



# **FACULTY HANDBOOK**

**Gandhi Academy of Technology and Engineering**  
Golanthara , Berhampur, Ganjam ,Odisha,761008

# INSTITUTE VISION & MISSION

## VISION

To emerge as one of the best value-based and globally recognised educational institute working for excellence in imparting quality education to the students to nurture their inherent talent as innovative professional in technical and managerial fields there by making them competitiveness to meet all the future challenges of global economy.

## MISSION

To be a student centric institute focusing on experiential, innovative and lifelong learning skills to address the societal problems..

To prepare the students with high professional skills and ethical values

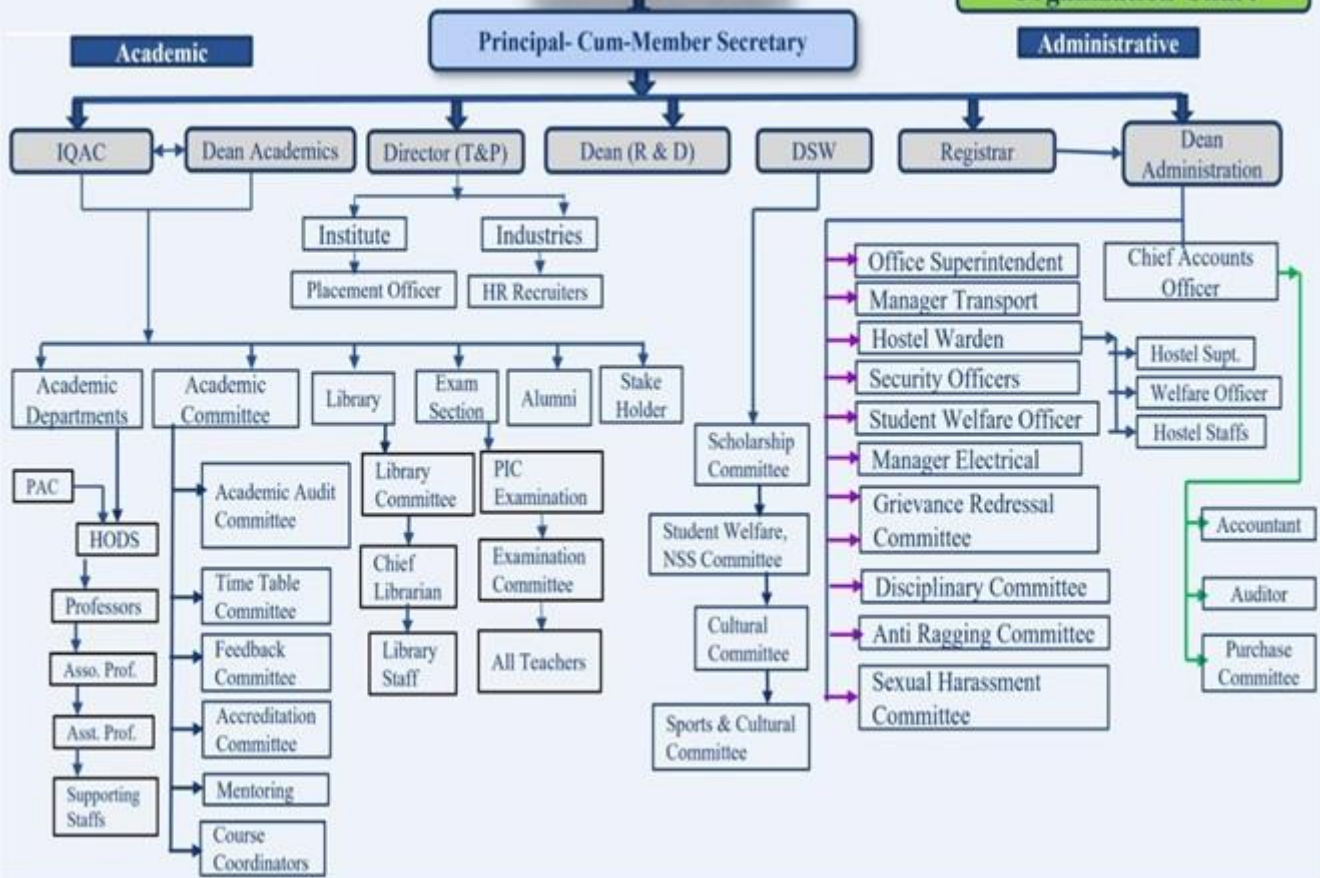
To impart knowledge through best practices.

