

SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

(Established under section (3) of UGC act, 1956)



SERVICE RULES, PROCEDURES AND POLICY

2021

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SERVICE RULES, PROCEDURES AND POLICY

1.0 PREAMBLE

Sathyabama Institute of Science and Technology (A Christian Minority Institution) formerly known as Sathyabama Engineering College was established in the year 1987 by Col. Dr. Jappiaar and is offering exemplary education since then. It is a premier institute imparting knowledge in the areas of Engineering, Medicine, Law, Pharmacy, Arts, Science and Technology. The institution's progress and contribution to the field of Technical education for over two decades resulted in the grant of Deemed University status on 16th July, 2001 and University status on 13th September, 2006 under section (3) of the UGC Act, 1956 by the Ministry of Human Resources Development, Government of India. The institute has been awarded Category "A" status by Ministry of Human Resources Development (MHRD), Government of India, accredited by NAAC and is also certified with DNV- GL ISO 9001: 2015 standard.

The excellence achieved by Sathyabama is the vision of Founder Chancellor Colonel Dr. JEPPIAAR, who has been a driving force for the effective functioning of the institution. The inspiration he left has been rightly picked by the President Dr. Marie Johnson and Chancellor Dr. Mariazeena Johnson who were dedicatedly striving to take Sathyabama to the mounts of success.

2.0 DEFINITIONS

- i) "SATHYABAMA" means the Sathyabama Institute of Science and Technology (Deemed to be University) established under Section 3 of the UGC Act, 1956
- ii) "Management" means the Board of Management of SATHYABAMA constituted as per Memorandum of Association (MoA) and UGC regulations
- iii) "Vice Chancellor" means the person appointed as Vice Chancellor (VC) for Sathyabama Institute of Science and Technology
- iv) "Registrar" means the Registrar duly authorized by the Management to discharge the duties and responsibilities of the Registrar
- v) "Staff" means all employees belong to the faculty, administrative and technical category of the Institute including those who are engaged in part-time, temporary and / or on daily basis
- vi) "Year" means calendar year / academic year / financial year as the case may be
- vii) "Teaching faculty" refers to all teaching staff as per clause 3.2.1 of the service rules. "Administrative staff" refers to all staff members categorized as administrative staff vide clause 3.2.2 of the service rules
- viii) "Technical staff" refers to all staff members categorized as technical staff vide clause 3.2.3 of the service rules
- ix) "Other category of staff" refers to the staff categorized as other category vide clause 3.2.4 of the service rules

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- x) "Duty" means a staff member performing the duties of the post for which he/she is appointed and other assignments and circumstances more specifically indicated in clause 7.1 of the service rules
- xi) "Leave" means leave of absence sanctioned by the competent authority of the SATHYABAMA to a staff member to which he/she is eligible under the service rules
- xii) "Pay" means Basic Pay and Grade Pay applicable to the post a staff holds
- xiii) "Competent authority" means any staff member declared / nominated by the / Board of Management as the case may be for specific purposes

3.0 CATEGORIZATION AND CADRE STRENGTH OF STAFF

3.1 Categorization of staff:

All staff members of Sathyabama are grouped into three categories viz. (1) a) Teaching /Research and Teaching/Other Category (2) Administrative Staff (3) Technical Staff

3.2 Posts under each category

3.2.1 (i) Teaching/ Research and Teaching: Professor, Associate Professor, Assistant Professor, Teaching Research Assistants, Research Professor, Research Associate Professor, Research Assistant Professor, Adjunct Professor, Visiting Professor, etc.

3.2.1 (ii) Other category: Physical Director, Librarian, Assistant Librarian, Placement and Training Officer, Student Counsellor, System Administrator and Lab Instructor

3.2.2 Administrative Staff: Registrar, Finance Officer, Accountant, Senior Assistant, Junior Assistant, Typist, Stenographer, Telephone Operator, Record Clerk and Attender

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

3.3 Cadre Strength

3.3.1 Teaching /Research and Teaching/ Other Category: The cadre strength of teaching faculty in each department is fixed based on UGC guidelines

3.3.2 Administrative staff: The strength of administrative staff is as sanctioned by the competent authority based on the administrative workload of the Institute

3.3.3 Technical staff: The strength of the Technical staff/Lab Instructors is as sanctioned by the competent authority based on the requirement in each department

4.0 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT OF STAFF

4.1 Vice Chancellor, Registrar, Controller of Examinations & Finance Officer Required Qualifications:

The qualifications and experience for the direct recruitment of Vice Chancellor, Registrar, Controller of Examinations (COE) and Finance Officer shall be as prescribed by the UGC Norms.



