial to note that adherence to the conditions specified at the time of the declaration of vacation (both Summer and Winter) is a prerequisite for availing this entitlement.

8.0   TRAVELLING ALLOWANCE (TA)

8.1 TA/DA for travel within India

TA/DA reimbursement for staff members attending conferences and undertaking official travel within India will be granted in accordance with the following stipulations:

i) Applicable for conferences organized by recognized professional bodies and National/International conferences hosted by esteemed higher learning institutions such as IITs/IIMs/NITs/reputed Universities/Colleges, validated by the Head of the Department (HOD).

ii) Limited to oral presentations and excludes poster presentations.

iii) Funding support may be availed once in every semester for participation in National Conferences.

iv) Faculty members may also seek financial support from funding agencies in addition to the institute's provisions.

v) Economy class airfare is sanctioned for travel to cities with train journeys exceeding 12 hours, such as Mumbai, Delhi, Kolkata, exclusively for Professors; others are eligible for train fare only.

vi) Train fare is permissible in First Class or AC-3 Tier, inclusive of reservations, substantiated by evidence.

vii) No DA/local conveyance will be provided for travel at either end.

viii) Accommodations should be arranged in institution hostels whenever possible. Alternatively, allowances may be granted based on prevailing Government rates, with adjustments to new rates upon revision.

8.2 TA/DA for International Travel:

The regulations governing TA/DA for conferences and official duties abroad are as follows:

i) Presentation at a recognized conference certified by the respective HoD is a prerequisite.

ii) Limited to oral presentations, excluding poster presentations.

iii) Faculty members may also proactively apply to funding agencies for financial assistance, with the Principal facilitating this process through a letter guaranteeing the institution's provision of half the airfare and per diem allowances, subject to funding agency disbursement.

iv) International travel is permitted only once in a year for conference attendance overseas.

v) Economy class airfare will be reimbursed.

vi) Actual registration fees will be covered upon submission of evidence.

vii) Visa charges.

viii) Per diem charges, aligned with current Government rates, restricted to the conference duration.

9.0   SOCIAL SECURITY BENEFITS

9.1 Employee Provident Fund Scheme

All staff members, encompassing both the Teaching and Non-Teaching personnel, with the exception of those who commenced their tenure at this Institute after reaching the age of 58 years, are mandatorily enrolled in the Employees' Provident Fund (EPF) scheme from the commencement of their service. The deduction of EPF contributions from employees is set at 12% of their total pay, combining both the Basic and Dearness Allowance (DA). It is noteworthy that this deduction is applied up to a maximum monthly pay threshold of Rs. 15,000/-.

9.2 Gratuity

Staff members, encompassing both the Teaching and Non-Teaching personnel, who have devoted a minimum of five consecutive years in continuous service (excluding periods of leave without pay) at this Institute are entitled to receive service gratuity. The gratuity payment is computed at the rate of half a month's salary, comprising both the basic pay and dearness allowance (DA), for each completed year of service throughout the total tenure. The precise calculation is determined as follows:

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

9.3 Insurance Scheme

All members of the staff, including both Teaching and Non-Teaching personnel, are encompassed by a comprehensive group personal accident cum hospitalization policy. The management diligently covers the premium for this policy, a process executed annually in the month of January. The scheme offers a spectrum of benefits, elucidated as follows:

i) A substantial sum of Rs. 1,00,000/- (Rupees one lakh only) per individual is provided in the event of death or permanent total disablement, exclusively if resulting from an accident.

ii) The policy extends coverage for medical expenses, allocating a significant amount of Rs. 50,000/- (Rupees fifty thousand only) per person. This coverage is specifically designated for hospitalization and medical expenses incurred during inpatient care, applicable exclusively to grievous injuries stemming from accidents.

9.4 Health and Welfare:

Through a partnership with St. Peter's Medical College Hospital and Research Institution, faculty members are granted a valuable benefit: a 50% concession on medical treatment. This collaboration reflects our steadfast commitment to supporting the health and welfare of our staff, ensuring they have access to quality healthcare at a reduced cost during times of illness or medical need.

9.5 Group Insurance

Group insurance is not just a benefit; it's a lifeline for our faculty, offering comprehensive coverage for their health, life and disability needs. This multifaceted support system underscores the institution's deep commitment to the well-being of its academic community, ensuring that faculty members have access to essential medical services and financial security during challenging times. Moreover, by fostering a sense of solidarity and support among faculty members, group insurance strengthens the fabric of our academic environment, enhancing collaboration and morale. In essence, it serves as a tangible manifestation of the college's dedication to nurturing and protecting its most valuable asset: its people.

9.6 Employees' State Insurance (ESI)

Non-teaching staff members with a gross salary below Rs. 25,000 are deemed eligible for coverage under the Employees' State Insurance (ESI) scheme.

10.0 Academic Grade Pay

The academic grade pay system implemented by the college stands as a formidable advantage for faculty members. This structured framework not only rewards their scholarly accomplishments but also serves as a catalyst for professional growth and recognition within the academic community. With its meticulous grading criteria and transparent evaluation process, the system provides a clear pathway for educators to ascend the ranks of academia. Such a system not only incentivizes excellence in teaching, research and service but also fosters a culture of continuous improvement and dedication among faculty members. Thus, the academic grade pay system stands as a testament to the college's commitment to nurturing talent, fostering intellectual rigor and cultivating a vibrant academic environment.

11.0   Consultancy Projects
Faculty involvement in consultancy projects follows a deliberate sharing model: 40% for the college and 60% for staff. This structured framework not only incentivizes robust engagement but also fortifies the symbiotic bond between academia and real-world applications, affirming faculty expertise while propelling the institution's dedication to impactful contributions and academic excellence.

12.0   Transportation:
Faculty members are afforded complimentary local transportation services, a testament to our unwavering commitment to their well-being and convenience. This initiative ensures seamless access to essential transportation resources within the local area, further enhancing the overall experience for our esteemed faculty.

13.0   Accommodation:
Bachelor/spinster faculty members are graciously offered residence within our modern hostel facilities, while wedded faculty members are provided with accommodation in our inviting guest house. This tailored arrangement exemplifies our commitment to catering to the individual needs of our esteemed faculty, ensuring their comfort and convenience throughout their tenure with us.

14.0   DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF   STAFF

14.1   Faculty Members
Upon adhering to the standard norms, the administration has undertaken proactive initiatives to implement AICTE scales of pay, establish conducive working conditions and institute a comprehensive social security scheme. Recognizing the unique nature of this institute, faculty members are anticipated to contribute significantly, extending beyond routine academic and teaching responsibilities to encompass research and extension activities. The delineation of duties and responsibilities for all faculty members has been meticulously formulated and officially sanctioned by the Governing Council.

14.2   Non-Teaching Staff (Administrative and Technical Staff)
As an institution, the roles and responsibilities of administrative and technical staff have not only expanded but have also evolved to be more targeted and outcome-driven. Despite the administrative staff being numerically smaller compared to the faculty and technical staff, their impact on the seamless functioning of the institute is substantial. The management has undertaken deliberate measures to enhance the service conditions for technical employees, with an expectation that they will contribute their utmost to the realization of the institute's mission and objectives.

