

# **DRONACHARYA**

College of Engineering

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Approved by AICTE  
Affiliated to Maharshi Dayanand University

# Faculty Handbook

(Effective from 2020-21)



**DRONACHARYA COLLEGE OF ENGINEERING**

Khentawas, Farrukh Nagar(122506), Gurugram, Haryana

## About Dronacharya College of Engineering (DCE)

### Vision

Empowering human values and advanced technical education to navigate and address global challenges with excellence.

### Mission

M1 - Seamlessly integrate human values with advanced technical education.

M2 - Supporting the cultivation of a new generation of innovators who are not only skilled but also ethically responsible.

M3 - Inspire global citizens who are equipped to create positive and sustainable impact, driving progress towards a more inclusive and harmonious world.

### Program Outcome (PO)

Engineering Graduates will be able to:

**PO1. Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

**PO2. Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

**PO3. Design/development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

**PO4. Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

**PO5. Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

**PO6. The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

**PO7. Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

**PO8. Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

**PO9. Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

**PO10. Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

**PO11. Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

**PO12. Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

## Academic Rules and Regulations for Faculty

### ❖ Faculty Selection Committee

Purpose: The Faculty Selection Committee's duties include approving and finalizing new appointments, periodically reviewing employee performance, and making decisions on rewards, recognition, and promotions. Recruitment and promotion guidelines and procedures are followed as per University and AICTE standards.

### ❖ Functions and Responsibilities of Faculty Selection Committee:

- Advisory to Management.
- Provide proper assessment of candidates.
- To freely voice their perspectives and not get influenced by others.
- Agree on method of decision making.
- To schedule interviews for the shortlisted candidates.
- Evaluation format to be filled by every member of the committee.

### ❖ Constitution of Faculty Selection Committee:

Faculty Selection Committee norms are as follows:

S. No.	Post	Composition
1	Assistant Professor	For appointment of the Assistant Professor: the selection committee must comprise of the minimum of following members: <ol style="list-style-type: none"> <li>i. Principal of the College</li> <li>ii. HOD of the respective department</li> <li>iii. Senior faculty of the respective department</li> <li>iv. Minimum of 3 external members (which may comprise of two from peer colleges, one VC nominee and one subject expert from affiliating University)</li> </ol>
2	Associate Professor	For appointment of the Associate Professor: the selection committee must comprise of the minimum of following members: <ol style="list-style-type: none"> <li>i. Principal of the College</li> <li>ii. HOD of the respective department</li> <li>iii. Senior faculty of the respective department</li> <li>iv. Minimum of 3 external members (which may comprise of two from peer colleges, one VC nominee and one subject expert from affiliating University)</li> </ol>

3	Professors	For appointment of the Professors: the selection committee must comprise of the minimum of following members: i. Principal of the College ii. HOD of the respective department iii. Senior faculty of the respective department iv. Minimum of 3 external members (which may comprise of two from peer colleges, one VC nominee and one subject expert from affiliating University)
4	Principal	For appointment of the Principal: the selection committee must comprise of the minimum of following members: i. Chairman ii. Two members of the Governing Council iii. Minimum of 3 external members (which may comprise of two from peer colleges, one VC nominee and one subject expert from affiliating University)

❖ **Orientation**

- Every faculty appointed in the college shall be given a brief introduction about the College by the Principal or nominee on the day of his/ her joining.
- The Principal shall take/send him/her to the department of his/her work and introduce to the Head of the Department.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of the team.
- The HOD will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the college.
- The HOD will also ensure that all the registration formalities, including submission of joining report etc. by obtaining the assistance of the Office team.
- The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

**Service Rules**

**CHAPTER - 1 : GENERAL**

1.1. These rules may be called the “DRONACHARYA COLLEGE OF ENGINEERING, SERVICE RULES”. These rules shall apply to all the employees in the service of DRONACHARYA COLLEGE OF ENGINEERING, Khentawas, Farrukh Nagar, Gurugram, Haryana.

1.2. The Governing Council of “Smt. Anguri Devi Charitable Trust” hereinafter called the TRUST reserves to itself the right without notice , to amend , alter or add to any of these rules , in conformity with the existing norms set by the AICTE and Gurugram University, Gurugram and to bring such amendments , alterations into effect from the prescribed date.

1.3. Such amendments and additions shall become binding on all the College employees when notified.

1.4. Definitions : In these rules , unless there is anything repugnant to the subject or context :

a) "The College means" DRONACHARYA COLLEGE OF ENGINEERING" Gurugram and its section's wings, departments and centers", established and managed by "Smt. Anguri Devi Charitable Trust."

b) "The TRUST" means the Governing Council of "Smt. Anguri Devi Charitable Trust".

c) "The Principal" means the person appointed as such or with any designation having a qualification of its equivalence in the duties and functions, by the Governing Council of the TRUST.

d) The "Principal" means the Principal of the College who is responsible for the management and efficient administration of the College and enjoying the powers, functions and responsibilities as defined herein.

e) "Employee" includes employees whether faculty, Officer, technical/administrative supporting staff, or any other person in the whole or part time employment as probationary, ad-hoc, permanent or contractual.

f) "Management" means the Governing Body of the College duly constituted by the Trust in conformity with the Scheme laid down by the AICTE and Gurugram University, Gurugram. The decisions of the management will be communicated through Principal.

1.5. All the employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to/ the youth and other learners committed to their care.

1.6. The employees are expected to behave according to the ideals of National Integration showing love, concern, respect to all without any discrimination of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will be dealt with accordingly.