4.2. Procedure for Direct Recruitment of Teaching staff:

The procedure and guidelines prescribed by "UGC Regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education 2016" (published in the Gazette of India, 2016) shall be followed for direct recruitment of all teaching and other category of staff.

Direct Recruitment Selection procedure:

- i) For the recruitment of teaching staff, advertisement shall be published in leading dailies and also displayed in the website of the Institute indicating the qualifications, experience and scale of pay
- ii) Applications received by the Institute shall be short-listed by a Committee consisting of the Dean of the School, the HOD of the concerned Department, a senior Professor and an Associate Professor of the concerned Department
- iii) All short-listed applicants shall be called for an interview before a selection committee constituted by the Vice Chancellor for the purpose

Before appearing for oral interview, all these candidates will be having a written test and/or take a practical test conducted by the Department concerned.

Selection committee:

The selection committee is constituted by the Vice Chancellor comprising of Vice Chancellor, Registrar, Dean (school concerned), Head of the Department, Senior Professor and External experts. The committee shall select the candidate(s) taking into account, the test performance, subject knowledge, aptitude and experience of the candidate(s). After approval of the selection list by the Vice Chancellor, the selected candidates will be appointed by the Registrar to the respective post(s).

4.3 Procedure for Direct Recruitment of Administrative Staff

- i) For recruitment of administrative staff, advertisement shall be published in leading dailies and also displayed in the website of the Institute indicating the minimum qualifications, experience and scale of pay prescribed
- ii) Applications received by the Institute shall be short-listed by the office of the Registrar taking into consideration of qualification, previous experience and knowledge in administration
- iii) All short-listed applicants shall be called for an interview before the selection committee constituted by the Vice Chancellor for the purpose

Selection Criteria:

The Selection Committee selects the candidate taking into account of subject knowledge, aptitude, experience of the candidate and performance in the interview. After approval, the selection list will be prepared by the Vice Chancellor and the selected candidates are appointed to the post by the Registrar.



Required Qualifications:

The minimum qualifications prescribed for the direct recruitment of various categories of administrative staff are as per UGC norms.

4.4 Procedure for Direct Recruitment of Technical Staff

- i) For the recruitment of technical staff, advertisement shall be published in leading dailies and also displayed in the website of the Institute indicating the qualifications, experience and scale of pay
- ii) Applications received by the Institute shall be short-listed by a Committee consisting of the Dean of the School, the HOD of the concerned Department, a senior Professor and an Associate Professor of the concerned Department
- iii) All short-listed applicants shall be called for an interview before a selection committee constituted by the Vice Chancellor for the purpose
- iv) Before appearing for oral interview, all these candidates shall appear for a written test and/or take a practical test conducted by the Department concerned

Selection committee:

The selection committee is constituted by the Vice Chancellor comprising of Vice Chancellor, Registrar, Dean (school concerned) Head of the Department, Senior Professor and External experts. The committee shall select the candidate(s) taking into account, the test performance, subject knowledge, aptitude and experience of the candidate(s). After approval of the selection list by the Vice Chancellor, the selected candidates will be appointed by the Registrar to the respective post(s).

Required Qualifications:

A three-year Engineering Diploma in concerned branch of study from a Polytechnic approved by AICTE.

5.0 PROBATION, PLACEMENT AND SENIORITY

5.1 Probation

- i) The appointment to any post in the Institute is temporary for a period of one year. After assessing the performance during the year and if found to be satisfactory, the services will be continued for another year. At the end of the second year, he/ she shall be considered for regular appointment, (as an approved probationer) only if the services are found to be satisfactory throughout the period of two years
- ii) In case, the performance of any staff member is not satisfactory during the probationary period, the probation of the staff member may be extended or the service will be terminated. The decision shall be taken on 'case by case' basis, on merit
- iii) The rule of probation shall not apply to appointments made on temporary or contract or on daily wage basis



5.2 Placement of staff

- i) A staff member selected for appointment is basically attached to the Department to which he/she was selected
- ii) However, the Management/competent authority have the right to redeploy the staff member in any other Department depending upon the need

5.3 Seniority:

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

- i) If two or more persons are selected for appointment at the same time to a particular category of post, the selection committee shall fix the order of seniority among them according to the merit of the candidate selected and in the absence of such merit list the seniority shall be fixed as per the date (and time) of joining of the staff member for duty in the Institute
- ii) In the case of a staff member is recruited in the middle or senior cadre, the inter-se-seniority shall be fixed as junior to junior most staff member in the respective category of post
- iii) For individuals recruited on contract appointment or on temporary basis for short duration, no seniority shall be fixed
- iv) In the case of staff member recruited on consolidated wages and subsequently absorbed in the regular scale of pay, the seniority shall be fixed only from the date of his/her permanent appointment to the post
- v) Notwithstanding the above-mentioned policy of seniority, the Management / the competent authority shall promote a junior to the next cadre, based on his / her performance and merit