To establish a spirit of innovation through training, R & D and by strengthening the industry collaborations.

To achieve the academic excellence through intellectual, emotional and social stimulations.

# Governing Body

# Organization Chart



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# **Gandhi Academy of Technology and Engineering**

## **FACULTY HANDBOOK**

### **GUIDELINES FOR FACULTY MEMBERS**

#### **1. INTRODUCTION:**

This handbook is intended to serve as a guide to the policies, procedures, for day-to-day activities of the faculty members of **Gandhi Academy of Technology and Engineering (GATE)**. Your attention to the following information for smooth discharge of your duties & responsibility is highly recommended.

**Information, instructions, procedures and guidelines relating to students can be traced in the Parent/Student Handbook.**

A faculty is a friend, philosopher, guide & mentor to the student. The following attributes are essentially indexed to the personality of a faculty:-

- i. Charismatic Aura
- ii. In-depth subject acquaintance
- iii. Gracefulness and kindness
- iv. Interpersonal skills
- v. Commitment

The attitude and personality of a Faculty should be exemplary for the students as he/she is an icon of attention from the arena of parents, peers and students.

The faculty exactitude comprises of planning, organizing, and administering learning experiences, which contribute to each and every student's optimal development in multi-dimensional facet. These familiarities may occur both within and outside the classroom.

The areas of responsibilities include instruction, administration, extra-curricular, professional development and counseling. In accordance to 6th pay commission, AICTE notification 37-3/legal/2010, dated 22 January, 2010 and industry department, Odisha , Resolution , dated 23<sup>rd</sup>

April, 2010, the following promotion and pay fixation policy are in force for the teaching staff w.e.f 1<sup>st</sup> July, 2010.

- i. There shall be only three designation with respect to the teaching staff i.e. Asst. Professor, Associate Professor, Professor.
- ii. No one shall be eligible to be appointed, promoted and designated as professor, unless he/she possesses a Ph.D. and the vacancy available in the concerned department. This shall, however, not affect those who are already designated as “Professor”. The professors will be paid in the pay band of Rs. 37,400 – 67,000 with AGP of Rs. 10,000.
- iii. All lectures shall be re-designated as Asst. Professors. The lecturers having B.Tech and M. Tech in Engineering branch/ MCA Department having more than two years of experience or a fresh M. Tech shall be placed in pay band of Rs., 15,600 – 39,100 with AGP Rs. 6,000. The lectures of basic science and humanities having more than 3 years’ experience or M.Phil. with two years’ experience or PhD without any experience will be placed in the pay band of Rs. 15,600 – 39,100 with AGP Rs.6, 000.
- iv. The A.G.P of. 6,000 /- will be enhanced to Rs. 7,000/- for the Asst. Professors of the Engineering branch having the following eligibility.
  - Four years’ experience with Ph. D
  - Five Years with M. Tech
  - Six years without M. Tech / Ph. D
- i. Asst. Professor completed 5 years with AGP 7,000/- will be eligible to get AGP – 8,000/- in the scale of pay 15,600-39,100/- subject to fulfilment of all norms prescribed by AICTE and Institute.
- ii. Incumbent Assistant professor and Incumbent Lecturers(Selection Grade) who have completed 3 years in pre-revised scale of pay of Rs. 12,000-18,300 on 1.1.2006 shall be

placed in the pay band of Rs 37,400- to 67,000/- with AGP- 9,000/- and shall be re-designated as Associate professor.

