

# SIDDHARTHA

## INSTITUTE OF ENGINEERING & TECHNOLOGY

(Accridited by NBA,Approved by AICTE & Affiliated to JNTU)  
Vinobha Nagar, Ibrahimpatnam, Ranga Reddy Dist – 501 506, Telangana, INDIA.  
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## Code of Conduct and Service Rules December 2021

2	25-3-2020	Covid Privileges Included	Principal	Secretary	
1	5-9-2019	2016 Rules Reviewed	Principal	Secretary	
<b>Rev. No.</b>	<b>Revision Date</b>	<b>Details of Revision</b>	<b>Proposed by</b>	<b>Approved by</b>	<b>Signature</b>

**Principal**  
PRINCIPAL  
**SIDDHARTHA**  
Institute of Engineering & Technology  
Vinobha Nagar (V), Ibrahimpatnam (M),  
Ranga Reddy District-501 506.

**Secretary**  
SECRETARY  
Siddhartha Inst. of Engineering & Technology  
Vinobha Nagar, Ibrahimpatnam  
R. R. Dist.

**Code of Conduct and Service Rules**  
**December 2021**

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## 1. ABOUT THE COLLEGE

1.1 SIET campus spread over 13 acres of scenic landscape, is an ideal place for educational pursuits with comfortable labs, classrooms, library and information centre. SIET is uniquely designed and built to endow the students with a hassle free environment to pursue their intellectual development. This campus is an ultimate destination for those who wish to acquire world class education in truly Indian environment.

Address and the details about the management members are furnished below:

**Website Address** : **www.siddhartha.ac.in**  
**E-mail** : **info@siddhartha.ac.in**  
**Phone Number** : **9177607659**

<b>Dr. G. Nagaiah</b>	<b>Chairman,</b> Siddhartha Institute of Engineering and Technology
<b>Dr. D. Pradeep Kumar</b>	<b>Secretary,</b> Siddhartha Institute of Engineering and Technology
<b>Mr. G. Bhagath</b>	<b>Director (Administration)</b> Siddhartha Institute of Engineering and Technology

### 1.2 (a) Vision of the Institution:

To be a pioneer institute and leader in engineering education whose primary concern would be the development of the human race and betterment of society through their knowledge, technological understanding and the spirit of progress.

### (b) Mission of the Institution:

IM1: To create conducive environment for student centric learning and industry institute interaction.

IM2: To integrate the state-of-art infrastructure facilities and cutting edge academic delivery.

IM3: To develop and nurture socially conscious technocrats through quality education and research.

### 1.3 Quality Policy:

We at Siddhartha Institute of Engineering & Technology endeavour to uphold excellence in all aspects by adopting the best practices in effort and effect.

### 1.4 Important Contact Numbers:

S.No.	NAME	DESIGNATION	CONTACT NO.
1.	Dr. K. Eshwara Prasad	Principal	9440348787
2.	Dr. D. Pradeep Kumar	Secretary & Correspondent	9177607659
3.	Dr. D. SubbaRao	Vice-Principal	9966779182
4.	Mr. G. Bhagath	Director (Administration)	9908219695
5.	Dr. S. K. Bikshapathy	Dean (Academics)	7893844445
6.	Prof. A. Ram Reddy	In-Charge of Exam Branch	7729996837
7.	Mr.M.Naga Vijay Kumar	Administrative Officer & In-charge of Scholarship Section	9848543088
8.	Mr.RamanaRao	Chief Warden & I/C Transport	9000151615
9.	Mrs Lakshmi	Warden - Girls Hostel	8374314148

### 1.5 Code of Conduct Committee

Code of Conduct Committee for the academic year 2020-21 is mentioned below as per the secretary's Circular No. SIET/ADM/E1/07 dated 14<sup>th</sup> July 2020.