15.0   MISCELLANEOUS CONDITIONS

i) All Institute staff members are mandated to be present within the Institute premises during working hours on all designated working days and days expressly communicated.

ii) Each staff member is expected to dedicate their entire duty time exclusively to the service of the Institute and is prohibited from engaging, either directly or indirectly, in any other private work or business.

iii) The conduct of all staff members is guided by the overarching general duties and responsibilities outlined for each respective category of staff, as meticulously detailed in the service rules.

iv) In the event of any misinterpretation or incorrect understanding of the rules and conditions stipulated in the service rules, the Principal is vested with the ultimate authority to make determinations and render final decisions.

16.0   DISCIPLINARY ACTION

a) All staff members are subject to disciplinary action for acts of disobedience, misconduct, misappropriation, dereliction, negligence of duty and actions involving moral turpitude.

b) Disciplinary actions will only be initiated after establishing the grounds on which such actions are based and ample opportunity will be afforded to the employee to present a defense.

c) Depending on the nature of the offense and if the competent authority, such as the discipline committee, deems it necessary to follow an inquiry committee as part of the disciplinary process, such an inquiry committee shall be duly constituted.

d) While proceeding with disciplinary action, the competent authority of the Institute is vested with the authority to impose any of the following penalties, provided there is clear and convincing evidence that the offenses committed by the staff member have been established beyond reasonable doubt:
i) Censure
ii) Withholding of increments
iii) Recovery of salary, either in whole or in part, to compensate for losses incurred by the Institute
iv) Suspension pending inquiry
v) Dismissal from service
e) If a staff member deems the punishment imposed by the competent authority excessive, an avenue for recourse is available through an appeal to a higher authority than the one that imposed the punishment.

DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING FACULTY

1.0 PURPOSE AND SCOPE

As faculty members at Adhiyamaan College of Engineering, they bear the responsibility for contributing to and upholding the institution's esteemed standards. It is imperative that they adhere to the pertinent policies, rules, regulations, norms and standards established to guide their professional conduct. While individual accountability is emphasized for each member, collectively, as integral parts of the Institute community, they share the responsibility for maintaining these standards of behavior and ensuring compliance with all applicable rules, regulations and codes of conduct.

This document serves as a comprehensive guide outlining the rules and regulations that every faculty member is expected to adhere to, as well as the code of conduct they are required to adopt in the execution of their professional duties. It is essential to note that these rules and regulations, while outlined herein, are not exhaustive. Therefore, faculty members are expected to stay abreast of detailed instructions issued periodically and adapt to any modifications necessitated by evolving circumstances.

2.0 APPLICABILITY AND INFRINGEMENTS

The stipulations set forth in these rules, regulations and code of conduct are applicable to the entirety of the faculty at Adhiyamaan College of Engineering. This encompasses full-time faculty members, visiting faculty members, those on contract or part-time employment and research scholars assigned teaching duties across all schools and departments within the institution.

Adherence to these established guidelines instills a sense of responsibility in faculty members, compelling them to promptly report any suspected violations of these provisions to the relevant authorities within the Institute. Such an act of raising concerns is a service rendered to the Institute and is explicitly assured not to compromise one's position or employment. In instances where violations are substantiated, appropriate disciplinary measures, up to and including termination of employment or other affiliations with the Institute, will be enforced. Should the need arise, legal avenues may also be pursued against the individuals involved.

3.0 CURRICULAR RELATED

a) Teaching and Learning

Faculty Responsibilities:

a) Teaching and Student Engagement:

i) The faculty member is entrusted with the responsibility of delivering both core and elective courses within their area of expertise, as allocated by the Head of the Department, across various programs offered by the Institute.

ii) In addition to teaching, the faculty member is expected to conduct laboratory courses, tutorials and seminars for the assigned programs. This should be done effectively to enhance students' practical knowledge.

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iii) The faculty member plays a crucial role in guiding and supervising student project work. This involves establishing proper rapport with industry/organizations, particularly for industry-related projects.

iv) To make the teaching process more engaging, the faculty member is encouraged to utilize multimedia teaching aids.

v) During laboratory and seminar sessions, the faculty member is encouraged to conduct oral examinations either before or after experiments/seminars, enhancing students' comprehension of the subject.

vi) The faculty member is encouraged to adopt project-based, experimental or activity-based learning approaches in conducting core/elective courses.

vii) Facilitating peer-assisted learning is an integral part of the faculty member's responsibilities.

viii) Overall, the teaching-learning approach should be learner-centered, ensuring the achievement of learning outcomes for different courses.

b) Course Planning and Material Preparation:

i) The faculty member is obligated to meticulously plan and prepare for theory and practical courses well in advance to ensure effective teaching.

ii) It is expected that the faculty member prepares a comprehensive schedule of lectures, incorporating topics, tests, assignments, demonstrations and multimedia presentations. This information should be communicated to students in advance.

iii) Designing experiments for laboratory classes is a critical aspect of the faculty member's role. This involves fostering students' creative skills and ensuring a thorough understanding of physical phenomena or concepts.

b)   Examination, evaluation and grading

i) A faculty member is mandated to create standardized question papers that effectively assess students' knowledge and analytical thinking. This responsibility extends not only to courses directly taught by the faculty but also to those assigned by the Dean, Head of Department or Controller of Examinations of the Institute.

ii) Furthermore, a faculty member is obligated to oversee and invigilate any examinations or tests conducted within the Institute. This may include examinations for courses instructed by the faculty member or for other courses assigned by the Head of Department or Controller of Examinations.

iii) During the evaluation of answer scripts, oral examinations or project work, a faculty member must maintain an unwavering commitment to objectivity. This ensures that students receive marks or grading solely based on their performance. Additionally, the faculty member is required to identify and communicate any errors on the script, excluding end-semester examinations where no annotations are permitted.

c) Maintenance of Records

i) Each faculty member must meticulously and promptly maintain records of classwork, attendance and continuous assessment. These records should be presented to the Head of the Department (HOD) upon request or immediately following any tests for thorough scrutiny. Subsequently, they are to be handed over to the HOD after completion of the academic audit.

ii) It is imperative for every faculty member to maintain a file containing the question papers they have set for the respective course, along with copies of students' answer sheets post-evaluation. These documents are to be submitted for academic audit purposes.

iii) In the event that a faculty member is designated as the Class Adviser by the HOD, they are required to keep a comprehensive list of students under their purview, including their parent/local guardian contact information (address/phone/email). This facilitates monitoring and communication of the students' progress to their respective stakeholders. Additionally, the Class Adviser is entrusted with maintaining a cumulative record of attendance for each course undertaken by the students. Furthermore, the Class Adviser is expected to assist the HOD in counseling underperforming students and implementing follow-up actions aimed at improving their academic performance.