6.0 DUTY, PAY, ALLOWANCES AND INCREMENT

6.1 Duty

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

- i) When a member is discharging the duties of the post to which he / she is appointed
- ii) When the member may be enjoying holidays declared by the Institute or vacation permitted or availing any leave sanctioned by the authority concerned
- iii) When the member is attending conferences, seminars, summer and winter schools, workshops, refresher courses, orientation courses etc., duly permitted by the competent authority
- iv) Any other work assigned to the staff member by the competent authority in the interest of the Institute

6.2 Pay Scales

All regularly appointed teaching faculty members are governed by the pay scales approved by the management from time to time on the basis of UGC scale of pay. The scale of pay of faculty members and for all other staff member classified as non-Teaching, administrative and Technical is given as per UGC norms.



6.3 Allowances

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

6.4 Sanction of Increment

6.4.1 For faculty members

Increment to all teaching staff (faculty members) shall be sanctioned based on the Performance Appraisal System, subject to the satisfaction of the following:

- i) A minimum of Two Publications in Science Citation indexed Journal is necessary for the staff in the cadre of Assistant Professor/Associate Professor/Professor
- ii) Should have secured grants from funding agencies / industries for carrying out research in thrust areas
- iii) Should have acquired Consultancy Projects and making to enhance the visibility of the Institute
- iv) Should have involved in all legitimate activities for the growth of the Institute
- v) Should have organized / participate in International / National Conferences / symposia / workshop / seminar, etc.

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

For all staff members other than faculty members, increments will be sanctioned based on performance. 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.

7.0 PERFORMANCE APPRAISAL, CAREER ADVANCEMENT, PROMOTION & SEVERANCE

7.1 PERFORMANCE APPRAISAL (Annual Review)

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

- ii) Every faculty member should submit his/her annual performance report in the appraisal format prescribed. Detailed instruction issued in this regard has to be followed meticulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary
- iii) It is incumbent on the part of HOD/DEAN to check the entries and append his/her comments in an unbiased manner

A review committee constituted by Vice-Chancellor shall review the performance of every faculty member and recommend annual Increment/Promotion/ Career Advancement (as per UGC norms) if it is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.

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Career Advancement

Faculty members are provided with financial support to attend conferences / workshops and towards membership fee of professional bodies based on prior request and approval from the head of the department / dean.

Performance Reward

The institute has a structured approach to reward employees that has been designed to attract and retain staff and drive performance. The Institute encourages and recognises outstanding performance of the employees and reward them appropriately.

Faculty members will be rewarded for the following achievements:

- Receiving funded Research Projects
- Publication in Journals with high impact factor
- Highly cited publications
- High score in performance evaluation-SScore
- Securing Best Paper Award for papers presented in conferences
- Receiving award from any other agencies for the contribution to teaching and research
- Any other contribution to the benefit of the Institute

Faculty members will be rewarded in the following ways:

- Commendation and monetary incentive
- Commendation and medal
- Certificate of honour
- Announcement in the Newsletter / website

Promotion Requirements

- Associate Professor: Ph. D. Degree with 10 years of teaching experience
- Professor: 5 years of teaching experience as Associate Professor

7.2 RETIREMENT AND SEVERANCE

7.2.1 Retirement / Superannuation

- Normally the age of superannuation for a faculty is 60 years. However, reappointment can be done up to the age of 70 years on contract based on the need. Consolidated salary to be fixed based on the qualification and requirement of the department for those retired at the age of 60 years
- Normally, the age of superannuation for non-teaching staff is 58 years. However, extension on contract basis on consolidated pay can be considered up to the age of 60 years on merit and depending upon the need
- Any appointment after 58 years in the case of non-teaching staff and 60 years for teaching faculty shall be on contract. After they have been relieved from their regular service with all service benefits they may be reappointed on consolidated pay to be fixed by Management on the recommendation of Vice Chancellor

7.2.2 Resignation:

If a staff member (Teaching or Non-Teaching) intends to resign from this Institute he / she shall give either 3 months' notice in advance or pay three months' salary to the Institute in lieu thereof. The Three months'



notice period shall be co-terminus with the semester only. Under any circumstances a staff member shall not be relieved in the middle of a semester

7.2.3. Termination of service:

The Institute can relieve any staff member by giving him / her three months notice at any time in a semester.

8.0. LEAVE RULES

8.1. Casual Leave (CL)

All staff members are eligible for 11 days of casual leave per year.