- iii. Incumbent Assistant professor and Incumbent Lecturers(Selection Grade) who have not completed 3 years in pre-revised scale of pay of Rs. 12,000-18,300 on 1.1.2006 shall be placed at the appropriate stage in the pay band of Rs. 15,600-39,100/- with AGP- Rs.8,000/- till they complete 3 years of service in the grade of lecturer 9 selection grade) and there after shall be placed in the higher pay band of Rs 37,400- to 67,000/- with AGP- 9,000/- and shall be re-designated as Associate professor.
- iv. Assistant Professor completing 3 years of service in the AGP of Rs.8,000/- shall be placed as Associate Professor in the pay band of 37,400-67,000/- AGP-9,000/- subject to fulfilment of conditions prescribed by the AICTE and Institute.
- v. Associate Professor completing 3 years of service in the AGP of Rs.9,000/- and possessing a Ph.D. degree in the relevant disciplines shall be eligible to be appointed and designated as Professor subject to other condition of academic performance as laid down by the AICTE and Institute. No teacher will be placed and designated as professor unless he/she possesses a valid Ph.D. degree.

## **2. INSTRUCTION:**

- i. Administering of the teaching process
- ii. A faculty member of GATE has many roles to play, viz. that of a faculty vis-à-vis his / her students, that of an academician for carrying out research, attending to examination or other duties as assigned to him / her from time to time.
- iii. Developing yearly, weekly and daily lesson plans in accordance with the curriculum and guidelines of the BPUT Syllabus.
- iv. Preparing assignments, experiments, demonstrations, teaching aids, bulletin boards, etc.
- v. Using audio-visual aids, field trips, PPT presentation and other resources to supplement and reinforce teaching.
- vi. Participating in the selection process for textbooks, reference, seminar and instructional instruments.
- vii. Planning, organizing and directing assemblies and other instructional programs.
- viii. Apart from the above, faculty must have good interpersonal relations with peers, which will be directly linked with salary increment, promotion, etc. Good interpersonal relations are a must in an age where teamwork matters a lot.
- ix. Evaluate students' learning strengths and weaknesses, adapt teaching methods accordingly, and provide assistance or attention during and after college hours.
- x. Determine and implement teaching methods appropriate to pupils' needs and capabilities, group size, topics and program objectives.
- xi. Evaluate and report pupil progress.
- xii. Initiate and participate in conferences with students, parents and/or administration.
- xiii. Keep a special eye on students who underperform due to either lack of ability or interest.
- xiv. A faculty's performance in the aforesaid activities shall be considered at the time of his / her Annual Performance Assessment before finalizing increment, promotion, etc.
- xv. A faculty has to perform in many areas apart from class room teaching (Refer to all the points of self-assessment form).



### **3. GENERAL PROCEDURE OF RECRUITMENT :**

- i. All posts at the Institute shall normally and, as far as possible, be filled by the Governing Body through open advertisement; but, the “GB” is the exclusive power to decide, either on its own or on the recommendations of the principal or recommendation of selection committee that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute.
- ii. All appointments on the staff of the Institute shall be made only by the “GB” of the Institute, through its selection committee of the institute. Appointments, with or without grades, in the Institute will be created on Ad-hoc, Temporary, Regular and Permanent basis by the “GB” as per the requirement of actual manpower, from time to time. The manpower requirement shall be ascertained on the basis of the desirable norms prescribed by AICTE or the appropriate authority from time to time.
- iii. The qualification for a post concerned is strictly as per the norms prescribed by the AICTE, New Delhi, Govt. of Odisha and Affiliating University.
- iv. Additional posts may also be created, as required, for the extension of specific projects and or research and development activities.
- v. The appointment of the Principal and all other teaching faculty members shall be made by the “GB” through its Chairman after ratification of his/her appointment by the selection committee constituted in accordance with the provisions of the AICTE, New Delhi, Affiliating University and Govt. of Odisha for the purpose. However, pending approval of their appointment by the selection committee, the Chairman “GB” may, at his discretion, appoint the Principal and or members of the teaching faculty on a temporary basis, on such terms and conditions as deems fit.
- vi. All other appointments shall be made directly by the Chairman of the “GB” on the recommendation of the Principal. The Chairman of the “GB” reserves the exclusive right however, to accept or not accept, any or all the recommendations made by the Principal in respect of any appointment.
- vii. The selection committee will judge the suitability of all the candidates for the position concerned. Letters of confirmation in service shall only be issued by the Chairman “GB” to the Principal and members of the teaching faculty after their selection has been approved by the duly constituted selection committee.
- viii. Every appointment, whatever temporary, probationary, contractual or permanent is subject to a Certificate of Fitness from a registered Medical officer. This condition may, however,