1.7. Every employee shall strive to inculcate in the students a high sense of values, social conscientiousness, pride in their College and loyalty to the country. It is the sacred duty of the employees to work for the intellectual, moral, social and physical development of every student.

## **CHAPTER-II : POSTS & APPOINTMENTS**

2.1. The posts in the College will be created on Adhoc, Temporary, Regular and Permanent basis by the Governing Council as per the requirement of actual manpower calculated on the basis of the norms of the AICTE and as adopted by Gurugram University, Gurugram. Additional posts as required for the extension, specific projects and production activities also be created.

2.2. All appointments shall be made by the Governing Body through the Chairman on the recommendations of the Selection Committees constituted for the purpose and shall be rectified by the Governing Body before the formal appointment letters are issued.

2.3. Selection Committee will judge the suitability of all the candidates for Recruitment of faculty and all other staff, and assessment of work and conduct of probationers for confirmation in their respective posts as per All India Council for Technical Education & Gurugram University, Gurugram norms.

2.4. The person appointed temporarily may not be continued beyond a period of one year.

2.5. Appointment on Temporary or to a permanent post is subject to a 'Certificate of Fitness' issued by a registered medical practitioner approved by the Principal. This condition may be relaxed by the Principal at his discretion, in special cases.

## **CHAPTER III : SALARIES**

### **3.0 PAY & ALLOWANCES**

3.1 The pay scales for the faculty will be in accordance with the regulations of the AICTE and adopted by Gurugram University, Gurugram. The allowances for the faculty & allowances for supporting staff will be based on the notification /regulations and directions regarding the revenue from the tuition fees and maintenance expenditure for Technical Colleges, issued by the statutory authorities.

3.2 The employees appointed against temporary, ad-hoc or contractual will be given suitable pay scales or gross emoluments as per their appointment order.

3.3 A service book and a leave account for each employee shall be maintained and updated from time to time. The entries relating to date of birth, medical examination, educational and professional qualifications ,past service shall be verified from the original certificates by the Principal. The service book entries shall be signed by each employee once in a year.

## **CHAPTER IV : PAYMENT OF SALARIES**

4.1 Every employee shall be paid his/her salary by the 7th of each succeeding month.

4.2 The College shall deduct from the salary of the employee any dues legally recoverable, and deposit them with appropriate authorities.

4.3 Annual increment of pay shall not be automatic, but will be subject to all-round good performance of the employee to the satisfaction of the Governing Council.

### **Positions and pay scales**

The College will have the following positions of hierarchy in the teaching departments

- Principal
- Special positions, including Deans and Section / Department Head / Principals / Coordinators
- Professors
- Associate Professors
- Sr. Assistant Professors
- Assistant Professors
- In addition, each department shall have support staff like Lab Assistants, Department Clerk and Department Attendant.

The College Office will have the following positions of hierarchy in the administrative department.

- Administrative Officer, Special Officer, Secretary to Chairman
- Cashier, Accountant, Receptionist, Office Superintendent.
- Clerical Assistants, Office Assistants
- The Scales of pay for various teaching positions will be as per AICTE as follows:
  - Principal Rs.37,400-67,000-AGP 10000/-
  - Professor Rs.37,400-67,000-AGP 10000/-
  - Associate Professor Rs.37,400-67,000-AGP 9000/-

- Assistant Professor Rs. 15600-39,100-AGP 8000/-

## **CHAPTER V : PROVIDENT FUND AND OTHER BENEFITS**

5.1 Employees shall subscribe to the Provident Fund by contribution to be deducted from their salary in accordance with the Employees Provident Fund & miscellaneous Provision Act'1952 and rules made there under. The College shall contribute in accordance with P.F. Act and Rules as applicable.

5.2 The contribution made by the College to the Provident Fund will take the place of pension and gratuity.

### **5.3 Staff Benefits**

- All Faculties and Staff Members are covered under Group Insurance Policy.
- All the Faculties and the staff members are eligible for EPF scheme. The Management contributes 12% of the pay subject to the ceiling of Rs.1800 per person, towards the Employer's Contribution to the EPF scheme.
- The management provides subsidized mess and free transport facilities to all faculty and staff members.
- After the completion of one year service with the college staff members can avail interest-free loan of maximum of Rs.50000/- towards Children Education/Medical.

## **CHAPTER VI : LEAVE**

6.1 Leave cannot be claimed as a matter of right. The Governing Body/Principal have the right to refuse, revoke or curtail leave according to the exigencies of the service.

6.2 The employee shall not absent himself/herself without prior sanction from the Principal or shall not leave station without having earlier obtained written permission from the proper authority. In an emergency an application shall be sent as soon as possible stating nature of emergency and reasons for the absence.

6.3 Taking leave or extending leave without sanction will be treated as absent from duty and render an employee liable to disciplinary action.

6.4 An employee on leave shall be allowed to return to duty before the expiry of leave only with the prior permission of the sanctioning authority.

6.5 Employees are eligible to avail of all holidays notified in the College Calendar and all weekly off days. However, if required by the Principal to come to College during these days, they are required to comply without any claim or without any compensatory leave or any remuneration.

6.6 Non-teaching employees may be given weekly off on different days to suit the needs of the College.

6.7 An employee shall intimate the College office his/her address whenever there is a change of residence.

6.8 The employees proceeding on any type of leave exceeding 7 days will duly hand over all documents, stores under his charge to the person nominated by the Principal, his superior officer.

### **CASUAL LEAVE**

6.9 An employee may be granted Casual Leave@1 day for 1 month of actual duty or working in the post in a calendar year. C.L. shall not be accumulated beyond the calendar year.