8.2 Medical Leave

All staff members (teaching and non-teaching) who have been completed two years of service are eligible for sanction of one-week Medical leave (case to case). Medical leave can be availed only in the case of illness requiring hospitalization.

8.3 Maternity Leave

Maternity leave shall be granted for a maximum period of 12 weeks. Such sanction is restricted to two confinements only. All the staff members (Teaching and Non-Teaching) who have completed Five years of service only are eligible to avail this leave. During probationary period no Maternity leave is available and it shall be only on loss of pay. This entitles female employees in covered establishments to receive maternity benefits if they have worked with the employer for at least 80days in the 12 months immediately preceding the date of expected delivery.

8.4 Extra Ordinary Leave on Loss of Pay

A staff member may be granted Extra-ordinary leave on loss of pay (LOP) that was taken due to causes beyond the control of staff, such as inability to join or rejoin due to severe medical reasons, natural calamity, provided the staff has no other kind of leave to his/her credit. However, if the Institute requires the services, the staff member should rejoin duty within 3 months of the letter dispatched from the Institute.

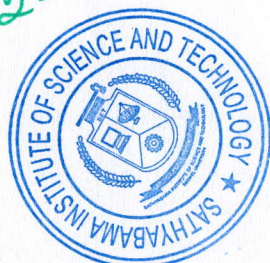
8.5 Sabbatical Leave

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

8.6 Vacation

Vacations may be availed as per the Institute norms. The staff member availed extra holidays to attend courses more than a week should work during this period as a compensation equivalent to number of days availed.

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8.7 On Duty leave

Duty leave of maximum 8 days may be granted with the prior permission from the Institute for the following:

- a) Attending conferences, workshops and seminars
- b) Delivering lectures in other Institutions
- c) As an examiner / evaluator / member in academic and research boards in other Institutions
- d) Participating research, consultancy and outreach activities

9.0 SOCIAL SECURITY BENEFITS

9.1 Employee Provident Fund Scheme

All staff members (Teaching & Non-Teaching) other than those who joined in this Institute after completing the age of 58 years are enrolled under the EPF scheme from the date of joining in service.

The deduction of EPF contribution from the employees is at the rate of 12% of their pay (Both Basic + DA put together)

9.2 Gratuity

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

$$\frac{[(BP + DA) \times 15]}{26} \times [\text{No. of years}]$$

9.3 Insurance Scheme

All members of staff (Teaching & Non-Teaching) are covered by a group personal accident cum hospitalization policy. The premium is paid by the management each year. The benefits of the scheme are a sum of Rs.1, 00,000/- (Rupees one lakh only) per person for death and permanent disablement, only if arising out of accident.

10.0 DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF STAFF

10.1 Faculty Members

As SATHYABAMA is deemed to be University, the contribution of faculty members is expected to be more by way of research, extension activities apart from regular academic and teaching activities. The duties and responsibilities of all faculty members have been framed and approved by the Board of Management. The details of duties and responsibilities in respect of faculty members are given in **Annexure 1**.

10.2 Non-Teaching Staff (Administrative and Technical Staff)

The scope of activities of administrative and technical staff has not only increased but also become more focused and result oriented. Though the size of administrative category of staff is less compared to faculty and technical staff, their contribution to the efficient functioning of the Institute is great. While the management of the Institute has taken efforts to improve service conditions of the technical employees,



they are expected to contribute their best for the achievement of the mission and goals of the Institute. With this in view, detailed guidelines prescribing duties and responsibilities of administrative and technical staff were made. This was approved by the Board of Management.

11.0 MISCELLANEOUS CONDITIONS

- i) All staff members of the Institute are required to be present in the Institute timings during working hours on all working days and days specifically notified
- ii) A staff member shall devote his/her whole duty time to the service of the Institute and shall not engage directly or indirectly on any other private work/business
- iii) All staff members are governed by the general duties and responsibilities prescribed for each category of staff detailed in the service rules
- iv) In case of any misinterpretation / wrong interpretation of any of the rules and conditions specified in the service rules, the Vice Chancellor is the final authority to amend

12.0 DISCIPLINARY ACTION

- a) All staff members are liable for disciplinary action for disobedience, misconduct, embezzlement, abandon/negligence of duty and action involving moral turpitude.
- b) All disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing reasonable opportunity to the employees to defend him/her
- c) Depending upon the nature of offence and if the competent authority such as disciplinary committee feels that it is necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, such enquiry committee shall be constituted
- d) While pursuing disciplinary action, the competent authority of the Institute is empowered to impose upon the staff any of the following punishments after having satisfied that the offences committed by the staff member is established beyond reasonable doubts
 - i) Censure
 - ii) Withholding of increments
 - iii) Recovery of salary, whole or a portion towards the loss caused to the Institute
 - iv) Suspension issued pending enquiry
 - v) Termination from service
- e) If a staff member feels that the punishment imposed upon him/her by the competent authority is excessive, he/she can appeal to the higher authority, which imposed the punishment.