only be relaxed by the Chairman “GB” at his discretion, in special cases.

- ix. Every appointment whether ad-hoc, temporary, contractual or part time will be made for a specific tenure and all such appointments shall become invalid from the date specified in their appointment letter/contract. Such appointments, may however, be extended, subject to a written confirmation of such extension by the Chairman “GB” only, for such period(s) as he may deem fit, failing which, no extension shall be considered valid and binding on the Institute .
- x. Candidates selected for interview for a post under the Institute may be paid such traveling allowance as may be determined by the “GB” from time to time in this behalf.
- xi. Every appointment made at the Institute shall be reported to the “GB” at its next meeting.
- xii. The selection committee will judge the eligibility of a candidate basing on their career credentials and performance in the interview.
- xiii. Evaluation of a candidate will be out of 100 marks. Marking pattern fixed for selection is as follows

Sl. No.	Category	Marks Allotted
1	Career	50 marks
2	Demo class	10 marks
3	Subject expert	20 marks
4	Experience	10 marks (1 mark for one full year of service)
5	Selection Committee	10 marks
	Total	100 Marks

#### **Career – 50 Marks**

Sl. No	Degree	Marks to be awarded out of	Marks to be awarded
1	HSC	5	Total % of marks secured divided by 20
2	CHSE/Diploma	5	Total % of marks secured divided by 20
3	B. Tech/Degree	10	Total CGPA or Total % of marks secured divided by 10
4	M. Tech / M.A or M.Sc. for BSH staff	10	Total CGPA or Total % of marks secured divided by 10
5	PhD	20	To be awarded on completion
	Total	50	

#### **4. TEACHING ETIQUETTES :**

- i. The faculty members must carry their study notes to the classroom. They are encouraged to use the Multimedia facilities and PowerPoint presentation.
- ii. The faculty members are requested to avoid dictation of notes inside the classroom.
- iii. The faculty members must ensure that the students sit in an orderly fashion starting from the front benches in a class room.
- iv. The faculty members are supposed to keep their cell phones in vibration mode during the classes, and do not attend to any calls during the class hours.
- v. The faculty should always use the Prescribed Uniform, Identity Cards & use full shoes. New faculties should don formal wear with sober taste, until the uniform is ready.
- vi. The faculty members are requested to update the attendance and lesson plan in CMS regularly and ensure that the lab marks are entered regularly in the CMS.
- vii. The faculty members must carry the attendance sheet, chalk and duster along with them to the class.
- viii. Swapping of classes between 2 faculties must be avoided. When it is unavoidable, prior permission may be obtained from the concerned HOD. The HOD is required to report the matter to the Dean (Academics), Principal and Director with copy to head floor manager within 2 hours of accordance of permission, stating there in the detail reason which necessitated it.
- ix. The faculty may reach the class rooms at least 5 minutes before the schedule period. They may draw the attention of the faculty taking the preceding class if he /she accede the time by more than 5 minutes. Similarly, if a faculty finds that the faculty for the succeeding class has failed to reach the class in time, he /she shall extend the class for at least 10 minutes, before leaving the class and communicating the mistake to Concerned faculty / Dean (Academics) / Floor Manager.
- x. The faculty should take a class, for the full designated time, even if 1 student is present in the class. If no student reaches the class even after 5 minutes of the scheduled time, the fact may be reported to Principal & only after obtaining the express permission of Principal, the faculty may leave the class room.