d) Monitoring of students' progress

i) The faculty responsible for any course is mandated to monitor both attendance and academic performance for each student within their course. They are expected to take necessary measures, utilizing their authority, to enhance the students' progress. Should these efforts prove unsuccessful, the faculty member is required to promptly inform both the Head of the Department (HoD) and the Class Adviser, ensuring that the information reaches the parents or guardians.

ii) It is incumbent upon a faculty member to actively participate in the Class Committee Meeting, whether in the capacity of a course teacher or as the chairperson of the class committee. Their involvement in the deliberations is essential for enhancing the teaching-learning process.

iii) A faculty member may be assigned the role of a Faculty Adviser to a specific group of students. In this capacity, they act as genuine mentors, keeping track of the courses registered/enrolled by the students and providing advice and counseling as needed.

iv) A faculty member must possess a comprehensive understanding of the regulations governing the academic program offered by their department, as well as stay updated on instructions issued periodically. This knowledge equips them to effectively guide the students.

v) Serving as a Faculty Adviser, the faculty member is not only tasked with motivating the students under their care but also with assisting them in addressing general problems they may encounter until their departure from the Institute.

e) Participation in Academic Developments

i) Faculty members are expected to actively engage in the process of curriculum preparation for new programs or modifications to existing ones.

ii) It is the responsibility of a faculty member, in alignment with their specialization, to contribute to the development of new syllabi or the updating of existing ones.

iii) Faculty members are anticipated to showcase creativity by contributing to the introduction of new academic programs in emerging areas relevant to society. This extends to innovative curriculum design and the adoption of new teaching and evaluation methodologies.

iv) To be an effective faculty member, one must continually update their knowledge. This involves attending faculty development programs, participating in short-term courses, engaging in professional society meetings, attending national and international conferences, reading recent technical journal articles and periodicals and exploring the websites of world-class universities. Additionally, faculty members may choose to enroll in one or more professional societies or associations.

f)   Punctuality and regularity

i) The faculty member is prohibited from allowing any student to enter the class after the specified time stipulated by the Institute. This measure is implemented to ensure the punctuality of students attending classes.

ii) It is mandatory for a faculty member to make alternative arrangements for handling their scheduled coursework and other responsibilities whenever they go on leave.

iii) Whenever possible, a faculty member should avoid missing scheduled classes. Only under unavoidable circumstances should alternative arrangements be made. This approach ensures better adherence to scheduled classes.

iv) Punctuality is paramount for a faculty member attending classes. They should leave the classroom only after their session concludes or after ensuring the arrival of the faculty member for the next period. Alternatively, they can instruct students to proceed to the laboratory/workshop for practical classes, as applicable.

4.0   RESEARCH AND DEVELOPMENT

a)   Academic research

i) Research is an inherent component of the Institute's functions; therefore, every faculty member must actively contribute to research in their field of specialization.

ii) Faculty members should pinpoint specific aspects within their area of specialization with considerable potential for further exploration. They can either undertake the research independently or inspire undergraduate and postgraduate scholars, as well as junior colleagues, to pursue the study under their supervision.

iii) Research Supervisors must allocate sufficient time to engage in discussions with research scholars and monitor their progress. This approach ensures not only an enhancement in the quality of work but also prevents time overruns.

iv) Given the ample scope for additional research arising from students' project work, active participation of faculty members in such projects is essential.

v) In the case of industry-related student project work, faculty members should visit the industry to gain a comprehensive understanding of the problem. This proactive approach enables effective guidance and fosters valuable connections with the industry.

vi) Interdisciplinary and collaborative research is assuming significant importance. Faculty members should proactively identify such areas by interacting with colleagues in other

departments or collaborating with researchers in established R&D laboratories.

vii) Faculty members may act as research supervisors 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 internationally esteemed refereed journals not only enhance an individual's reputation but also contribute to the institution's prestige, every faculty member should endeavor to produce such high-quality publications.

ii) Faculty members are encouraged to publish their research output exclusively in SCI or SSCI journals. Publications in non-refereed journals will not receive recognition.

iii) Faculty members should also endeavor to file patents if their research output is deemed innovative and novel.

iv) Depending on the research content, faculty members may present papers at international or national conferences. However, it is acknowledged that their impact, compared to publications in refereed journals, is considered somewhat diminished.

v) Faculty members should dedicate efforts to disseminating their research beyond refereed journal papers, such as through the publication of books or chapters in publications by international or national-level publishers, complete with ISBN/ISSN numbers.

   i)   Financial incentives for publications in refereed journals will be provided to faculty members, with consideration given to factors such as impact factor, total citations, immediacy index, half-life, etc.

c)   Sponsored and funded research projects
i) An essential source of financing and professional recognition for the Institute comes from sponsored and funded research projects. Therefore, each faculty member should regularly explore the websites of various funding agencies, advertisements, etc. and submit research proposals in the proper format to secure funding assistance for research and the acquisition of facilities, such as equipment and instruments.

ii) A faculty member serving as a Principal Investigator, in addition to engaging Project Associates, may also utilize the services of students and research scholars, where feasible, if the project proposal contemplates and the funding agency approves.

iii) Numerous funding agencies offer financial assistance for the establishment of centers of excellence. A faculty member can also explore and submit proposals related to their department or interdisciplinary areas for the establishment of such centers.

iv) Faculty members should actively encourage students to submit proposals for securing funding assistance for student projects from the Science and Technology Councils of the State and Centre, as well as other relevant agencies.

v) The primary focus of the faculty member should be to transform their creative ideas into a product, whether physical, conceptual or a computer software. To gain recognition not only for themselves but also for the institution, efforts should be made to obtain Patents/Intellectual Property Rights (IPR) to prevent unauthorized duplication.

ii) Cash incentives, as determined by the Management, will be awarded to faculty members for successfully securing funded research/projects, publishing research papers and books and obtaining patents.

5.0.   CONSULTANCY AND EXTENSION ACTIVITIES

a)   Consultancy projects

i) Executing consultancy work for state and private organizations stands as another crucial source of financial resources for the Institute. Faculty members should proactively endeavor to secure consultancy projects within their areas of specialization, either from industries, businesses or state agencies.

ii) To secure consultancy projects, it is imperative that individuals demonstrate proficiency in solving practical problems within their respective areas of specialization, coupled with the development of strong professional relationships. Guiding industry-oriented student projects serves as an effective means of establishing connections with industry counterparts. Therefore, faculty members overseeing such projects should cultivate proper, healthy and positive relationships with the concerned industry where the project work is undertaken.

iii) Faculty members should consistently update their knowledge and familiarize themselves with industry issues by perusing industry publications, attending professional society meetings and engaging in similar activities to establish contacts and gain insight into industry challenges.

iv) Attendance at seminars and conferences organized by professional institutions, such as the Confederation of Indian Industry (CII), the Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), the Institute of Electrical and Electronics Engineers (IEEE) or other Industrial Associations, will further contribute to understanding the challenges faced by industries.

b)   Extension activities

i) A faculty member should make concerted efforts to organize refresher courses, seminars and workshops, not only for the benefit of fellow faculty members but also for participants from the industry and society at large. Such programs can be either self-supporting or sponsored.

ii) The conduct of continuing education programs and structured courses tailored to meet the specific requirements of the industry and society represents another avenue for augmenting resources for the Institute. A faculty member can organize such programs as one-time events or on a continual basis, year after year.

iii) Extension activities encompass a range of community-oriented services, preferably leveraging expertise in the field of science and technology to address the needs of the weaker sections of society.