ANNEXURE I

DUTIES, RESPONSIBILITIES AND CODE OF CONDUCT OF

TEACHING FACULTY

1.0 PURPOSE AND SCOPE

As faculty members of Sathyabama Institute of Science and Technology, they are responsible to meet the set of standards of the Institution. They should comply with the relevant policies, rules, regulations, norms and standards set to guide their work. While every individual member is accountable for his/her action, as member of the Institute community, they are collectively accountable for upholding those standards of behaviour and for compliance with all applicable rules, regulations and code of conduct.

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

2.0 APPLICABILITY AND INFRINGEMENTS

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

Adherence to these rules and regulations and code of conduct makes the faculty members responsible for bringing suspected infringement of any of the provisions to the attention of appropriate authority of the Institute. Confirmed violations will result in suitable disciplinary action up to and including termination from employment. If need to be, legal recourse may also be resorted against the concerned individuals.

3.0 CURRICULAR RELATED

a) Teaching and Learning

A faculty is responsible for,

- i) Teaching of both core and elective courses in the field of his/her specialization as allocated by the Head of the Department for various programmes offered
- ii) Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student
- iii) Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/organization if the project is industry related one
- iii) Making the teaching more effective and interesting to the students by the use of multi-media teaching aids
- iv) Making the laboratory and seminar classes more purposeful by examining the students orally either before or after the experiment/seminar to improve the student's understanding of the subject
- v) Conducting the core / elective course as project based / experimental / activity based learning
- vi) Helping peer-assisted learning



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

b) Course Planning and Material Preparation

- i) The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses
- ii) He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same
- iii) The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical phenomena or concept

c) Examination, evaluation and grading

- i) A faculty is required to set a standard question papers to test the knowledge / analytical thinking of students and evaluate the answer scripts of courses not only taught by him/her, but also that assigned to him/her by the Dean/Head of Department/Controller of Examinations
- ii) A faculty is required to conduct and invigilate any exam/test in the institute. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department/Controller of Examinations
- iii) A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only. Besides, he/she should indicate the mistakes on the script except for end semester examination, where no marking is permitted to be made on the script

d) Maintenance of Records

- i) Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD after the academic audit
- ii) Each faculty member is required to keep a file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit
- iii) If the faculty member is assigned to be the Class Counsellor by the HOD, he/she should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them. The Class Adviser shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class Adviser should also help the HOD, in counselling poorly performing students and the follow up action taken to improve the students' performance



e) Monitoring of students' progress

- i) The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Counselor so that the information can be sent to the parents/guardians
- ii) A faculty member is required to attend/organize the Class Committee Meeting either as a course teacher and/or as chairperson of the class committee and should actively participate in the deliberations there to improve the teaching-learning process
- iii) A faculty member may be required to be a Faculty Adviser to a group of students. He/she is then really a mentor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advice and counsel the students
- iv) A faculty member has to be thorough with the regulations of the academic programme offered by his/her Department and other instructions issued from time to time so that he/she can effectively guide the student
- v) As a Faculty Adviser, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till they leave

f) Participation in Academic Developments

- i) A faculty member should actively participate in curriculum preparation for new programmes/ modification of existing programmes.
- ii) Contribution to the preparation of new syllabus or updation of existing syllabus is also the responsibility of a faculty member pertaining to his/her specialization.
- iii) A faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging areas relevant to the society, innovative curriculum and new methodology of teaching and evaluation.
- iv) In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities. They may also enrol in one or more Professional Societies/Associations.
- v) Each faculty is encouraged to attend one NPTEL and SWAYAM course per year without fail for personal and professional improvement.

g) Professional, Punctuality and regularity

- i) The faculty member shall not permit any student to attend the class after the stipulated time specified by the Institution, so as to ensure punctuality in attending class by the students.