6.10 Ordinarily not more than 3 day's C.L. shall be granted to an employee at a time. A permanent employee may be granted C.L. in exceptional circumstances for a maximum duration of 9 days including holidays at a time by the Principal.

6.11 Prior permission will be required for prefixing or suffixing holidays to C.L.

6.12 C.L. shall not be combined with any other leave.

6.13 Three late arrivals (not exceeding 1/2 an hour each) and/or early departure(before 1/2 an hour of the day end) will be considered as 1/2 day of C.L.. Late arrival beyond 1/2 hr. with prior permission may be treated as 1/2 day C.L. at the discretion of the Principal.

6.14 As an incentive , an employee may encash C.L. if he/she did not avail casual leave or more days in a calendar year.

### **MATERNITY LEAVE**

6.15 A female regular or permanent confirmed employee with less than two surviving children may be granted maternity leave of 90 days from the date of its commencements of such leave in one or two segments.

Note:(a) Prior notice of at least one month of such leave will be given by the employee.

(b) Maternity Leave includes all intervening holidays.

(c) If Maternity leave extends beyond vacations it is calculated from the date of confinement.

6.16 Maternity Leave not exceeding 6 weeks may be granted to a female confirmed permanent or regular employee irrespective of number of children in case of miscarriage (including abortion) on production of medical certificate.

6.17 During the period of Maternity Leave she will be paid leave salary equal to the pay drawn immediately before proceeding on leave.

6.18 Leave without pay upto a maximum of three months in continuation of Maternity Leave may be granted by the Director/Principal.



6.19 Maternity Leave will not be applicable for contractual/temporary or Adhoc appointments.

## **EARNED LEAVE**

6.20 Employee shall be eligible for earned leave @ 2 and 1/2 days per 2 completed months of duty which will be credited at the end of the first year of service or if the service is more than 1 year then , on 30th June or 31st December for the preceding half year.

6.21 Permanent, Regular and Temporary non-teaching(non-vacation) employees are eligible for earned leave at the rate of 1 & 1/2 day per completed month of duty.

6.22 a) Half of the total Earned Leave , (viz. 5/7.5 days for 6 months of actual working) , will be credited to the employees on 31st of December and the other half on 30th June every year for the duty performed during the preceding half year.

b) Half of the Earned Leave eligible during a calendar year of an employee may be accumulated, subject to the condition that Earned Leave so accumulated does not exceed the maximum limit of 240 days.

6.23 The maximum Earned Leave that may be granted at a time shall not exceed 120 days including holidays /vacations.

6.24 On attaining the prescribed retirement age an employee is entitled to encash unutilized earned leave to his/her credit subject to a maximum of 240 day's pay on the last basic pay drawn.

6.25 Earned Leave exceeding 20 days for the employees will normally be granted only during the period of classes off and vacations. Earned leave shall be sanctioned only for periods exceeding three or more days.

6.26 Teaching (vacation) employee shall be entitled to vacation salary only after he/she has put in nine months of duty prior to commencement of such vacation. However , in the year in which the teacher commences his/her employment , he/she will be entitled to vacation salary provided he/she has put in eight months service prior to the beginning of vacation.

6.27 Employees who have continuous service of three or more years and have availed or applied for half of their leave earned in that year may be permitted to encash earned leave of 15 days once in two years calculated on Basic Pay.

## **SPECIAL LEAVE**

6.28 The Governing Body may grant Special Leave of long duration , not exceeding one year , without pay to a permanent employee.

6.29 Special Leave not exceeding 3 months without pay may be granted by the Director/Principal to a permanent employee in special circumstances when no other leave is admissible to him/her under the rules.

6.30 No employee while on leave shall take up any service or employment else where including private practice of any kind without obtaining prior sanction of the authority granting leave.

6.31 An employee shall not be entitled to any increment for and during the time of Special Leave and the same period will not be counted for calculating total service period.

## **CHAPTER VII : TERMINATION OF SERVICE / RETIREMENT**

7.1 The service of an employee on probation may be terminated by the Director/Principal at any time giving a month's notice or gross salary in lieu of notice without assigning any reason whatsoever. Such an employee desiring to leave the service shall give the College one month's notice in writing or one month's gross salary in lieu of notice.

7.2 The services of a permanent or confirmed regular employees are liable to be terminated by the Governing Body on grounds of misconduct, persistent inefficiency , neglect of duty , conducting or involving in activities Prejudicial to the interest of discipline and aims of the College , prolonged illness which interferes with his/her regular attendance and due performance of duty , and breach of Code of Conduct and Rules of the College by giving three calendar month's notice or by paying equivalent sum in lieu of notice. No such notice will be necessary from the management if the services of the employees are terminated by dismissal for any major misconduct. All the terminations or dismissals shall be got ratified by the Governing Body in its ensuing meeting.

7.3 Permanent employees desiring to leave the service shall give to the College three month's notice in writing. It shall however, be open to the Director/Principal to accept three months Gross Salary, in lieu of notice.

7.4 Services of an Ad-hoc employee shall come to an end on completion of the specified work for which he/she was employed or on the expiry of the period for which he/she was appointed, whichever is earlier. But , before the expiry of the said period or work , as the case may be , services of the employee could be terminated by either party by giving one month's notice or one month's Gross Salary in lieu of notice without assigning any reason whatsoever.

7.5 Every employee of the College shall retire as per AICTE norms. Extension or re-employment may be given in special cases at the discretion of the Governing Body. The Director/Principal may extend employment if the employee attains the age of superannuation on or after 1st of November upto the end of such academic year.