6.0   INVOLVEMENT IN DEVELOPMENT ACTIVITIES

a)   Laboratory Development & Maintenance
i) A faculty member is required to actively engage in the laboratory development activities of the department by introducing innovative experimental setups, instruments, computer

software or computer control of machines and processes.

ii) Whenever new courses or topics are proposed in the curriculum and syllabi within emerging areas, faculty members can design, fabricate or assemble new experimental setups for student use.

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 used effectively for academic requirements, project works and research-related activities.

iv) In the event that a faculty member is assigned to be in charge of a laboratory or workshop, he/she must oversee the work of the technical staff, in addition to arranging for periodic maintenance, repair and recalibration as necessary.

v) Assuming the role of being in charge of the laboratory, he/she must ensure the proper maintenance of stock registers for both consumable and non-consumable items, conduct periodic stock verifications and propose the replacement of over-aged or unserviceable equipment, ensuring their safe custody.

b)   Purchase of items for the laboratory

i)   The individual in charge of the laboratory must prepare an annual budget, considering academic course requirements and research needs. After discussion with the Head of the Department (HoD), the budget should be finalized before inclusion in the overall budget proposal of the department.

ii) The person in charge of the laboratory is responsible for initiating proposals for the purchase of consumables and equipment. They should actively follow up until the items are procured and incorporated into the stock.

iii) The faculty member should assist the Professor in charge of purchase or the HoD in finalizing equipment specifications. This involves calling for quotations and evaluating and tabulating bids to be presented before the Purchase Committee.

iv) Once the budget proposals receive approval from the management, the faculty member in charge of the laboratory/workshop is accountable for ensuring compliance unless there are alterations or revisions. If necessary, he/she should prepare a revised budget proposal through the HoD.

v) The faculty member is required to adhere to the detailed guidelines and procedures issued by the Institute regarding the purchase of consumable and non-consumable items, including both indigenous and imported items.

c)   Co-Curricular activities

i) A faculty member must coordinate guest lectures, seminars and other supplementary activities to complement regular lectures. Additionally, they should contribute to the organization of faculty development programs, short-term programs, workshops, open houses and exhibitions conducted by the Department or Institute.

ii) Faculty members are responsible for organizing industrial visits and educational tours and they should accompany students on visits/tours as required by the Head of the Department (HOD).

iii) If a faculty member is nominated as an office-bearer, such as Treasurer or Adviser, for a Professional Society within the Department/Institute, they are expected to fulfill the corresponding duties.

iv) Faculty members are required to assist Professional Societies in organizing annual events such as symposiums, technical contests, quizzes and engage in interactions with parent bodies (e.g., ASME, IEEE, etc.) to promote the student chapter of these professional bodies.

v) Faculty members are responsible for coordinating National/International conferences, seminars, symposiums and workshops.

vi) Faculty members should submit project proposals to funding agencies seeking financial assistance for organizing seminars, conferences and other related events.

d)   Extra-curricular activities (Co-administrative Activities)
i) Faculty members should ensure the cleanliness and orderliness of classrooms, department buildings, laboratories and their surroundings, with the assistance of assigned personnel.

ii) It is the responsibility of a faculty member to guarantee that lights and fans are switched off after classes and if there are no lectures in the next period, to conserve energy consumption.

iii) Maintaining discipline on campus is crucial; therefore, every faculty member should intervene if they observe students engaging in condemnable activities.

iv) Faculty members, when required, should assist the Head of the Department (HOD) in various administrative matters, including the distribution of hall tickets, mark sheets and compiling departmental responses to higher authorities.

v) Faculty members are obligated to serve as members of inquiry committees or various committees during major events organized by the Department/Institute, such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.

vi) Faculty members may be assigned the responsibility of Residential Tutor/Deputy Warden for hostels catering to students for a specific period. For this service, they shall receive perquisites in addition to their salary.

vii) All faculty members are expected to supervise students, ensuring they attend classes punctually and do not loiter on campus.

viii) Faculty members should actively participate in activities related to NCC, NSC, NSO, Red Cross Society, Alumni Association, etc., serving as office bearers/organizers and fulfilling the duties associated with the positions.

iii) Faculty members may be assigned any other activities related to Department or Institutional Development, depending on the prevailing needs.

7.0   WORKLOAD NORMS

a)   Working hours
i) 1. All full-time faculty members are required to dedicate a minimum of 40 hours per week to Institute-related work on a weekly basis.
   2. Faculty members are expected to allocate additional time for the execution of

sponsored and funded projects, consultancy work, continuing education, summer courses etc.

The Institute retains the authority to determine working hours and days based on exigencies.

ii) The minimum working hours for part-time and visiting faculty may vary depending on the terms of their employment.

b) Teaching-contact workload

The minimum workload of 40 hours per week for faculty members is distributed among teaching-contact hours based on their respective categories:

Assistant Professors: 18 hours/week
Associate Professors: 12 hours/week
Professors: 8 hours/week
HoDs: 4 hours/week

It's important to note that these are the minimum contact hours as assigned by the Head of the Department (HoD). However, faculty members are expected to allocate additional time for research, lesson preparation and the evaluation of tests and assignments. They are required to be present in the department during the institution's working hours unless engaged in other official duties, for which prior permission from the relevant authority is necessary.

Faculty members must adhere to detailed instructions issued by the Management in this regard, which may be updated periodically.

8.0 CODE OF CONDUCT

a) Faculty Member and Student

The faculty member assumes a crucial role not only in achieving the general objectives of education but also in realizing the mission, goals and objectives of the Institute to which he/she belongs. It is their responsibility to exert all efforts for the physical, mental and intellectual development of students. In particular, a faculty member should strive to:

i) Provide just and unbiased treatment to all students, irrespective of their religion, caste, creed, sex, economic and social status.

ii) Regularly contribute to the personal development of students while safeguarding their interests and welfare.

iii) Serve as a role model for instilling virtues such as self-reliance, national consciousness and democratic values among students.

iv) Refrain from disclosing confidential information about students to anyone, except authorized persons/agencies or in the interest of the law.

v) Conduct fair assessments of students, evaluating them impartially and solely based on merit/performance.

vi) Demonstrate respect and an affectionate, friendly attitude towards all students, helping them improve their behavior despite any untoward events, rather than harboring feelings of revenge.

vii) Abstain from accepting fees, honorarium, gifts, etc., except those permissible under the rules, for providing guidance or coaching to students.

b) Faculty Member and Parents / Guardian

A faculty member is expected to establish a close relationship with the parents/guardians of students to contribute not only to the broader goals of education but also to the overall progress of the students. The faculty member should:

I. Respect the prerogative of parents/guardians to oversee the interests of their students.

II. Foster friendly and cooperative relations with parents/guardians.

III. Monitor the progress of students and share relevant information with parents/guardians, while also receiving essential information from them for the students' development.