- ii) A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
- iii) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.
- iv) A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.
- v) The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD/Higher Authorities from time to time

4.0 RESEARCH AND DEVELOPMENT

a) Academic research

- i) As research is an inherent component, every faculty member shall take active efforts to make research contributions in his/her field of specialization
- ii) A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working, so that he/she either do it by himself/herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study under his/her supervision
- iii) Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided
- iv) Since the scope for doing further research work from the undergraduate and postgraduate students' project work therefore active involvement of the faculty member in the student's project work is very essential
- v) If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry
- vi) Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with his/her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes

b) Research publications and Books



- i) As research publications in refereed journals of international importance not only to improve the individual's image but also for the institution, every faculty member should strive to bring out such quality publications
- ii) Faculty members should publish their research output only in SCI or SSCI journals. Publications in non-refereed journals will not be recognized
- iii) Faculty members shall also strive to file patents if their research output is felt new and novel
- iv) Depending upon the research content, the faculty member may also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less
- v) Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by the international/National level publishers with ISBN/ISSN numbers
- vi) The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations etc.

c) Sponsored and funded research projects

- i) An important source of financing and professional recognition to the sponsored and funded research projects. Therefore, every faculty member should familiarize himself/herself with various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.
- ii) The faculty member, who is a Principal Investigator, besides employing Project Associates, if the project proposal contemplates and the funding agency approves, can also use the services of students and research scholars, wherever possible
- iii) Many funding agencies provide funding assistance for establishment of centres of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centres
- iv) Students should also be encouraged by the faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies
- v) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or a computer software. In order to get recognition not only for the faculty, but also, for the institution, he/she should take efforts to obtain Patent/Intellectual Property Right (IPR) so that nobody could copy them



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

5.0. CONSULTANCY AND EXTENSION ACTIVITIES

a) Consultancy projects

- i) Executing consultancy works for the state and private organizations is another important source of financial resource. A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies
- ii) To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken
- iii) A faculty member should constantly update his/her knowledge, familiarize himself/herself with the problem of industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of industry
- iv) Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE) or any other Industrial Associations will also help to understand the problem of industry

b) Extension activities

- i) A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self-supporting or sponsored ones.
- ii) Conduct of continuing education programmes/structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource. A faculty member can organize such programmes either one time or on continual basis year on year.
- iii) Extension activities shall include various community oriented services, preferably using the expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.

6.0 INVOLVEMENT IN DEVELOPMENT ACTIVITIES

a) Laboratory Development & Maintenance

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



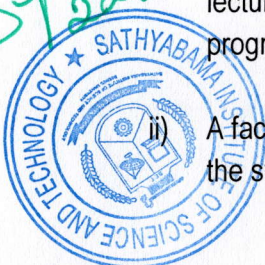
- ii) Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental setup for the use of students.
- iii) As a member of the faculty, he/she should ensure that the various machinery and equipment in the laboratory and workshop are maintained in working condition and are used effectively both for academic requirement, project works and research related activities.
- iv) In case, a faculty member is assigned to be in charge of laboratory or workshop, he/she has to oversee the work of technical staff of the laboratory, besides arranging for periodical maintenance/repair and recalibration wherever necessary.
- v) As in charge of laboratory, he/she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of over aged/unserviceable equipment, besides their safe custody.

b) Purchase of items for the laboratory

- i) As an in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HOD/Dean and finalize it before inclusion in the overall budget proposal of the Department.
- ii) As an in charge of laboratory has to initiate proposals for the purchase of Consumables and equipment for his/her laboratory and take follow up action till it is procured and taken into stock.
- iii) The faculty member along with Lab Instructor should help the Professor in charge of purchase or the HOD/Dean in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before the Institution Purchase Committee.
- iv) Once the budget proposals are approved by the Purchase Committee, the faculty in charge of the laboratory/workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/she has to prepare revised budget proposal through the HOD/Dean.
- v) The faculty member shall follow the detailed guidelines/procedure with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.

c) Co-Curricular activities

- i) A faculty member is required to arrange guest lectures, seminars etc., to supplement the regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department
- ii) A faculty member is required to organize industrial visits, educational tours and also accompany the students to visits/tours as and when required by the HOD/Dean



- iii) A faculty member if nominated as an Office-bearer such as Treasurer, Adviser of Professional Society (IEEE/IETE etc) functioning in the Department/ he/she shall perform such duties accordingly
- iv) A faculty member is required to help the Professional Societies in organizing annual events such as symposium, technical contest, quiz, and also in the interaction with the parent bodies (e.g. ASME, IEEE etc.) to promote the student chapter of the professional bodies
- v) A faculty member is required to coordinate National / International conferences / seminars / symposium / workshop
- vi) A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, etc.

d) Extra-curricular activities (Co-administrative Activities)

- i) A faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose
- ii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature
- iii) A faculty member if required to help the HOD in all administrative matters like distribution of hall tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.
- iv) The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/ organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.
- v) Faculty members are liable to be assigned the responsibility of Hostel supervision in the extended hours in the evenings run for the benefit of students for a specific period of time
- vi) All faculty members are expected to oversee the students to go to the class on time and not loitering in the campus
- vii) Faculty members should also take part in activities related to NCC, NSC, NSO, Student Clubs, Red Cross Society, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position
- viii) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need