## **CHAPTER VIII : PERFORMANCE EVALUATION**

8.0 The performance of each employee in every academic year shall be assessed by the Head of the Deptt.

8.1 The performance evaluation record shall consist of four parts : the first part shall contain a factual record of employment , the salary scale , increments , promotions , leave availed , disciplinary actions etc. The second part shall contain the self assessment of the employee. The third part shall contain assessment from the students feedback. The fourth part shall contain the confidential and evaluative statements with regard to the overall performance of the employee by his/her HOD and reviewed by Director/Principal.

8.2 The contribution of an employee towards the academic, social and spiritual life of the College will be given weightage when assessing his/her overall performance.

8.3 Employees are required to affix their signature to the entries on the first and second parts. They are presumed to be apprised of the evaluation and counseled accordingly.

## **CHAPTER - IX : CONDUCT**

### **CODE OF CONDUCT**

9.1 The Governing Body through the Principal shall see that the Service Rules are followed as well as adhered to in letter and spirit of the Code of Conduct by all the employees.

Every employee of the College shall be governed by the Code of Conduct, as specified in this chapter, and every such employee shall be liable to the disciplinary action, for the breach of any provision of the Code of Conduct.

The Principal shall initiate Disciplinary proceedings for non-compliance of code of conduct / service rules and appoint an inquiry officer to conduct the inquiry of the charges.

### **CODE OF CONDUCT FOR EMPLOYEE**

9.2 The Code of Conduct for the employee of the College shall be as follows: -

#### **a) No Employee shall-**

- 1) knowingly or willfully neglect his/her duties;
- 2) propagate through his/her teaching lesson or otherwise , communal or sectarian outlook , or incite or allow any student to indulge in communal or sectarian activity;
- 3) discriminate against any student or any other person on the ground of caste, creed, language, place of origin, social and cultural background or any of them;
- 4) indulge in, or encourage any form of malpractice connected with examination or any other college activity;
- 5) make any sustained neglect in correcting term or assessments or Exam works by the students;
- 6) while being present in the college, absent himself except with the previous permission of the Principal from the class which he/she is required to meet;
- 7) remain absent from the college without sanctioned leave or without the previous permission of the Principal. Provided that where such absence without leave or without the previous permission of the Principal is due to reasons beyond the control of the teacher, it shall not be deemed to be a breach of the Code of Conduct, if on return to duty, the teacher has applied for and obtained , ex-post facto, the necessary sanction for the leave.

#### **b) An employee will not:-**

- 1) accept any job of a remunerative character from any source other than the college or give private tuition to any college student or other person without written permission of Principal or engage himself in any business;
- 2) prepare or publish any book(s) commonly known as guides, or assist, in their publication other than the college.
- 3) enter into any monetary transactions with any student or parent; nor shall he/she exploit his/her influence for personal ends; nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay;
- 4) accept, or permit any member of his family or any other person acting on his behalf to accept any gift, or receive any advantage from any student, parent or any other person with whom he/she has come into contact by virtue of being in the college.

#### **c) An employee shall not:-**

- 1) cause, or incite any other person to cause any damage to college property;
- 2) behave or encourage or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in or outside the college premises;
- 3) be guilty of misbehavior or violence towards any parent, guardian, student, or other employee of the college.

**d) Every employee shall-**

- 1) be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned by the Principal/Head of deptt.
- 2) abide by the rules and regulations of the College and also show due respect to the constituted authority.
- 3) Employees will on every working day sign the staff attendance register, at the time of arrival and leaving the College and be ready at least, five minutes before the commencement of classes. Overwriting on the attendance register is a serious violation of rules.

**e) Outside the classroom –**

- 1) All employees are responsible for the discipline of students even outside the class rooms.
- 2) Supervision during the break or off time is vital for protection of the students. Employees may be allotted such duties to maintain discipline and orderliness.

**f) Library and equipment –**

- 1) Students must be trained to make extensive use of the library facilities.
- 2) Faculty and Technical Supporting Staff are responsible for the proper care, operation and maintenance of all equipment , and learning aids and sports equipment etc. The authorities should immediately be informed of the needed repairs / replacements.
- 3) Students must be trained to take care of the College property. Books/equipment fixtures and fittings damaged or lost by a student shall have to be made good by the students.

**g) Building and other Assets –**

- 1) The employees are responsible for the College property - for its use , care and maintenance.
- 2) Social cleanliness is a part of basic discipline. The employees are , therefore , responsible to guide students in maintaining their College and surroundings tidy , particularly after their lunch/recess.
- 3) It is the teacher's responsibility to take immediate steps to report to the in charge about the need of maintenance of College property.
- 4) Destruction of or damage to College property -desks , books , etc. is a serious matter. The teacher must be alert and take immediate steps to correct the student or to report it to the Head Of Department.
- 5) The Labs should be properly displayed with instructional charts. The students themselves should be encouraged to prepare such charts periodically.
- 6) Before leaving the classroom the Lecturer should insist that students pick up waste paper and any unwanted chalk material from the floor and place it in the waste paper basket;desks and chairs be left in proper arrangements , the board is erased and lights and fans are put off.

**h) Control & Interaction with students -**

- 1) In order to achieve the goal set before each employee to derive full satisfaction from the job and for mutual by rules cooperation, some well understood limits are needed. Above all, self-discipline is the most needed and the limits set are only a help.

2) Employees must avoid disturbing the harmony, good relations and friendly atmosphere in the College by any form of speech, action or omission. On the other hand, teachers should foster and promote such conditions as are conducive to one's happiness, tension-free atmosphere and the good of students.