IV. Bring to the attention of parents/guardians any shortcomings or observed behaviors that the faculty feels the parents should be aware of.

c) Relationship with Colleagues

A faculty member is expected to foster fraternal relations with colleagues to establish proper interpersonal connections and promote team spirit. Specifically, he/she should:

i) Conduct oneself with colleagues in the Institute in a manner consistent with the expectations of reciprocal behavior.

ii) Collaborate with colleagues in assessing students and engaging in other educational activities that contribute to the development of the profession.

iii) Refrain from writing anonymous letters to authorities regarding colleagues.

iv) Avoid spreading rumors or misinformation about colleagues as a means of expressing displeasure.

v) Resist the temptation to harm the teaching community for personal gain.

vi) Refrain from disclosing information about colleagues to any individual or agency without their explicit permission.

d) Faculty Member with Management

A faculty member is expected to cultivate a proper rapport with the employer, namely the Management of the Institute. The establishment of mutual respect and fraternal feelings is imperative for maintaining healthy relationships. The measures suggested to achieve this objective include:

i) Execute all professional activities through the proper channels.

ii) Refrain from discussing professional and confidential information with unauthorized individuals.

iii) Pursue promotion or elevation solely on the grounds of competence and performance.

iv) Avoid expecting appointment or promotion out of turn, based on favoritism or against professional ethics.

v) Honor the provisions of the bilateral agreement, such as bonds or undertakings, that the faculty member committed to with the employer, i.e., the Institute.

vi) Abstain from undertaking any responsibility or work involving financial benefit that contravenes professional etiquette and the general interest of the Institute.

vii) Wholeheartedly cooperate with the authorities of the Institute in fulfilling educational policies in accordance with professional responsibilities.

viii) Steer clear of condemning authorities, engaging in behavior through anonymous communication with outsiders/newspapers and participating in conversational conflicts that could harm student interests.

ix) Conduct Institute transactions with the utmost honesty, accuracy and fairness.

x) Avoid unethical practices, even if they are considered 'customary.' Expediency should never compromise integrity.

xi) Obtain approval from the appropriate authority empowered by the Institute to take up sponsored funded projects. Although faculty members are normally encouraged to do so, accepting such agreements creates a legal obligation on the part of the Institute to comply with the terms and conditions.

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

9.0 USE OF INSTITUTE RESOURCES

The Institute resources encompass, but are not limited to, the use of telephone systems, data communication and networking services, the Institute domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicles and other equipment, as well as the time and effort of staff, students and others.

These resources are to be utilized exclusively for the purposes of the Institute. Under no circumstances should they be employed for personal gain or individual purposes, except in a manner that is incidental and reasonable within the scope of an employee's duties.

10.0 FACULTY AND PROFESSIONAL CAREER

Unceasing efforts towards professional development are imperative for upholding the dignity of a faculty member. Measures that can significantly contribute to fostering professionalism include:

i) Continuously updating knowledge and actively engaging in research, industrial interactions and attending conferences, seminars, etc.

ii) Demonstrating active participation in professional bodies dedicated to promoting and disseminating advances in the knowledge frontiers of the field.

iii) Attracting talented individuals to the academic profession through the adoption of effective teaching norms.

iv) Making teaching more purposeful by actively participating in educational planning, including program design, curriculum and syllabi development, etc.

v) Adhering unwaveringly to professional ethics, standards and values, whether under

supervision or independently.

11.0 REPRESENTATION AND GRIEVANCE REDRESSAL

i) A faculty member should report any suspected infringement or violations of applicable rules and regulations through proper channels, starting with their immediate superior. If, for any reason, it is inappropriate to report suspected violations to the immediate superior (e.g., if the suspected infringement involves the supervisor), the individual may escalate the matter to a higher level of management within their school/department.

ii) Reports/representations should be submitted to the grievance redressal committee, providing factual information and evidence for necessary redressal.

iii) A faculty member who is affected should address their problem through the proper channel with the grievance committee. If unsatisfied with the committee's outcome, only then can they appeal to higher authorities.

12.0 FACULTY MEMBER AND SOCIETY

The responsibilities of a faculty member extend beyond the confines of the Institute, exerting a significant impact on common social interests. Therefore, the following aspects warrant consideration in this regard:

i) Adherence to the desirable standards expected of professionals by the Institute.

ii) Active participation in various community activities as a responsible citizen.

iii) Seeking public cooperation in the promotion of educational programs.

iv) Making requisite efforts to enrich the educational, ethical, spiritual, cultural and intellectual life of the community.

13.0   CONFLICT OF INTEREST/COMMITMENT

Faculty members owe their primary professional allegiance to the Institute and its mission of fostering the highest level of education, research and scholarship. They are committed to dedicating their time fully to academic pursuits, research, consultancy, extension activities and administrative responsibilities. Consequently, engaging in private business is strictly prohibited. Furthermore, transactions related to personal work, etc., during Institute working hours are strictly prohibited.

14.0 MISCELLANEOUS RULES OF CONDUCT

The following are miscellaneous rules of conduct that a faculty member is expected to adhere to:

i) If a faculty member wishes to stand for election to any local body, State Legislative Assembly or Parliament, they must seek permission from the appropriate authority and take leave for the period of their election campaign. They should also take such leave as is due to them or leave without pay as long as they remain a member of the elected body.

ii) A faculty member should refrain from engaging in adverse criticism of the Institute and its officers through articles, broadcasts or any other documents or statements.

iii) A faculty member is entitled to protection by the Institute if they are subjected to any libel in the discharge of their duties.

iv) A faculty member must not be under the influence of any intoxicating drug or liquor during their duty hours.

v) The use of cell phones by students in the Institute campus during working hours is discouraged and therefore, faculty members should set an example. They should not use them during class hours, meetings, in open premises, etc., although they are free to use them in their cabins.

vi) A faculty member shall not initiate a private business organization or association, either individually or in partnership with their spouse or siblings, without prior information and permission from the Institute, even if it does not prejudice their duties or is non-profit.

vii) Despite the rules, regulations and code of conduct specified in this document, all faculty members should comply with various rules, regulations and instructions issued by the Institute.

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

1.0   SCOPE

As employees of Adhiyamaan College of Engineering, the administrative and technical staff are obligated to adhere to the rules, regulations and code of conduct outlined in the performance of their duties. This commitment is essential to ensure that the established standards are consistently met. It is emphasized that these rules, regulations and the code of conduct are applicable to all full-time and part-time staff members, regardless of whether they are on a time scale of pay or on a consolidated pay attached to the Institute.

2.0   DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF

2.1   GENERAL ADMINISTRATION

a)   Secretarial Work

As an Institute, several statutory committees, such as the Management Committee, Finance Committee, Academic Council, Board of Studies, etc., play a crucial role. Responsibilities related to these bodies include:

i) Issuing notices to members, requesting their attendance at various meetings in accordance with established procedures and conventions, as instructed by the appropriate authority.

ii) Soliciting subjects for inclusion in the agenda from the Dean/Director/Head of Department, compiling them and preparing the agenda and discussion notes for various statutory body meetings after obtaining approval from the appropriate authority.