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12/22/19/21



7.0 WORKLOAD NORMS

a) Working hours

- i) All full-time faculty members should perform a minimum of 40 hours of work per week on a 5-day week basis
- ii) The 40 hours is only the minimum, but a faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.
- iii) The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment

b) Teaching-contact workload

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

Assistant Professors	-	16 hours/week
Associate Professors	-	14 hours/week
Professors	-	08 hours/week

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

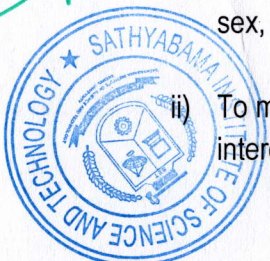
A faculty member shall follow detailed instructions issued in this regard from time to time by the Management.

8.0 CODE OF CONDUCT

a) Faculty Member with regard to Students

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

- i) To accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
- ii) To make regular contribution for the personal development of students, while looking after their interest and welfare



- iii) To be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students
- iv) Not to disclose confidential information about students to anyone except to authorize persons/agency or in the interest of law
- v) To be fair and to assess the students impartially and only on merit/performance
- vi) To have respect for and an affectionate and friendly attitude towards all students and help them to improve their behaviour unmindful of some untoward events if occurred, rather than having feeling of revenge.
- vii) to abstain from accepting fees or honorarium, gift, etc.

b) Faculty Member with regard to Parents / Guardian

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

- ii) Respect the privilege of parents/guardian to look after the interest of students.
- iii) Develop friendly and co-operative relations with parents/guardian.
- iv) Monitor the progress and share information about the students with the parents/guardian and also receive information about the students from them, which is essential for the development of students.
- v) Bring to the notice of the parents/guardian any short comings/ behaviour noticed which the faculty feel, the parents should know.

c) Professional Interaction with the Colleagues

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

- i) Move with his/her colleagues in the Institute in a manner that he/she expects them to move with him/her
- ii) Extend co-operation with his/her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his/her profession
- iii) Avoid writing anonymous letters to the authorities about his/her colleagues
- iv) Desist spreading rumour or wrong news about his/her colleagues to express his/her displeasure



- v) Resist the temptation of harming the teaching community for self-interests
- vi) Refrain from passing information about colleagues to any individual or agency without his/her express permission

d) Faculty Member with the Management

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

- i) Perform all professional activities through proper channel
- ii) Do not discuss with unauthorized individuals about professional and secret information
- iii) Look for promotion/elevation only on grounds of competence/performance
- iv) Do not expect appointment or promotion out of turn, based on favouritism or against professional ethics
- v) Honour the provision of the bilateral agreement viz. bond/undertaking, which the faculty member committed/entered with the employer viz. Institute
- vi) Do not undertake any responsibility/work involving financial benefit in infringement of professional protocol and the general interest of the Institute
- vii) Co-operate whole heartedly with the authorities of the Institute in the fulfilment of educational policies in conformity with professional responsibilities
- viii) Avoid criticism of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the student's interest
- ix) Conduct the Institute's transaction with utmost honesty, accuracy and fairness
- x) Avoid unethical practices even on the grounds that it is 'customary'. Feasibility should never compromise integrity
- xi) Get the approval from appropriate authority empowered by the Institute to take up sponsored funded projects, though faculty members normally encouraged to do so, since such acceptance of an agreement will create a legal obligation on the part of the Institute to comply with the terms and conditions of the agreement. Only such authority can enter into the agreement on behalf of the Institute
- xii) Should follow all norms and standards set by the Institute for the Faculty from time to time



9.0 USE OF INSTITUTE RESOURCES

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

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

10.0 FACULTY AND PROFESSIONAL CAREER

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

- i) Continuous updating of knowledge and having greater involvement in research, industrial interaction, attending of conferences, seminars, etc.
- ii) Having active participation in professional bodies meant for promoting and disseminating of advances in the knowledge frontiers in the field
- iii) Attracting bright youngsters to the academic profession through adoption of teaching norms.
- iv) Making teaching more purposeful through active participation in educational planning such as program design, curriculum and syllabi development, etc.
- v) Adherence to professional ethics, standards and values, whether supervised or unsupervised

11.0 REPRESENTATION AND GRIEVANCE REDRESSAL

- i) A faculty member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (eg. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her school/department
- ii) Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal
- iii) Faculty member, who is affected, should address his/her problem through proper channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities



12.0 FACULTY MEMBER AND SOCIETY

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

- i) Adherence to desirable standards expected of professionals by the Institute
- ii) Participation in diverse activities of the community as a good citizen
- iii) Soliciting public co-operation in the promotion of educational programmes
- iv) Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community