S. No.	Name	Designation
1	Dr. K. Eshwara Prasad, Principal	Chairman
2	Dr. S. K. Bikshapathy, Dean (Academics)	Coordinator
3	Dr. G. Bhagath, Director (Admin)	Member
4	Prof. S. L. Narasimha Reddy, HOD (ME)	Member
5	Dr. M. Venkatesham, HOD (H&S)	Member

6	Prof. Sainath, HOD (CSE)	Member
7	Dr. FarhaAnjum, HOD (ECE)	Member
8	Dr. K. Prasad Rao, HOD (EEE)	Member
9	Prof. Y. Naveen Kumar, HOD(CE)	Member
10	Prof. V. Ramesh, HOD(MBA)	Member
11	A. Sourav - 18TP1A0547 (CSE)	Student
12	P. Sinduja – 18TP1A0441 (ECE)	Student
13	R. Srinu - 17TP1A0236 (EEE)	Student

### 1.6 Courses offered at SIET

UG COURSES	PG COURSES
B. Tech. CSE	M. Tech (CSE)
B. Tech. CSE- AI & ML	-----
B. Tech. CSE- DS	-----
B. Tech. ECE	M. Tech (VLSI & ES)
B. Tech. EEE	-----
B. Tech. Mechanical	-----
B Tech. Civil	-----
	MBA (Specializations: HR, Finance and Marketing)

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## 2. CONDUCT RULES

These conduct rules apply to both permanent/ probationary employees of Siddhartha Institute of Engineering & Technology, Ibrahimpatnam. The Disciplinary Authority shall initiate disciplinary proceedings for non-compliance of these conduct rules/leave rules.

**2.1 Conduct Rules:** -Every employee shall be governed by the following code of conduct rules:

- a) No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or Institution/College management or members of the staff.
- b) All teaching/ non-teaching staff should be present at the commencement of the Institution every day before 9:15AM
- c) Late attendance by half an hour for two days in a month shall entail forfeiture of a day's salary/wages.
- d) An employee who observed to be continuously late for a week or two is liable for disciplinary action.
- e) No employee shall misuse/ waste/ damage the material and facilities provided by the institution.
- f) No employee is permitted to accept gifts in cash or of any kind from visitors, parents, students, contractors, businessmen or any other party connected with the activities of the institution.
- g) No employee shall tamper or be a cause for tampering the records or registers or notifications of the institution. Over writing and signing over the cross (X) mark will also considered as tampering of records.
- h) An employee shall not communicate directly or indirectly with any outsider / any personnel from other institutes pertaining to the official documents or information.
- i) No employee shall disturb the harmony/peaceful atmosphere of the institution by demonstrations, slogans, speaking loudly in any manner whatsoever, or indulge in an act which is prejudicial to the interest of teaching or smooth functioning of the institution.
- j) No employee shall indulge in quarrels, cross-talking, abusing, fights, violence or any other disorderly or indecent behaviour in the campus premises.
- k) No employee shall collect money in any form for any purpose from the students / parents.

- l) No employee, while on the premises, shall have in his/her possession firearms, weapons or other articles detrimental to the security of the institution or persons.
- m) No employee shall indulge in or encourage, any form of malpractice in connection to examination or any other social activities; being negligent or delay in correcting classwork or homework done by the students, inflicting corporal punishment on the students.
- n) No employee, while marked present in the Institute, shall be absent / abscond from the class, except with prior permission from the principal / HOD.

## **2.2 Misconduct:**

The following acts of omission or commission shall be treated as misconduct on the part of an employee.

1. Late attendance or absence from duty without intimation or without permission.
2. Leaving the Institution during working hours without permission or absence without permission.
3. Negligence/ inefficiency towards the duty or allocated work.
4. Obtaining leave or attempting to obtain leave on false pretences/ reasons.
5. Refusal to accept notices or letters or any form of written communications from the College Authorities.
6. Improper or discourteous behaviour towards others, shouting, speaking loudly or creating nuisance on the college premises, etc.
7. Regularly reporting late or being absent for work without intimation or without permission of the Principal /HOD / Section in-charge.
8. Using institutional facilities for personal gain without permission.
9. Dozing off while at work.
10. Engaging in private work or trade within the College premises.
11. Failure to observe safety instructions or to make use of safety devices provided by the management or to take preventive measures.
12. Failure to report the loss of tools or materials entrusted to him/her while in duty and failure to give accountability for the same.
13. Failure to report any ragging cases witnessed in or around the college premises.
14. Using indecent language or making false allegations against co-employees or others, behaving unprofessionally with superiors and peers.
15. Unauthorized use of the institution's name, address, telephone or any other means.