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

iv) Recording minutes of meetings and communications of minutes/orders issued, subsequent to obtaining approval.

v) Maintaining all essential documents such as the Memorandum of Association (MoA) and Bye-laws and effecting changes/modifications as necessary, with approval from appropriate bodies, while preserving immediately past versions.

vi) Seeking approval from/informing the UGC, AICTE and other relevant bodies, where necessary, for the changes/modifications made.

vii) Keeping attendance registers and minutes of various committee meetings, ensuring the confidentiality of information when essential for the Institute's interest.

viii) Communicating and presenting notes in English, unless otherwise required.

b) Dealing with UGC/AICTE and Accrediting Agencies

i) Initiating all necessary actions promptly to secure an extension of the deemed Institute status, as the conferment must be renewed after the expiration of the stipulated period.

ii) Submitting all required returns as requested by the UGC, AICTE and other supervisory/overseeing bodies with regard to the programs offered by the Institute.

iii) Undertaking all necessary actions and correspondence in pursuit of securing accreditation from NAAC, NBA or any other accrediting bodies chosen by the Institute.

iv) Providing compliance reports and furnishing the details requested by the relevant agency.

c) Collaboration with other Universities/Institutes

i) Handling all correspondence and undertaking necessary actions related to collaboration with other universities/institutions in India and abroad.

ii) Initiating steps to sign Memoranda of Understanding (MoUs) with industries and other institutions and subsequently following up on the agreed-upon terms.

iii) Maintaining all records associated with collaborations and ensuring proper follow-up with the Deans/HODs of the Institute.

iv) Overseeing all other activities relevant to collaborations.

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

a) Budget preparation
The budget serves as a crucial instrument for controlling expenditure and managing the finances of the Institute. The duties and responsibilities of administrative staff in this regard include:

i) Requesting budget details for both consumables and non-consumables from the various departments of the Institute.

ii) Compiling the budget, seeking approval from the appropriate body and communicating the approved budget back to the respective departments.

iii) Soliciting budget modifications, if any, from the departments, compiling the necessary information, obtaining approval for the revised budget and communicating the changes back to the departments.

iv) Timely notification to the appropriate authority if any deviations are observed, ensuring that necessary controls can be implemented promptly.

i) Maintaining books of accounts, including ledgers, subsidiary books and cash books, in accordance with the approved procedure/manual.

ii) Compiling accounts, including trial balances, reconciliations, preparation of income and expenditure statements, cash flow and balance sheets.

iii) Managing accounts receivables by promptly taking action to recover amounts due to the Institute.

iv) Receiving semester fees and other payments from students, accurately accounting for them and addressing all related issues.

v) Handling the accounting of students' caution deposits and facilitating refunds or adjustments as necessary.

vi) Recording expenditure details, reviewing them periodically in comparison to the budget and taking appropriate actions in line with instructions from the relevant authority.

vii) Managing all payables by the Institute, taking prompt action after approval from the relevant authority, for all bills related to supplies and services utilized.

c)   Fund Management

i) Investing funds received from the parent body and income realized from students, in accordance with the decisions made by the Institute.

ii) Renewing deposits and facilitating withdrawals for meeting both recurring and non-recurring expenditures.

iii) Maintaining separate accounts for funds received as grants for sponsored and funded research projects and ensuring that expenditures are incurred only for the specific purposes for which the grants were provided.

d)   Salary and wages

i) Preparing all pay bills, arrears bills and supplementary bills for all employees and ensuring drawl and disbursement to the concerned individuals in accordance with established procedures.

ii) Maintaining accounts related to statutory deductions, such as provident fund and property tax.

iii) Preparing all remuneration bills and facilitating disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentive-related payments to faculty and staff.

iv) Managing all matters pertaining to income tax deduction from salaries and other payments to employees, including prompt payment to statutory authorities, filing of returns and issuance of tax deduction certificates.

v) Deducting professional tax and remitting the amount to the appropriate authorities under the Act.

vi) Initiating payment drawls for encashment of leave, leave salary, statutory payments like gratuity and recovering dues from employees.

vii) Addressing all other matters related to the drawl, payment and recovery from Institute employees.

viii) Managing all matters concerning the sanction of advances to employees and the subsequent recovery or adjustment of the same.

2.3   PERSONNEL RELATED ACTIVITIES (Establishment/Administration Section)

a)   Recruitment of staff

(i) Determining staff requirements, including faculty, technical and administrative staff, based on established norms and obtaining necessary sanction from the appropriate authority.

(ii) Maintaining an establishment list categorized appropriately and taking action to fill positions upon approval from the concerned authority.

(iii) Proposing the sanction of additional staff when new programs are introduced or expanded, etc., after receiving necessary proposals from the relevant Heads of Departments.

(iv) Managing the issuance of advertisements, receiving applications, shortlisting candidates through tests/experience evaluations by the department and presenting the shortlisted candidates to the appropriate selection committees constituted for interviews and selections.

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

(vi) Maintaining the qualifications required for various positions in different staff categories and taking action to define qualifications for recruitment when new positions are created.

b)   Service related matters

(i) Handling all matters related to probation and regularization for all categories of staff promptly.

(ii) Receiving all annual performance appraisal forms from the departments, conducting an initial scrutiny for missing details and submitting them to the review committee.

(iii) Organizing the annual review for all categories of staff and facilitating the sanction of increments.

(iv) Coordinating special reviews for career advancement/promotion by the constituted committee and issuing orders thereafter.

(v) Maintaining all service records of employees and periodically updating them.

(vi) Managing matters related to the deputation of employees for higher studies in India or abroad.

(vii) Handling all matters related to the deputation of faculty to attend conferences, seminars and workshops, either in India or abroad.

(viii) Issuing certificates such as service certificates, experience certificates, etc., after obtaining approval from the concerned authority.

c) Retirement, severance and disciplinary action

(i) Processing resignation requests from employees after verifying their conditions of appointment and the policies of the Institute.

(ii) Issuing relief orders through the concerned department only upon satisfaction of all prescribed conditions and after obtaining a no-dues certificate.

(iii) Maintaining the retirement dates of employees and promptly taking action to relieve them following the prescribed procedures.

(iv) Issuing certificates/experience certificates only upon the completion of all formalities.

(v) Managing all matters related to disciplinary action against employees for offenses committed or dereliction of duty.

(vi) Handling all correspondence and files related to legal action against any employee, if and when pursued by the Institute.

2.4   ACADEMIC RELATED MATTERS

a) New academic programme

(i) Processing proposals received from Heads of Departments and others for initiating new academic programs in the Institute.

(ii) Obtaining approval from the Governing Council after a thorough examination by the concerned Board of Studies and Academic Council.