13.0 CONFLICT OF INTEREST/COMMITMENT

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

14.0 MISCELLANEOUS RULES OF CONDUCT

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

- i) If a faculty member wishes to stand for election to any local body, State Legislative Assembly or Parliament, he/she shall seek the permission from appropriate authority and take leave for the period of his/her election campaign. He/she shall also take such leave as is due to his/her or leave without pay so long as he remains a member of the elected body of which he/she is a member
- ii) A faculty member shall not indulge in any adverse criticism of the Institute and its officers by means of any article, broadcast or any other document or statement
- iii) A faculty member is entitled to protection by the Institute if he/she is subjected to any libel in the discharge of his/her duties
- iv) A faculty member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty



- v) Use of cell phones by students in the Institute campus during working hours is discouraged and hence the faculty member has to set an example. They should not use them during class hours, meetings, the open premises, etc., while they are free to use them in their cabin
- vi) Faculty member shall not start private Business Organization, Association of his own or in partnership of his spouse or siblings, without prior information and permission of the Institution
- vii) Notwithstanding the rules and regulations and code of conduct specified in this document, all faculty members should follow the various rules and regulations framed, instructions issued by the Institute from time to time in true letter and spirit

Sue
22/9/21



ANNEXURE II
PERFORMANCE APPRAISAL FORM
 (Please have hard copy proof of all items mentioned below)
FACULTY PERFORMANCE EVALUATION FORM FOR THE ACADEMIC YEAR 20 – 20

School:

Department:

Designation:

Name of the Faculty Member			
Date of joining the institute			
Qualification at the time of appointment			
Date of Birth			
Experience Till Date		Teaching	Industry

1. FA1: Academic Qualifications: (Mention if any additional qualification has been acquired during the year under review)

Degree	Specialization	University	Year		Mode of Study	% / CGPA
			From	To		

2. Delivery of course and results

(Marks (Max): 25)

Degree & Branch	Batch	Year / Semester	Course Code	Course Title	Pass %

3. FA2: Details of Research publications

(Marks (Max): 25)

Title of the Paper	Name of the Journal/ Conference	Publisher Details	SBN Number and page No.	Impact Factor of Journal	Citation Index of paper as on end of appraisal year	Available at Web of Science/ Scopus/Google Scholar

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4. Project Details

Project Title	Agency Applied & Date of Submission	Cost and Duration	Status			PI or Co-PI
			Under Review	Sanctioned	Completed	

5. Any innovation of any type introduced/patents applied/product licensed

Title of the Patent	Filed Date	File Number	Status	Status of the Patent as on date	Attach Uniqueness of the Patent with details

6. Number of Research Scholars under your Guidance (Attach the proof of the same)

Name of Research Scholar	Status				
	Course Work	Confirmation	Synopsis	Thesis	Completed

7. FA3: Workshops / FDP attended /certified courses attended

(Marks (Max): 25)

Course under gone [Short Term Courses / NPTEL / MOOC /GIAN/FDP]

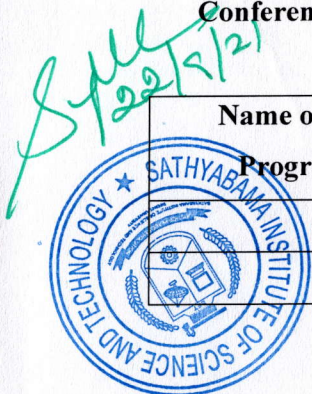
Name of the Course	Conducted by	Dates		Percentile / Grade
		From	To	

Number of Video Lectures available in Sathyabama YouTube Channel:

8. FA4: Faculty as resource persons / Coordinators / Event Coordinators of various Conferences/Interaction with external institutions

(Marks (Max): 15)

Name of the Program	Host / Sponsored by	Dates		Type of Event
		From	To	



9. FA5: Editor / reviewer of various Journals thereby having exposure towards more technical journals. (Attach the proof)

(Marks (Max): 5)

Editor / Reviewer	Name of the Journal	Period	Indexed in

10. FA6: Administrative Responsibilities

(Marks (Max): 5)

11. FA7: Members of Professional Bodies (Attach the Proof)

(Marks (Max):5)

Professional Body	Membership ID	Valid Up to

Any other additional Information:

Signature of the Faculty

Remarks by Head of the Department :

Remarks by Dean :

Director Administration

Registrar

Vice Chancellor

Professors

Grade A 91 -100

Grade B 76 – 90

Grade C 60 – 75

Grade D < 60

Associate Professors

Grade A 86 -100

Grade B 71 – 85

Grade C 56 – 70

Grade D <55

Assistant Professors

Grade A 80 -100

Grade B 66 – 79

Grade C 51 – 65

Grade D <50