3) Individual attention is essential and teachers are encouraged to solve problems - personal, behavioral and academic. When a student does not show improvement, this fact must be brought to the notice of the HOD/Principal immediately. When a teacher tells that a student needs special help or is suffering from some emotional problem, he/she must immediately inform the HOD/Principal.

4) Poor discipline is usually a result of improper planning. Properly planned, worthwhile activities in and outside the class help to prevent disciplinary problems.

5) The teacher should be firm and consistent but not unreasonable in demands, should avoid threats that cannot be carried out, and favoritism or prejudices. Raising one's voice may often produce adverse results.

6) The teacher must always remember that each student has his/her self-respect which must be given to them. Ridicule, sarcasm in speech or action or unreasonable and unproductive punishment, specially for an entire group, shall not be tolerated.

## **CHAPTER X : DISCIPLINARY ACTION :**

10.1 a) An employee against whom the disciplinary action is proposed or likely to be taken shall be given a charge-sheet clearly setting forth the circumstances appearing against him/her , and a date shall be fixed for the inquiry.

b) Sufficient time of at least 1 week shall be given to him/her to prepare and give his/her explanation , as also to produce any evidence that he/she may wish to tender in his/her defence. He/she shall be permitted to appear before the Officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defence.

c) At the conclusion of the inquiry, the inquiry officer shall prepare a report of the inquiry regarding the findings in respect of the charge.

d) Principal shall consider the findings of the inquiry and shall impose a major penalty , a minor penalty or no- penalty at all. The action taken by the Principal shall be got ratified by the Governing Council.

### **Minor Penalties:**

1) Censure in writing which will be placed in the service record.

2) Recovery from pay the whole or any part of pecuniary loss caused to the College by negligence or breach of orders.

### **Major Penalties:**

1) Reduction in rank.

2) Compulsory retirement from service, which shall not be a disqualification for future employment in any other College.

3) Dismissal from service, which may ordinarily be a disqualification for future employment in any other College.

10.2 Pending the outcome of an inquiry, the employee may be suspended and he/she may receive subsistence allowance as approved by the Governing Council, but shall not be paid salary when under suspension.

## CHAPTER XI - MEETINGS

11.1 Participation and Co-operation is of vital importance for an educational College to progress and deliver the goods. Good work, new ideas for improvement, difficulties found on the way must be discussed and where required remedies suggested. Therefore, regular faculty meetings are to be held. Active participation in the College activities will be reflected through active participation in the meetings.

11.2 Teachers selected to attend conferences, seminars, workshops, courses etc. will be required to comply as these relate to their profession.

11.3 Such teachers will be required to submit a written summary of the meetings and communicate it to the other members of the staff through circulation or by a seminar.

## CHAPTER XII - GENERAL DUTIES AND RESPONSIBILITIES

### 12.1 Duties of the Principal---

1) **Duties in relation to Educational matters.**--- In addition to his/her duties as a teacher in respect of the class(es) taught by him personally , a Principal of a College , subject to such instructions as may from time to time be issued by the Government / AICTE shall--

- a) be generally responsible for the efficient and effective education including practical training of all the students in his management of the College.
- b) Providing academic and administrative leadership.
- c) To regulate and control the quantum of work of faculty and staff, and be responsible to ensure quality of all activities in his/her College.
- d) be responsible to provide broad guidelines for planning, execution & evaluation.
- e) be answerable to the Governing Council for the efficiency and effectiveness of the academic , administrative, financial outcome.
- f) act as custodian of all the resources under his/her control.

2) **Duties of the Principal with regard to general administrative matters. The Principal shall-**

- a) be responsible to the Management for the smooth and efficient functioning of the College.
- b) determine the number of working days and holidays within the framework of schedule prescribed by the University and implement the time-table of the College every session.
- c) be responsible for preparation of the annual budget and maintenance of accounts , financial transactions and accounting of stores , machinery and buildings as the charge of College.
- d) be responsible for the proper maintenance of all College registers and records.
- e) be responsible for the general organization of the College including games and sports , for holding periodical examinations and for arranging co-curricular activities.
- f) Promotion of industry-institution collaboration and industry oriented Research and Development.
- g) Monitoring and evaluation of academic activities in the College.
- h) Public relations and interaction with community.
- i) Organizing and coordinating consultancy services.
- j) Participating in policy and system planning at State , Regional and National levels for development of Technical Education.
- k) Promoting and coordinating continuing education activities.
- l) Conducting University and home examinations.
- m) Organising productive activities for resource generation.
- n) Evaluation of performance of the employees.
- o) Coordinating Training and placement activities.

- p) Organising continuing and inservice training programmes.
- q) Planning and implementing resource generations activities.
- r) Organising physical verification of physical resources.
- s) Organise and maintain all accounts, books , records and documents for Audit.

### **12.2 Head of the Department/Professor/Associate Professor :**

In addition to the duties and responsibilities of the lecturer given in the following pages :-

- 1) Providing leadership in teaching of Formal and Informal courses.
- 2) Organising R&D consultation and productive work in industrial problems and projects.
- 3) Departmental administration as assigned by the Principal.
- 4) Assisting in the administration of the College.
- 5) Public relations and interaction with the community.
- 6) Organising field training for students.
- 7) Assisting in placement services.
- 8) Conducting competency tests and certification.
- 9) Publication of technical papers.
- 10) Conducting University and home examinations.
- 11) Evaluation of performance of the staff.
- 12) Assisting Principal in all the activities.