## **5. PROTOCOL FOR EMPLOYEES :**

### **Every Employee Shall:**

- i. Be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Principal/ Head of Department.
- ii. Abide by the rules and regulations of the Institute and also show due respect to his/her higher authority.
- iii. On every working day sign the staff attendance register, or punch his card at the time of arrival and at the time of leaving the Institute, located at the gate or elsewhere as the case may be, and be ready at least, five minutes before the commencement of classes. Overwriting on the attendance register, or marking attendance wrongfully either the previous day or subsequently, impersonation in attendance or not punching the card is a serious violation of the rules.
- iv. Be responsible for the discipline of students even outside the classrooms. Since supervision during the break or off time is vital for the protection of the property of the Institute and its students, employees may, from time to time, allotted such duties to maintain discipline and orderliness at the Institute.
- v. Be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs / replacements that may be required.
- vi. Train students to make extensive use of the Library facilities and to take care of the property of the Institute including, books, journals, equipment and machinery, furniture, fixtures and fittings.
- vii. Ensure that no student(s) indulge in ragging, canvassing and/or cause harassment of any kind to other student(s) by whatsoever name called as it strictly prohibited under law
- viii. Not through any act of omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace, dignity and harmony of the Institute.

### **No Faculty Member shall:**

- i. Knowingly or wilfully neglect his/her duties.
- ii. Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
- iii. Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.
- iv. Indulge in or encourage any form of malpractice connected with the examination or any other activity of the Institute.

- v. Show negligence in correcting term or assessments or exam work of the students.
- vi. While being present at the Institute , absent himself/herself, except with the prior permission of the Principal, from class which he/she is required to attend provided that where such absence without leave or without the prior permission of the Principal is due to reasons beyond the control of teacher, it shall not be deemed to be a breach of discipline and or 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 availed.
- vii. Accept or give private tuition to any student of the Institute or any other person without the written permission of the Principal.
- viii. Prepare or publish any book(s) commonly known as guides, or assist, in their publication other than under authority of the Institute, obtained through the Chairman “GB”.
- ix. Enter into any monetary transactions with any student or parent; 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.
- x. Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift or receive advantage from any student, parent or any person(s) with whom he/she has come into contact by virtue of his/her being in the employment of the Institute .
- xi. Hesitate to provide individual attentions to a student(s), if required. Besides academic problems, teachers are encouraged to solve personal and behavioural problems of student(s) as well. If in any event student(s) does not show any improvement despite counselling and, if the teacher is convinced that the student(s) needs special help, he/she must immediately bring this fact to the notice of the Principal and in his/her absence the concerned student(s) and the Head of Department.
- xii. Not be unreasonable in his/her demands from student(s) and should avoid favouritism of any kind. Whilst the teacher may be firm and consistent with his/her students(s), every teacher must remember that student(s) have their self-respect and must not be subjected to any threat, ridicule, sarcasm, or unreasonable punishment.

## **6. SERVICE RULES:**

- i. Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
- ii. An employee should at all times be courteous in his / her dealings with other members of the staff, students and members of the public.
- iii. Unless otherwise stated specifically in terms of appointment, every employee is a whole-time employee of the Institute, and may be called upon to perform such duties as may be assigned to him/her by the Principal or his/her higher officer, beyond scheduled working hours and on closed holidays, and Sundays. These duties *inter alia* shall include attendance at meetings of committees to which he/she may be appointed by the Institute.
- iv. An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless otherwise stated, all employees of the Institute are required to work effectively for at least 42 hours per week.
- v. Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.
- vi. No employee shall leave station except with the prior permission of the Principal and in his/her absence, the Head of Department.
- vii. Whenever leaving the station, an employee shall inform the Principal and in his/her absence, the Head of the Department to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.
- viii. All 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.
- ix. All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.
- x. Every employee shall strive to instil in the students under his/her care a high sense of values, social conscientiousness, and pride in their Institute and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all students.
- xi. Any association, active or passive by any employee with any unlawful organization is strictly forbidden.
- xii. Consumption or distribution of alcohol, drugs or any other intoxicant including smoking by