(iii) Handling all correspondence related to securing approvals or providing information concerning new programs.

b) Admission of students

(i) Issuing advertisements to call for applications for various programs offered by the Institute and processing those applications.

(ii) Managing all correspondence related to the admission of students in various programs and addressing all issues pertaining to admissions.

(iii) Verifying the validity of all certificates of students before admission.

(iv) Checking the equivalence of eligibility conditions for various programs, especially for students migrating from other universities.

c)   Maintenance of student records

(i) Maintaining all information related to every student pursuing a program in the Institute in an organized manner, ensuring the ability to retrieve the information as and when necessary.

(ii) Safely storing all original certificates received from students for verification and ensuring their secure return after the verification process.

d)   Scholarships, bank loan and research fellowships
(i)   Issuing certificates to students to facilitate securing loans from banks for pursuing education in the Institute.
(ii) Managing all matters related to securing scholarships for students who apply to various agencies awarding scholarships.
(iii) Handling matters related to the award of merit scholarships, fee waivers, etc., by the Institute for meritorious students.

(iv) Distributing cash awards, prizes, etc., to students who secure ranks in examinations as per the Institute's scheme.

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

e)   Disciplinary action

(i) Managing matters related to the constitution of an inquiry committee on issues concerning disciplinary action, securing the report and pursuing disciplinary action against the concerned student(s).

(ii) Handling matters related to cases filed by students in the courts to defend the Institute.

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

(iv) Prioritizing disciplinary action related to ragging by students.

f)   Student professional bodies
(i) Managing all matters related to student professional bodies in various departments, including seeking approval from the administration.

(ii)   Sanctioning advances for various events organized by professional bodies and overseeing the final settlement/adjustment of accounts by the concerned department.

g)   Issue of Transfer certificates & Hall tickets, etc.
(i) Issuing transfer certificates and other certificates, signed by the appropriate authority, to students when they leave the Institute after completing a program or discontinuing the program.

(ii) Distributing hall tickets to students after ensuring their compliance with the conditions stipulated in the regulations for the end-semester examinations.

(iii)   Handling any other issues related to students' academic activities.

2.5   EXAMINATION RELATED MATTERS

As an Institute, the responsibility for scheduling and conducting end-semester examinations, declaring results, distributing mark sheets and issuing degree certificates rests with the Institute. The duties and responsibilities include:

(i) Scheduling and conducting continuous assessment tests for all programs. Dispatching the answer scripts to the Departments for evaluation and assigning marks.

(ii) Scheduling end-semester examinations, arranging to obtain question papers, printing and securely storing them for distribution on the examination date.

(iii) Making arrangements to conduct examinations and evaluations in accordance with the prescribed procedures.

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

(v) Printing and distributing cumulative credit point average (CGPA) semester-wise to students in various programs.

(vi) Issuing provisional certificates to students who have satisfactorily completed the program according to the program regulations.

(vii) Issuing and receiving convocation applications from students, preparing degree certificates duly signed by the designated authority and keeping them under safe custody for distribution.

(viii) Arranging for convocation and awarding degree certificates to students present at the convocation and sending them by registered post to those who have not attended.

(ix) Handling any other issues related to the conduct of examinations, evaluation, result declaration and award of degree certificates.

2.6   STORES AND PURCHASE

a)   Purchase of items

The duties and responsibilities under this item shall include:

i) Ensuring that Departments adhere to the prescribed purchase procedure for both consumable and non-consumable items.

ii) Scrutinizing and obtaining administrative approval from the appropriate authority for the purchase proposals of the Department, then returning it to the concerned Department.

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

iv) For major items requiring open tender, obtaining specifications from the Departments, advertising and calling for open tenders and forwarding them to the Department concerned for remarks.

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

vi) Arranging for the procurement of record notebooks and other stationery required by the Departments, Examination Cell, etc., every semester/annually, as the case may be.

vii) Managing the purchase of all furniture and fittings required by the Departments through appropriate agencies, following the procedures outlined by the Institute.

b) **Stores stocking & distribution**

i) Assessing the requirements from Departments, making arrangements for printing, stocking and distributing calendars, magazines, record notebooks and other forms and registers required by the Institute.

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

iii) Collecting indents for furniture from the Departments and arranging for the supply of the same following the established procedure.

iv) Maintaining a stock register and organizing annual stock verification in all the Departments of the Institute.

v) Taking follow-up actions 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 must be verified for stock certificates and the claims made by the suppliers.

ii) After due verification, bills will be passed by the Accounts Section for payment and the issuance of a cheque.

iii) Payments to the parties via cheque will be facilitated by the Stores and Purchase section through the Department that procured the items.

3.0 **DUTIES & RESPONSIBILITIES OF TECHNICAL STAFF**

3.1 **PRACTICAL CLASSES**

a) **Science Laboratories**

The technical support staff are employed in the laboratories of various science departments. Concerning practical classes in the laboratory, the technical staff has various responsibilities:

i) Arranging the equipment/instruments for conducting experiments by students in accordance with 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, with due acknowledgment from the students for conducting experiments.

iii) Receiving the gadgets/instruments issued to students, checking for any malfunctioning

or damage and reporting any issues to the faculty member.

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

v) While the students conduct experiments, it is the duty of the technical staff to assist 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 recorded 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 are harmful, the supporting staff should be vigilant to avoid misuse by students in the interest of the safety of students.

ix) Carry out any other work assigned to them by the 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, precautions to be adopted, etc., the technical staff is responsible for:

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

ii) Coaching the students on how to operate the machine, mount tools and carry out machining operations, etc.

iii) Assisting the students in grinding the blunt tool so that they acquire the skill involved.

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

v) Coaching the students in handling hand tools involved in carpentry work, assisting the students in learning simple carpentry tasks.

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

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

viii) Keeping a watch on the students to ensure they handle tools safely and securely in the interest of student safety.

ix) Technical staff should communicate with the students in English during lab classes.

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

c) Testing and machine-oriented laboratories

In numerous state-of-the-art laboratories, students gain practical exposure to conducting tests involving sophisticated and costly machinery. The technical staff plays a pivotal role in supporting the faculty member overseeing practical classes and guiding the students. Their responsibilities encompass:

ii) Assisting students in preparing specimens as per faculty instructions for test conduction. The technician should refrain from performing tasks that students are required to do themselves.

iii) Providing assistance to students as needed in mounting specimens and handling equipment or machinery to prevent any damage.

iv) Issuing necessary consumables from the sub-stock required by students for conducting experiments and maintaining proper accounting records.

v) Ensuring the testing equipment/machinery remains in operable condition by conducting checks during non-laboratory hours.

vi) Exercising proper custody over all tools, gadgets, measuring instruments and other laboratory items, issuing them to students and collecting them back after experiments conclude.

vii) Maintaining cleanliness in the laboratory.

viii) Fulfilling any other tasks assigned by the staff in charge and Head of the Department (HoD).

d) Electrical and Electronics laboratories

i) To assist the faculty in charge of the laboratory practical class in ensuring effective and orderly conduct of practical courses.

ii) To verify the proper working condition of all equipment and machinery before the commencement of lab classes.