16. Theft, fraud or dishonesty in connection with the business or property of the institution or of other employees, or visitors to the institution or attempting to do so.
17. Tampering with the records or attendance registers of the institution, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or Institution or attempting to do so.
18. Disclosing any information to any unauthorized person, without written permission of the College Authority.
19. Bringing liquor or other intoxicants, including narcotics/drugs to the institution/college, consuming intoxicants in the institution/ the college premises.
20. Soliciting, demanding, collecting or canvassing of money for his / her services from students or parents.
21. Creating disturbance or nuisance inside or in the immediate neighbourhood of the premises by abusing, threatening to assault other employee/s, other riotous or disorderly behaviour.
22. Preaching, conducting or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the College Authority.
23. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
24. Crowd gathering or creating mob or ambushing or obstructing the superiors or other employees of the institution or resorting to hunger strike or similar action in or outside the premises.
25. Obstructing the work-in-progress or causing damage to the property of the institution.
26. Indulging in an act of sabotage affecting the smooth functioning of the institution.
27. A conduct prejudicial to the interest or reputation of the institution or an act of conduct involving moral turpitude in or outside the premises.
28. Misbehaving with students/parents/guardian
29. Deliberately not taking classes as per the schedule / time table.
30. Not wearing Identity card / dressing inappropriately during college working hours.



## **2.3 Imposition of Penalties:-**

### **2.3.1 Minor Punishments:-**

- i) Censure (excusing the employee and keeping a record of the act)
- ii) Issuing a Memo.
- iii) Recovering the damage cost from the defaulter.
- iv) Withholding an annual increment or promotion.

### **2.3.2 Major Punishments:-**

- i) Demoting to a lower position or designation or to a decreased pay scale.
- ii) Compulsory retirement or compulsory resignation.
- iii) Terminating from the service (which does not disqualify the employee for seeking employment in other institutions).
- iv) Debarring from the service (which debar the employee from future employment in any capacity in other institutions).

**Note:** -Keeping an employee under suspension during enquiry period is not a punishment.

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### 3. APPOINTMENTS & SERVICE MATTERS

#### 3.1 Classification of Employee:

Employees can be classified as:

**3.1.1 A Permanent Employee:** Means one who has been appointed in a substantive capacity on a permanent post and treated as permanent after the successful completion of the probationary period of two years without being absent.

**3.1.2 A Probationary Employee:** Means one who is on probation period of two years applicable to all academic staff.

**3.1.3 Contract Employee:** Means an employee who has been employed for a particular job under the terms of contract of employment / appointment which automatically ceases after the expiry of period or completion of job.

**3.1.4 A Casual Employee:** Means one who has been engaged on an occasional nature of job/post, on day-to-day basis.

**3.1.5 Intermittent Service:** All faculty & staff working in day time with an interval of Minimum 30 minutes duration. They avail weekly rest on Sunday.

**Example:** -All Teaching & Non-Teaching Staff.

**3.1.6 Continues Service:** A Staff member who works continually in shifts without interval. They avail rest on different days in a week. They are available in the institution 24/7.

**Example:-** Hostel Wardens & House Keeping Supervisor etc.

#### 3.2 Appointments:-

**3.2.1 Source of Manpower:** - For recruitment purpose, the following methods for recruitment may be followed.

- i) Inviting applications through open advertisement in the leading Newspapers.
- ii) Selection through Walk-in-Interviews by open advertisement.
- iii) Referrals in case of emergency.

**3.2.2 Appointing Authority:** The Management / Secretary/ authorized officer are the sole authority for appointing particular category of employees.

- i) All the appointments in all categories shall be made by the appointing authority on the recommendation of the selection committee constituted by competent authority.
- ii) Qualification and experience - For the appointment of teaching & non-teaching staff, AICTE norms wherever applicable shall be followed.