### **12.3 Assistant Professor /Lecturer :**

- 1) Teaching formal Degree and informal courses including lectures, tutorials and practicals.
- 2) Planning and Organizing physical resources.
- 3) Designing , developing and implementation of laboratory instructions.
- 4) Assisting in extension services to the industry and community.
- 5) Assisting in continuing education activities.
- 6) Assisting in Co-curricular and extra-curricular activities.
- 7) Student assessment. evaluation, their record maintenance and progress reporting.
- 8) Innovation in instruction to develop resource materials and teaching aids.
- 9) Assisting in curriculum development.
- 10) Work on industrial problems and projects assisting in department administration.
- 11) Student counselling and student interaction.
- 12) Undergo orientation and other faculty development programs.
- 13) Assisting in the field training/placement of students.
- 14) Assisting in conducting University and home examinations.
- 15) Evaluation of performance of the subordinate staff.
- 16) Maintenance of the equipment and other resources assistry HOD Department activities.
- 17) Any other academic, administrative or extra-curricular duty assigned by the Superior Officer (Principal/HOD/Professor I/c)

### **12.4 Workshop Superintendent / Asst. Supdt. / Foreman**

- 1) Planning, scheduling, organising coordinating and monitoring workshop training sessions and tasks of the College.
- 2) Plan, develop and evaluate theoretical and workshop instructions.
- 3) Design, develop and test instructional material and task for skill training.
- 4) Plan and organize staff development programmes for workshop staff.

- 5) Procurement, erection/installation and commissioning of plant and equipment and its accounting.
- 6) Procurement, storage, issuing and accounting of raw materials, tools instruments.
- 7) Planning, scheduling, organising, coordinating and monitoring workshop instructions and job-works.
- 8) Guide students in the performance of practical tasks and skill exercises and evaluate their performance.
- 9) Advise and assist students and faculty members in the fabrication of their project work.
- 10) Manage the maintenance of equipment and tools in the shops including preventive and breakdown maintenance, laydown safety procedures.
- 11) Participate in professional development activities.
- 12) Commercial, financial, personal and security functions as stipulated.
- 13) Managing special assignment / task as entrusted by the Principapl/HOD.
- 14) Assist the HOD in activities concerning workshops.
- 15) Responsible for all maintenance / repair work assigned to workshop.
- 16) Any other academic, administrative or extra-curricular duty assigned by the Superior Officer (Principal/HOD/Professor I/c).

### **12.5 Workshop Instructor / Mechanic / Technician /Associate**

- 1) Procurement / storage / Accounting of raw materials, tools and instruments.
- 2) Issue of materials / tools equipment for shop.
- 3) Plan, deliver and evaluate shop instruction.
- 4) Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- 5) Inculcate safety procedures and safety practices among students.
- 6) Operation and maintenance of tools and equipment including preventive and breakdown maintenance.
- 7) Provide productive services in the respective trades and complete job works.
- 8) Any other assignment / function in the interest of the College.
- 9) Any other academic, administrative or extra-curricular duty assigned by the Superior Officer (Principal/HOD/Professor I/c).

### **12.6 Workshop / Lab Helper**

- 1) Assist the workshop Instructor / Foreman in the performance of his duties.
- 2) Routine maintenance of machines, work benches etc.
- 3) Clearing and arranging in order all the equipments and furniture in the assigned shop.
- 4) To provide productive services in the respective skills and complete the job works.
- 5) Any other duty assigned by Incharge / HOD / Principal in the College.

### **12.7 Laboratory Technician / Assistant / Mechanic / Associate**

The Laboratory Technician / Assistant shall be responsible to the faculty member - in - charge of laboratory in all matters connected with running , maintenance and upkeep of laboratories allocated to him/her.

- 1) Arranges materials, samples, demonstrations , instruments , tools and equipment required for laboratory/field/shop work.
- 2) Receives stores and issues materials, samples, specimens, instruments, tools and equipments required for laboratory/field/shop work.
- 3) Prepares samples/specimens/circuits etc. for testing.
- 4) Maintains the instruments, tools and equipment in working condition.



- 5) Assists students and faculty members in their projects.
- 6) Checks equipments, connections etc. before students operate them.
- 7) provides productive services in the respective skills and completes the job works.
- 8) Any other duty assigned by Incharge/HOD/Principal in the interest of the College.

### **12.8 Laboratory Helper :**

- 1) Cleaning and arranging of apparatus, tools, equipments and accessories.
- 2) Assisting laboratory technician/assistant in preparation of samples, arranging demonstration, maintenance of laboratories , receipt and issue of tools and materials.
- 3) Any other duty assigned by Incharge / HOD / Principal in the interest of the College.

### **12.9 The Librarian / Assistant Librarian**

The Librarian is responsible for planning and developing the Library of the College and providing the necessary library services to the students and staff of the College. He/she is responsible to the Principal in all matters connected with the Library activities and personnel such as -

- 1) Library Administration.
- 2) Budgeting.
- 3) Assisting book selection and acquisition.
- 4) Planning and developing the Library.
- 5) Orienting the users towards effective utilization of Library Services.
- 6) Supervising of cataloguing, indexing and data entry.
- 7) Physical verification and accounting for the losses.
- 8) Cataloguing and classification of books - Restoring of books and periodicals.
- 9) Arrangement of non-book materials.

### **12.10 Library Helpers shall be responsible for**

- 1) Checking at the entrance
- 2) Control at the property counter.
- 3) Maintaining and upkeep of Library
- 4) Labeling and pasting
- 5) Repair of books
- 6) Any other duty assigned by Senior Officer / Incharge / HOD / Principal

### **12.11 General Administration and other Supporting staff :**

Duties as assigned by the Principal to perform office, examination, accounts, stores, hostel and house keeping activities.