iii) To prioritize student safety during lab classes by meticulously adhering to safety instructions.

iv) To issue the necessary meters, instruments, components, etc., to students during practical classes and collect them upon completion of experiments.

v) To aid students in circuit debugging, measurement, observation, etc., during regular lab classes.

vi) To maintain the working tables in their respective labs in optimal condition through proper maintenance.

vii) To support students in fabricating working models as part of their project work.

viii) Maintaining cleanliness in the laboratory.

ix) Carrying out any additional tasks assigned by the staff in charge and the Head of the Department (HOD).

e) Computer related laboratories

i) Conducting routine maintenance on all computer systems, UPS and other peripherals associated with the laboratory.

ii) Assisting the faculty in charge of the laboratory class, particularly in addressing hardware and system software issues.

iii) If a system is within its warranty period or covered by a maintenance contract and it develops defects, calling the relevant company's technical staff to rectify the issues.

iv) Maintaining computers used by the Institute's office and senior officials such as the Vice-Chancellor, Registrar, Director and Deans.

v) Managing the networking infrastructure of the laboratory.

vi) Creating new logins at the beginning of each semester for students to engage in new exercises during the semester.

vii) Addressing problems faced by students concerning hardware and system software.

viii) Arranging for the deployment of an LCD projector in classrooms, conference halls, seminar halls, etc., as needed.

ix) Loading specific software and upgrading systems to meet the particular requirements of students during project work.

x) Maintaining all software packages associated with the laboratory and promptly addressing virus infections in the system.

xi) Switching off systems and air conditioners when the laboratory is not in use by students to conserve energy.

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

xiii) Ensuring the cleanliness of the laboratory.

xiv) Carrying out tasks assigned by the staff in charge of the laboratory or the Head of the Department (HoD).

3.2 CLEANLINESS AND MAINTENANCE

Regarding cleanliness and maintenance, the duties and responsibilities of the technical staff include:

i) Ensuring that the laboratory/workshop, where the technical staff is stationed, is maintained in a clean and orderly manner with the assistance of designated sweepers.

ii) Maintaining all equipment and machinery in optimal working condition at all times. Any faults or defects should be promptly reported to the faculty member in charge of the laboratory for swift rectification.

iii) Guaranteeing the cleanliness of the laboratory and its surroundings by coordinating

with the Institute's cleaning staff assigned to this purpose.

iv) Keeping all safety items, such as fire extinguishers, in functional condition and ensuring that first aid materials are readily available in case of emergencies.

v) Recognizing the need for periodic calibration of equipment and measuring devices and collaborating with the faculty in charge or external agencies to facilitate recalibration as required.

vi) Taking responsibility for the maintenance and display of charts and other learning materials in the laboratory in accordance with the instructions provided by the laboratory in charge.

vii) Notifying the faculty in charge of any unserviceable items and items requiring condemnation. The technical staff should assist in the appropriate disposal actions.

viii) Regularly cleaning all machineries and equipment under the purview of the technical staff.

3.3 RECORD KEEPING

While the overall responsibility for the maintenance and upkeep of laboratory records lies with the faculty member in charge of the laboratory, the technical staff is entrusted with the following responsibilities:

i) Maintaining the stock register for both consumable and non-consumable items by promptly recording entries and obtaining attestation from the faculty member.

ii) Safely securing and organizing the store room/cupboard where tools, gadgets, etc., are stored and issuing items to students only upon the faculty's instructions, ensuring proper acknowledgment.

iii) Assisting the faculty in reconciling stock items in the event of any discrepancies identified by the stock verification team.

iv) Keeping a register documenting the breakage of items by students during experiments, preparing a statement duly attested by the faculty member at the end of the semester for submission to the office to facilitate recovery.

v) Managing all instruction manuals and record notebooks submitted by students for correction and redistributing them back to the students under the guidance of the faculty.

3.4 INVOLVEMENT IN DEVELOPMENTAL ACTIVITIES

a) Laboratory development

i) The technical staff should actively contribute to the faculty member's efforts in developing new experiments as needed.

ii) Particularly in project works, students often generate numerous new ideas. With the approval of the project guide and the laboratory in charge, the technical staff should assist students in fabricating/assembling experimental setups or developing gadgets using the laboratory facilities.

iii) Whenever new equipment/machinery is purchased, the technical staff should provide their full cooperation to the faculty in charge during the installation process.

b) Research related

i) The technical staff should assist Ph.D. researchers in setting up experiments, subject to approval from the laboratory in charge.

ii) In addition to aiding in the preparation of experimental setups, the technical staff is expected to assist researchers in taking readings/measurements and operating the equipment.

iii) Given the Institute's emphasis on sponsored research projects and consultancy, many research endeavors involve experiments and testing. Therefore, the laboratory's technical staff should extend cooperation and assistance to project coordinators and associates.

iv) Even if the work extends beyond the institution's working hours, technical staff members are required to provide assistance to project coordinators.

c) Testing for outside agencies

The institution may receive requests to test components, materials, etc., for certification from various sources. When conducting tests in collaboration with the faculty member, the technical staff should exercise the utmost caution in preparing samples and testing carefully. This ensures credibility in the certification process.

3.5 EXAMINATION RELATED ACTIVITIES

The duties and responsibilities during practical examinations are outlined as follows:

i) Issuing instruments and other equipment to the students in accordance with the instructions provided by the appointed examiners.

ii) Refraining from disclosing any confidential information concerning the content and scope of the practical test to the students.

iii) Avoiding the provision of prompts or assistance to students undergoing examination to preserve the integrity of the examination process.

iv) Thoroughly inspecting all equipment, machinery and tools for any defects and promptly rectifying them to ensure that students do not encounter any difficulties during the examination.

3.6 WORKLOAD

i) A full-time technical staff member is required to commit a minimum of 40 hours per week to Institute duties. The Institute reserves the right to determine the working hours and days based on operational requirements.

ii) While 40 hours represents the minimum commitment, technical staff members are expected to dedicate additional time to assist faculty in tasks related to sponsored projects, consultancy work, continuing education, summer courses, etc.

iii) Recognizing that certain semesters may entail less work in specific laboratories, the respective Head of the Department (HOD) will reassign technical staff based on departmental needs. This ensures an equitable distribution of workload among the department's staff.

4.0   CODE OF CONDUCT

As members of the administrative and technical staff categories, their responsibility in providing essential support services for the Institute's education, research and extension activities, as well as in the administration of the Institute, is substantial. They bear the responsibility of upholding the highest ethical standards of the Institute and the broader community in which they operate. This code serves as a guide for all members of both categories.

5.0   APPLICABILITY AND VIOLATIONS

Members should promptly bring to the attention of the appropriate authority any suspected violations of the provisions outlined in these rules and regulations. Reporting such concerns is a service to the Institute and will not compromise one's position or employment. Proven violations will lead to appropriate disciplinary action, which may extend to termination of employment from the Institute. If necessary, legal recourse may also be pursued against the individuals involved, depending on the gravity of the violations.