**3.2.3 Selections & Joining:** -Every applicant for employment as teaching faculty is required to fill up and sign the prescribed/Bio-data followed by.

- i) A test / interview of proficiency in the job he/she seeks in the manner.
- ii) The applicant should give demo on any topic relating to the subject of the concerned field before Selection Committee.
- iii) Every person appointed must sign on the duplicate copy of the appointment order to indicate his/her acceptance of the Service Rules of the College governing his/her employment.
- iv) Appointments shall be subject to prior submission of original certificates of academic qualifications, proof of Date of Birth, etc., as may be required for verification purpose at the time of joining.
- v) The services of any employee on probation may be terminated without prior notice or explanation whatsoever.
- vi) An employee may resign for his services in the college even after his confirmation by giving one month's notice in advance or by paying an amount equal to one month's salary in lieu of notice period provided there are no dues outstanding against the employee.
- vii) HOD's / Section In-charges will circulate the Service & Conduct Rules to staff after appointment and it is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the Institution.

### **3.3 Increments, Promotions and Resignations:**

**3.3.1 Performance / Self Appraisal / Review Process:** - Performance Self Appraisals shall be done for all the teaching staff of the Institution. The self appraisal will be concurred by the immediate Head of the Department, Head of the Institution and will be considered at the next level evaluation.

**3.3.2 Grant of Increment:** Increment in remuneration of teaching or non – teaching will depend upon the his/her performance in executing the duties, taking into consideration the teaching feedback, attendance, self appraisal and his/her contribution to growth of the dept. or organization, etc.

**3.3.3 Promotion**

- i) The faculty up-gradation shall be considered strictly as per AICTE norms.
- ii) Up-gradation of other staff will not necessarily depend solely on seniority. The following factors will also be taken into account:
  - a) Past performance record
  - b) Potential for higher responsibilities
  - c) Punctuality and good conduct
  - d) As per the requirement.

**3.3.4 Demotion:** - Demotions may occur if work is eliminated or abolished or re-organized or as a disciplinary action or if a staff member is found to be incapable of performing the assigned work to the expectation.

**3.3.5 Resignations, Retirements and Terminations:-**

**A) Resignations:-**

- a) An employee, desirous of leaving the institution, shall give one month advance notice or pay back one month's salary in lieu of notice period to the institution before leaving.
- b) Not with-standing what is stated above, the management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him/her for any such reason.

**B) Retirement:-**All employees (except Principal) would superannuate normally on attaining the age of 70(seventy) years. However, in exceptional cases, the service can be extended and hired as decided by the appointing authority and or as per norms of the AICTE.

### 3.3.6 Termination of Service

- i) The Management reserves the right to terminate the service of an employee by giving one month notice in writing without assigning any reason whatsoever or by paying one month pay to the employee for the equivalent period in lieu thereof as agreed upon.
- ii) The Management shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of trust, disobedient or addicted to drugs or alcoholism or dishonest or neglecting one's duty or moral turpitude or erosion of conduct, etc., which are considered detrimental to the institution.

### 3.4 General:

**3.4.1 Income-Tax:** -The Institute will deduct Income Tax at source from the salary of the employees as per the applicable rates and terms declared by the Government of India from time to time.

**3.4.2 Employee Records:** - The Establishment Department in Administrative office maintains for each employee a Personnel file called "**Service Record**" that contains vital employment information. To ensure that personnel records are up to date, it is the employee's responsibility to notify the Admin office in writing, if any change in home address, marital status, telephone number, e-mail ID, etc.

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## 4. LEAVE RULES

**4.1. Introduction:** - Leave Rules shall mean Casual Leave, Special CL, Medical Leave, Maternity Leave, Paternity Leave, Earned Leave, Leave on Loss of Pay. These Leave Rules will come into force with effect from the date of circulation of these rules. These Rules shall apply only to all the permanent & probationary employees of the Siddhartha Institute of Engineering & Technology, Ibrahimpatnam but, not to contract or casual employee.