- whatsoever name called, by an employee within the Institute's premises, is strictly prohibited.
- xiii. All correspondence addressed to an employee or by him/her or by the Institute including press and other such copies of correspondence, all vouchers, books including all notebooks containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the Institute , circulars and all other papers and document of any nature whatsoever, relating to the Institute affairs which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the Institute and he/she shall, at any time, during service or termination thereof or upon his/her leaving the services of the Institute for any reason whatsoever deliver up the same to the Institute on demand and without claiming any lieu thereon.
- xiv. An employee shall receive all correspondence sent to him/her by Institute and should not refuse to receive it. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date in the office of the Registrar by suitably informing the office.
- xv. Employee shall only be relieved from their duties upon resignation etc. at the end of the semester or upon fulfilment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc. have been evaluated and submitted to the appropriate authority.

## 7. MAJOR ACADEMIC RESPONSIBLE OFFICERS / BODIES :

- i. **Dean Academics:** The dean academics is another key point in the academic events in all academic activities. He keeps coordination among the Heads of the Departments. He is answerable to the principal for the quality of education imparted to the students by the departments. He encourages the students and departments to conduct national and international seminars and workshops.
- ii. **Dean Research and Development:** He is responsible for the research activities and projects carried out in the institute. He is responsible for bringing new projects for research and development. Involving the students in this line which shall help to boost the creativity of the students and help in future are the activities looked after by the Dean.
- iii. **Dean Examinations:** He remains the key person in all the examination related activities. Timely conduct of university and internal examinations, sending the answer scripts to the university, evaluation of internal answer scripts, sending the progress report of the students to their parents, registration of the students to the next semesters are some of the important activities conducted by him.
- iv. **Heads of the Departments:** HOD is responsible for running the concerned departmental activities and classes smoothly. He distributes classes to the faculty of his department. He is answerable about any negligence shown by his fellow members in running the departmental activities like taking classes and practical's, preparation of question papers for terminal examinations, valuation of answer papers, conduct of seminars and workshops etc.
- v. **Superintendent of Workshop:** Workshop is a vital place in an engineering college where the students learn real engineering activities like welding, fitting, running of machines, etc. Students handle dangerous things like electricity and fire. The superintendent remains vigilant enough to take care of the hazards that may happen inside the workshop. He maintains strict discipline inside the workshop. Taking care of the machines and tools is another vital responsibility of the workshop superintendent. For this he engages the helpers appointed in the workshop.
- vi. **Chief Librarian:** He is the key person in the institution since he is the head of all the source of information for teaching and learning. He is not only responsible for purchase of textbooks, reference books, journals, e-journals, periodicals for the library but also for running and maintenance of the library and its staff. Issue of books to students and faculty is also a part of Chief Librarian's purview.
- vii. **Systems' Administrator:** Responsible for taking all the care of computer systems (Hardware and Software) of the institute.



- viii. **Director, training and placement:** This is the key post in any engineering college since every engineering student dreams to aspire of a fat salaried job or an entrepreneur. He is responsible to provide training to the students in the areas of communication, aptitude and other skills through pre-placement training. He is also responsible for arranging for industrial training and tours for the students as a part of their curriculum, provide placement opportunities to the students by contacting different companies and industries for in-campus and off-campus interviews. The role of the key persons of this department also includes providing tips for facing interviews, tests etc. For smooth conduct of this portfolio two categories of employees will be posted under him. They are 1. Training Officers and 2. Placement officers.