Any other administrative or extra-curricular duty assigned by the Senior Officer ( Principal/HOD/Professor I/c).

### **❖ Grievance Redressal:**

The Grievance Redressal Cell has been established in the college to redress any grievances by the Faculty or Staff members expeditiously.

Grievance Committee addresses the problems; which Faculty/Staff members are facing in the campus. This committee aims to provide them a platform where they can share their academic and other miscellaneous problems and seek the best advice. The committee ensures at the end that the Faculty/Staff member's is satisfied and happy. Faculty/Staff member's interaction with the committee members will remain highly confidential and undisclosed.

Roles and Responsibilities:

1. The complaint can be registered through <https://ggnindia.dronacharya.info/Grievance.aspx> login URL for online Redressal of Grievance.
2. A complaint received from an aggrieved faculty/ staff member relating to the institution shall be addressed to the Chairman, GRC through the Grievance Redressal portal.
3. The Member Secretary shall monitor the Grievance Redressal portal for pending grievances, if any.
4. The GRC while considering the Grievances brought before it shall follow the principles of natural justice.
5. The GRC may organize meetings as per the requirement.
6. The Committee shall send its report with recommendations, (if any) to the university along with a copy to the aggrieved faculty/ staff member within a period of 15 days from the date of receipt of complaint.
7. In case faculty / staff is not satisfied with the decision of GRC, they may appeal to the university for redressal of their grievance.

#### ❖ Consultancy, R & D and Teaching Assignments

The College encourages its teachers to take consultancy and R & D assignments within Institution, with other institutions or industries, appropriate to the teacher's competence.

- The teacher shall undertake assignments
  - When the College is approached for such help and the college assigns such engagement to the particular teacher or
  - When the teacher himself/herself is approached by the outside agency for such help.
- In either case the teacher shall take up the assignment by obtaining the approval of the Principal in writing.
- The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignments.
- The teacher shall also associate other members of the faculty in working on the assignments.
- Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium appropriately, on obtaining approval from the Principal.
- The Project-coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.
- The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section.
- A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

- The College encourages its faculties to undertake department wise R & D activities along with students and other staff members
- Each Department is given a sanction of Rs.25000/- in a year towards in-house R& D activities.
- Staff members can submit their proposals through the head of the Department and can avail a maximum of Rs.10000/- per project, towards developing a prototype or model.
- The College encourages its faculties to organize AICTE/ISTE funded seminars and Workshops for the benefits of fellow teachers and students.

❖ Faculty related Procedures

- i. Recruitment
- ii. Joining
- iii. Induction
- iv. Performance Appraisal
- v. Training Procedures
- vi. Faculty Development
- vii. College Meetings
- viii. College Timings & Holidays
- ix. Allowance Approvals
- x. Resignations, Suspension & Termination

❖ **Recruitment and Joining**

The college shall check the following steps before the candidate is set to join the institution. Verify with the candidate about the exact date of joining.

1. Prepare all the necessary documents / items required for the office.

- i. Employee Data form
- ii. General Data
- iii. Financial Data
  - a) Format of Joining Report
  - b) Bank Account Opening Form
  - c) Contact the concerned banker
  - d) Arrange for the form at the earliest
- iv. Medi-Claim Form
- v. Employee Identity Application Form

2. Collect the following information / items

- a. All necessary certificates (two sets of duplicate)
  - i. 10th & 12th class certificate & Marksheets
  - ii. Under Graduate Consolidate Marksheet & Degree
  - iii. Post Graduate consolidate Marksheet & Degree
  - iv. Ph.D Degree
  - v. PAN Card

- vi. Aadhar Card
- vii. Voter ID / Driving License / Passport
- viii. Experience letter , Salary slip & Relieving letter of previous organizations
- ix. Cancelled cheque along with the Bank account no &, IFSC code
- x. Two Passport size photographs (Hardcopy at the time of joining)

Give the following items / information

- i. Table keys
- ii. Almirah keys
- iii. Necessary Stationery
- iv. List of Staff working in the college / Institution
- v. Information related to Canteen

### ❖ Induction

The induction programme for the faculty shall be divided into two several parts being covered in a day.

The faculty member is provided with an induction kit having the following:

- i. Faculty Hand Book
- ii. Bag/Folder
- iii. Pen and pencil
- iv. Syllabus
- v. Diary
- vi. Any other item deemed fit.

All the Faculty members need to be taken through a systematic well developed and focused induction process aimed at

1. Creating awareness about the culture, norms, standards and expectations of the Institution.
2. To make the individual related to the colleagues working in the department members in particular and all the staff members in general.
3. Providing a general tour of the college.
3. Facilitating the individual conversant with the syllabi, Scheduling of sessions and other related matters.
4. Bringing to the individual to a general level of personality traits in terms of being an effective faculty (as and when necessary).

### ❖ Performance Appraisal

The performance of the faculty is judged at various levels to be accessed throughout the year. The appraisal system comprises of the following:

1. Overall performance appraisal
2. Self appraisal
3. Review & Feedback by the immediate superior (HOD)
4. Review & Feedback by the Principal
5. Review & Feedback by the Management
6. Review & Feedback by the Students

### ❖ Training Procedures

The college encourages its faculty members to undertake training programmes for the upliftment of knowledge with regards to latest technologies. Normally the training programmes are conducted on Saturday. It is made compulsory for each faculty member to attend at least one training programme in the academic calendar.