### 4.2 Leave Procedure:-

- i) Leave shall be granted in advance accordance with the format prescribed for that leave.
- ii) Leave cannot be claimed by any employee as a matter of right.
- iii) For purpose of Leave, Leave year shall be reckoned for calendar year i.e. from January 01 to December 31 of every year.
- iv) Leave application shall be submitted in the prescribed form to the Head of the Department who will forward it to the principal and all HODs will submit the leave applications to the Principal /Dean/ Director for sanction in advance every day in the morning.
- v) The leave Application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing the leave.
- vi) A record of all sanctioned leaves shall be maintained in the establishment section of Admin office.
- vii) An employee who is placed under suspension during the enquiry shall not be granted leave.
- viii) Employee on probation period of two years will be granted casual leave @ 1 day (One day) per month.
- ix) No leave will be sanctioned on telephone except in case of emergency/sudden illness etc. All leaves shall however be regularized in writing immediately on joining the duty.
- x) Continued absence of more than six days, or repeated irregularity without intimation render an employee liable to disciplinary action.

**4.3 Eligibility of Leave:** -Eligibility of leave and norms for grant of leave are given below.

**4.3.1 Leave Description**

Sl.No	Nature of Leave	Quantum of Leave / Year	with pay / without pay	Remarks
1	CL (For continuous Service)during probation of 2years	12 days	With pay	Max 3 days at a time (Subject to availability of CL's)
2	CL (For continuous Service)after 2years	15 days	With pay	3 days at a time (Subject to availability of CL's)
3	Earned Leaves	21days (3weeks)	With pay	7+7 days, two times in summer recess and 7 days in winter recess.(without disturbing the dept. function)
4	Medical Leave (in probation)	4 days	Half Pay	To be sanctioned with Admitted Medical & fitness Certificate & Medical recommendations. In case more then 4/6 days, this can be commuted to 2/3 full pay Leave
5	Medical Leave (after probation)	6 days	Half Pay	
6	Maternity Leave (for Female Employees)	Two Weeks (12 working days)	With pay	To be sanctioned with Medical certificate that the employee belongs to 1 <sup>st</sup> & 2 <sup>nd</sup> issue.
	Paternity Leave (For Male Employees)	One Week ( 6 Working Days)	With pay	
7	Maternity Leave for Female employee	90 days or depends on recommendations of Regd. Doctor	without pay (LOPs)	

8	SCL for employee marriage (during probation of 2yrs)	One week or 6 working days	With pay	Wedding card required for sanction
9	SCL for employee marriage (after 2 yrs)	Two weeks or 12 working days	With pay	
10	SCL (for funeral activities)	5 working days (in case of death of an immediate family member)	With pay	To be availed only within 12 days from the date of death

#### 4.3.2 COVID-19 Privileges:

The following leaves are permitted to avail by a staff member who is affected by COVID-19 during pandemic:

- (a) The staff member affected with COVID-19 is permitted to avail one week special casual leave with payment during isolation period.
- (b) The teaching faculty affected due to COVID-19 protocol are permitted to take online classes.

#### 4.3.3 Availing of Leaves:

1. Casual leave may be prefixed or suffixed to weekly holidays / Festivals.
2. Combining the CL with Earned Leave/Sick Leave/Maternity Leave if required is solely the discretion of the Management depending on the requirement of service in the dept.
3. Casual leave may be availed not more than 3 days at a time.
4. Casual Leave or any other leave not availed during a Leave Year will be lapsed.
5. The LOP or absent is prefixed and suffixed to a holiday, the holiday period will be treated as LOP or Absent.
6. Under extra ordinary circumstances Leave on loss of pay in a Leave Year may be granted at the sole discretion of the management and the purpose / nature of the exigency shall be clearly recorded.
7. Any Leave on Loss of Pay if not sanctioned by the management, such period of absence will not be counted as service for any purpose

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## **5. DUTIES & JOB RESPONSIBILITIES**

### **5.1 Holidays & Festivals: -**

- i) The working days of the Institutions shall be from Monday to Saturday. The Institutions shall observe a minimum of 90 working days per semester which means at least 180 working days during an academic year. However, special classes / additional working days may be arranged, as and when, need arises.
- ii) Festival holidays of the Institutions shall be as per holiday's schedule of JNTUH calendar.

### **5.2 "Duties of Officers & Staff"**

#### **5.2.1 Duties and Responsibilities of Administrative Officer (AO)**

1. AO has to coordinate all the activities of the college in consultation with Principal/Director.
2. All the non-teaching staff of administrative office is under his control.
3. AO should allot the duties to all the administrative staff in consultation with the Principal/Director and monitor their day to day work.
4. He/ she should monitor and update list of employees and their personal files (both teaching and non-teaching).
5. Should recommend the leaves and vacation for administrative and ministerial staff.
6. Monitoring the leave records of the staff.
7. He/ she should interact with the parents, students, department staff regarding their administrative problems.
8. He/ she should take care of the assets of the Institute and should see that the assets are properly safe-guarded.
9. He/ she shall dispose of routine correspondence not involving policy matters.
10. Monitoring the issue of stationary and maintenance of concerned records.
11. He/ she shall be the custodian of the original certificates of all staff members.
12. He/ she shall plan and procure the requirements for the college and departments in consultation with department heads and Principal/Director.
13. Shall monitor the payment of all bills like electricity, water, telephone, etc, and also monitor PF, ESI, PT and other mandatory payments as guided by the Principal/Director.

14. He/ she shall supervise the issue of certificates to students like Bonafide, Transfer Certificate, bus passes, etc.
15. Supervise and monitor the student admissions in all categories.
16. Obtaining the approvals of the student admissions from Convener of admissions/TSCHE/Osmania University.
17. Shall monitor the general correspondence with University and other regulatory authorities.
18. Shall monitor the submission of required information to AICTE every year.
19. Shall monitor the information to be submitted to AFRC.
20. Shall maintain the Service registers for all the employees.

#### **5.2.2 DUTIES OF ACCOUNTS AND AUDIT SECTIONS:**

1. Preparation of Budget Estimates and Reserved Estimates.
2. Maintenance of contingent register.
3. Maintenance Cash books.
4. Payment of Salaries.
5. Re-conciliation of expenditure and receipts every month with banks.
6. Fee Collection register.
7. Safe Custody of Security Bonds, Title Deeds, Lease Deeds, E.M.Ds, D.Ds, cheques, etc.
8. Collection of all fees from the students and Remittance into related accounts.
9. Remittance of fee payable to University Affiliation, Registration and Fee remittable towards “other Services “
10. Shall return the deposits to the students at time of leaving the institution.

#### **5.2.3 Duties of HOD's**

- To ensure smooth functioning of his/her department.
- Conduction of classes and adjustment of staff in case of leaves.
- To arrange required equipment and other instruction materials in the laboratories.
- To assign the lab in-charges in the department.
- Arranging guest lecturers / seminars/ adjunct faculty.
- To see the completion of syllabus as per the university academic calendar.
- Maintenance of staff & student's attendance records in the Department.
- To guide teaching faculty and non-teaching staff in the department.

- Conducting internal and external lab exams.
- To analyze the results of students and take improvement measures.

#### **5.2.4 Teaching Faculty / Lab in charges**

- To conduct lectures and lab experiments as per the time tables.
- Maintain the class attendance registers.
- Maintenance of lab equipment and stock registers.
- Prepare and issue lab manuals for experiments / practicals for the Students.
- To guide the students in organizing seminars.
- To guide students in mini / main project work.
- Student counselling and contacting the parents as class in-charge.
- To ensure the completion of syllabus in time.
- To attend any other duty assigned by the HOD / Principal time to time.

#### **5.2.5 Non teaching / Supporting Staff**

- To assist the faculty and HOD of the concerned department.
- Guiding the students in the laboratory in conducting the practicals/ experiments.
- To handle and maintain the stock registers in the labs.
- To assist the lab in charges in the labs.
- To maintain the lab equipment in good condition.
- To issue & maintain the lab manual in the labs.

#### **5.2.6 Incharge Examination Cell**

- Constant pursue with examination portal of JNTUH.
- Smooth conduct of internal / external examinations & submission of sealed answer scripts to University.
- To drive the examination schedules of external labs & mid terms.
- Analyzing of results of semester exams.
- Collecting exam stationery in time.
- Maintaining academic schedules connected with examinations.
- Maintaining invigilators record and students attendance.