### ❖ Faculty Development

The college would like to take special care that all the faculty members are given an opportunity to grow and develop with the organization. Attempt would be made to develop the faculty members not only in the subject related knowledge and skills but even in improving overall personality. The college would like to take special care that all the faculty members are given an opportunity to grow and develop with the organization. Attempt would be made to develop the faculty members not only in the subject related knowledge and skills but even in improving overall personality. College in collaboration with eminent persons and institutions specializing in personality development programmes and conduct every month one personality development programme. The colleges can nominate their faculty members. The college will organize yearly once a retreat so as to give a break to the faculty from the regular routine and give them the inner peace.

### ❖ College Meetings

The following are details regarding the various meetings and intervals at which they have to be organized. The Principal is responsible for the regular conduct of these meetings. Following meetings are conducted:

- i. Governing Council meeting at the beginning of the semester
- ii. DAC meeting once in a semester
- iii. All committees meetings

### ❖ College Timings & Holidays

The college timings are from 8:30 A.M. to 4:30 P.M. If one wants to go in between the college timings they have to take special permission from the Principal of the college.

S. No.	Description
1	Guru Gobind Singh Jayanti
2	Republic Day
3	Basant Panchmi/Sir Chhotu Ram Jayanti
4	Guru Ravidas Jayanti
5	Maha Shivratri
6	Shaheedi Diwas of Bhagat Singh, Rajguru & Sukhdev
7	Holi Break
8	Good Friday

9	Id-ul-Fitr
10	Vaisakhi/Dr. B.R Ambedkar's Jayanti
11	Ram Navmi
12	Mahavir Jayanti
13	Lord Parshu Ram Jayanti
14	Id-ul-Zuha (Bakrid)
15	Sant Kabir Jayanti
16	Janamshatmi
17	Haryana Hero's Martyrdom Day
18	Mahatama Gandhi Jayanti
19	Maharaja Aggarsen Jayanti
20	Dussehra (Vijay Dashami)
21	Maharishi Valmiki's Birthday
22	Diwali Holidays (Haryana Day, Diwali, Vishvakarma Day, Goverdhan Pooja, Bhaiya Dooj)
23	Guru Nanak Birthday
24	Christmas Day

#### ❖ Allowance Approvals

- Sponsorship for International Travel for Research Paper Presentation

Travel and Accommodation Expenses of Students of 1st Year and 2nd Year along with Faculty Member for presenting paper internationally are sponsored by the college.

Travel Expense : AC III Tier Train Fare or any other mode of transport, whichever is lesser. (From Delhi to Nearest Railway Station of Venue and back).

Stay : Rs.500.00 (Rupees Five Hundred) per night (Day/s of event and Max. 1 day prior to the event).

Food : Rs.200.00 (Rupees Two Hundred) per day (Day/s of event and Max. 1 day prior to the event).

1st Prize Winners: 100% as per detail above.

2nd & 3rd Prize Winners: 50% as per detail above.

No reimbursement shall be given for consolation prize and mere participation.

Faculty members accompanying students on above mentioned trips shall be reimbursed total expenditure.

#### Sanctioning authority

The Principal is the sanctioning authority for the travel allowance and in case of Principal, it is the Chairman.

#### Report on Transport Allowance / Daily Allowance

The college requires to send a report consisting of all the details on travel and allowance duly signed by the Principal and Registrar to the Principal which then will be forwarded to the accounts department for processing of salaries.

### ❖ **Resignations, Suspension & Termination**

A letter of resignation implies that the resignee wishes to terminate the his / her association with the college on a specified date.

No faculty member will be allowed to leave in the midst of the semester.

Faculty member working in any rank requires to give a minimum of one month time before getting relieved or do not leave just when semester begins.

#### **Resignation Procedure**

1. When a letter of resignation is written, it is the responsibility of the resignee to send the original copy to the Head of the Institution and a copy of it to the Principal and HR Head giving sufficient time as per the contract signed at the time of joining.
2. It is the responsibility of the Head of the Department to consult with the Principal one hand the immediate superior of the staff on other, as soon as possible to determine the course of action to be taken.
3. It is the responsibility of the Head of the Department to brief the Principal regarding the status of staff's completion of various responsibilities and recommend further action.
4. Based on this, the Head of the Department shall forward a letter of recommendation on the approval of the resignation to the Principal.

The Head of the Department before sending the recommendation on resignation to the Principal has the following options before him:

- a) Acceptance of the resignation; or
- b) A plea for reconsideration of the resignation.

Based on the recommendation made by the Head of the Department, the Principal will accept / reject letter to the resignee. Copy of this letter is sent to the Head of the Institution.

2. If the resignation is not accepted. Then the letter of resignation sent by the resignee becomes null and void.
3. Once the resignation letter is accepted and the college receiver confirmation of the same, an exit interview needs to be arranged (format given at the end of the manual) and check collection of all the records and files, equipment, or any other information to be taken. A detailed "No – Due Certificate (given at the end of the manual) needs to be signed by all the concerned authorities.
4. The college issues an experience certificate.

#### **Suspension procedure**

Suspension from employment may be appropriate phase in the disciplinary process and may be normally preceded by counseling and written warning. A suspension involves the temporary removal of the staff member from the workspace for a specified period of time without pay.

#### **Termination procedure**

The service of an employee on probation may be terminated by the Principal at any time giving a month's notice or gross salary in lieu of notice without assigning any reason whatsoever. Such an employee desiring to leave the service shall give the College one month's notice in writing or one month's gross salary in lieu of notice.