### **5.2.7 Library In-charge**

- Procurement and stocking of all text books & reference books.
- Documentation and Monitoring of library and Information centre.
- Issuing and receiving books from the students.
- To maintain the journals and periodicals.
- Display of all important notifications and job opportunities on the notice board.
- Maintaining of previous question papers of JNTUH.
- Maintaining of record of CDs /cassettes/soft copies.

### **5.2.8 Training & Placement Officer:**

- To conduct campus interviews /off campus interviews.
- To develop continuous rapport with industries/ companies for interaction of the students.
- Provide short term training courses to the students.
- To explore higher education opportunities for the students.
- To arrange a seminars/Counselling on educational opportunities.
- To motivate / guide the students to improve their soft skills for attending interviews.
- To monitor the Govt. support activities JKC and TASK activities, etc.
- Collecting and maintaining student database and organize Alumni.

### **5.2.9 Duties of Class In-charges or Class Teachers:**

1. To guide the students with attendance rules (general), industrial visits, sports, etc.
2. Advise the students, those who are irregular to the classes to be careful and inform the same to their parents over phone or by post.
3. They should see to it that the attendance are updated online regularly by the end of the day.
4. The attendance of the students who have less than 75% must be sent to the parents by post. It must be sent by registered post, if the attendance is less than 65%.
5. Internal marks of all the students should be sent to the parents.
6. The class teachers are required to prepare the minutes of the meeting held with CRs and same must be submitted to HOD within two days of the meeting. If any important point from the minutes is required to be discussed with the Principal or

Management is to be brought to the notice of the Principal through HOD.

7. Answer student queries and grievances.
8. Meeting the parents of the students, especially defaulters.
9. To inform the HOD about making alternate arrangement for lectures and practical when a faculty is absent.
10. To coordinate with the Attendance Committee of the department in updating the attendance.
11. To collect information regarding slow learners from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
12. Identify good students and motivate them to excel.
13. Update data regarding students' achievements in academics, sports, extracurricular activities, etc.
14. Any other duty as assigned by the HOD / Director/ Principal
15. Addressing the personal and emotional problems of the students through interaction with mentors.

#### **5.2.10 Academic and R&D activities of the Department.**

1. To arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent academicians, who could be invited to deliver guest lectures.
2. To organize conferences/seminars/workshops/FDPs periodically.
3. To monitor students' development and problems through Feedback and counseling.
4. To motivate and encourage the faculty.

#### **5.2.11 R&D and Academic Projects:**

1. Publication of News letters
2. Organizing & Coordinating consultancy service
3. Testing/repair services of instruments and equipment
4. Industry institution interaction
5. Dissemination of knowledge through guest lectures
6. Preparation of project proposals for funding
7. To provide the required information to the Principal/Director from time to time.
8. To nominate the senior most faculty as in-charge head in his/her absence.
9. Any other duty as assigned by the Principal/Director

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## 6. EVALUATION OF FACULTY FEED-BACK

**6.1 Performance/Teaching:** -Feedback on faculty's teaching is assessed in the following three stages and the faculty with the poor feedback will be given opportunity for improvement of their teaching ability before terminating the services.

**6.2 Monthly Feedback from the Students:** Subject-wise students' feedback on the teaching of Faculty will be assessed in the 1<sup>st</sup> week of every month during the instruction period, directly in the class review meetings in presence of HOD & Class Representatives of each class. Improvement areas required, if any, will be notified to the faculty concerned.

**6.3 Confidential Feedback:** In the middle of each semester, one time confidential feedback on faculty is collected from the students' those who are regular to classes by the Principal/ Dean/Vice Principal. Faculty with less percentage of feedback will be notified for improvement.

**6.4 HOD Feedback:** All Faculty members will submit their self appraisal reports to the Principal at the end of the academic year through their concerned HODs. The HODs will forward these self appraisal reports to the Principal along with their recommendations.

**6.5 In additional to the above:** A self appraisal report, publications / Participations of the faculty, contribution to the Institution / Department is also part of the feedback.

All these Feed backs mentioned at 6.1 to 6.4 shall be considered during the next annual increment / Promotion period.

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## 7. INCENTIVES FOR HIGHER QUALIFICATIONS/PUBLICATIONS

**7.1 Higher qualifications:** In order to encourage the staff to acquire higher qualification, SIET awards one additional increment as incentive to the eligible staff member, i.e. M. Phil / M.E / M. Tech / Ph. D, etc. provided;

- (i)** That higher qualification is in his/her relevant field of Engineering or Science and useful for the academic work for teaching the students of the Institution.
- (ii)** That the staff member acquires that additional qualification only after joining this Institution.

**7.2 Sponsoring on duty for conferences:** Whenever an SIET Staff member is presenting / participating in conferences/workshops and attending the NET/SET with a prior permission from the Principal, he/she is considered on duty during that course of time. Provided, no disturbance to the Classes/exams is assured and the staff member should produce the evidences for presentations / participation at the Conferences/ Workshops.

**7.3 On duty to Ph. D/M. Tech/M. Phil Project viva:** In-case the staff member of SIET is attending for his/her thesis/project Viva-voce exam of Ph. D or M. Tech or M. Phil in his relevant field, he / she will be sponsored on duty on the day of viva-voce examinations.

**7.4 Credentials Due To Publications:** In-case the SIET faculty member has presented/published a technical papers in National or International Conferences/ Journals and if the topic is published in journals, this will be considered as additional credentials while awarding the next increment, provided that the date of conference/ publication is only after joining this institution.

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## **8. DISCIPLINARY ACTION & REVIEW RULES**

**8.1 Discipline Authority :** D. A. means the authority competent to impose any of the penalties specified. Disciplinary Authority for various grades of employees shall be as follows:

- i. For HOD's – Chairman / Secretary of the GOVERNING BODY.
- ii. For all other employees (except class 4) – Principal / VP.
- iii. For class IV employees – Director (Admin) / AO.

### **8.2 Procedure for Disciplinary Action:**

- (i) In-case, if the misbehaviour is of minor nature & D.A. finds the direct evidence, the D.A can impose penalties. (no order of punishment shall be issued to the employee without having been given an opportunity for explanation).
- (ii) If the misbehaviour is of major nature, employee concerned shall be issued a charge sheet / memo / notice stating his / her misconduct & called for an explanation within a period specified.
- (iii) If the employee concerned chooses not to reply / furnish an explanation/ the explanation is not to the satisfaction of the disciplinary authority, the disciplinary authority may order for an enquiry by the disciplinary committee and appoint an enquiry officer.
- (iv) If disciplinary authority will nominate an enquiry committee, the employee concerned should be asked to be present at the assigned time for inquiry into the alleged misconduct against him when called upon to do so.
- (v) The employee shall be permitted to give his/her explanation & produce his/her oral /documentary evidence and shall be permitted to cross-examine a witness deposing in support of the charges.
- (vi) On the conclusion of the enquiry, the enquiry committee shall record his finding to whether all or any of the charges levied against the employee are proved and will submit the enquiry report to the disciplinary authority.
- (vii) The employee concerned shall be furnished with a copy of a report of the inquiry by the disciplinary authority in writing, inviting a representation from the delinquent employees.
- (ix) Considering on receipt of the representation made by the employee, the disciplinary authority shall determine the penalty, to be imposed on the employee and same shall be communicated to him/her in writing.



- (x) If on the conclusion of the inquiry of the criminal proceedings as the case may be, if the employee has not been found guilty of the charges framed against him, he/she shall be deemed to have been on duty during the period of suspension and also shall be entitled to the same salary as he would have received.

**8.3 Review Rules:**

- (i) A delinquent employee on whom the punishment is recommended and if the employee feels that the decision is not fair, he/she should be given an opportunity to appeal or represent to the next higher authority / management to review the punishment.
- (ii) Notwithstanding the above provision it shall not be necessary to follow the procedure mentioned above in-case, where an employee was suspended and removed on the grounds of misconduct / criminal charges by the court of Law.

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