### **Major Administrators**

- i. **Dean Administration:** Like academics, administration is also an important part of an institution. The role and responsibility of Dean Administration is to look after the entire administration in the college. This includes HR, Accounts, Audit, Store, Transport and Office management, Construction, Welfare etc.
- ii. **Dean Student Welfare:** Welfare of the students, providing facilities like canteen, student centre, cultural activities including health care of the students and staff. To make smooth and easy the welfare section varieties of officer will be posted under the dean students' welfare. They are Welfare Officers, Students Centre in charge, Medical Officers, Wardens of Hostels, Superintendent of hostels, transport officer, etc.
- iii. **Estate manager:** Key role and responsibilities of the manager and other persons of this department is to look after the civil works, electrical and generator facility in the campus, hostels and sanitation facility. The officers to assist him are Civil, Electrical, PHD personnel, horticulturist etc.
- iv. **Finance Officer:** He deals all financial activities like purchase, payment of bills, payment of salary to staff, finance arrangement for development, collection of fees, audit of accounts, etc.
- v. **Office superintendent:** He coordinates all official activities of the College. He puts up files for approval. He will maintain the personal files of employees, provident fund correspondence, annual increment of salary, leave account of employees etc.

## 8. CODE OF CONDUCT :

- i. The provisions contained in the code of conduct of GATE, Berhampur shall apply, without exception, to all employees of the Institute whether, ah-hoc, probationary, temporary, part-time, contractual or permanent.
- ii. Every employee of the Institute , whether ad-hoc, temporary, contractual, part-time or permanent shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable tostrict disciplinary action, including suspension and/or termination, for the breach of any provision(s) of the codeof conduct.
- iii. The Principal shall initiate disciplinary proceedings for non-compliance of the code of conduct/servicerules/leave rules or any other rules of the Institute that may be in force from time to time by any employee andshall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.
- iv. Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
- v. An employee should at all times be courteous in his / her dealings with other members of the staff, students andmembers of the public also.
- vi. Unless otherwise stated specifically in terms of appointment, every employee is a whole-time employee of theInstitute, and may be called upon to perform such duties as may be assigned to him/her by the Principal or his/herhigher officer, beyond scheduled working hours and on closed holidays, and Sundays. These duties inter alia shall include attendance at meetings of committees to which he/she may be appointed by the Institute.
- vii. An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless otherwise stated, all employees of theInstitute are required to work effectively for at least 42 hours per week.
- viii. Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from dutywithout prior permission of the designated authority.
- ix. No employee shall leave station except with the prior permission of the Principal and in his/her absence, the Head of Department.
- x. Whenever leaving the station, an employee shall inform the Principal and in his/her absence, the Head of the Department to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.
- xi. All 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 committedto their care.
- xii. All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, creed or community. Any act or speech against thisrule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination fromservice.
- xiii. Every employee shall strive to instil in the students under his/her care a high sense of

values, social conscientiousness, and pride in their Institute and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all students.

- xiv. Any association, active or passive by any employee with any unlawful organization is strictly forbidden.
- xv. Consumption or distribution of alcohol, drugs or any other intoxicant including smoking by whatsoever name called, by an employee within the Institutes premises, is strictly prohibited.
- xvi. All correspondence addressed to an employee or by him/her or by the Institute including press and other such copies of correspondence, all vouchers, books including all notebooks containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the Institute , circulars and all other paper sand document of any nature whatsoever, relating to the Institute's affairs which shall come into his/her possession in the course of his/her employment , shall be the absolute property of the Institute and he/she shall, at any time, during service or termination thereof or upon his/her leaving the services of the Institute for any reason whatsoever deliver up the same to the Institute on demand and without claiming any lieu thereon.
- xvii. An employee shall receive all correspondence sent to him/her by GATE, berhampur and not refuse to receive it. Any such correspondence shall be deemed to have been served to him in the event of refusal or non- availability. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date by suitably informing the office.

## 9. CLASSROOM MANAGEMENT:

Conducting regular classes is the primary work of the Institute. The classes should not be cancelled for any reason. If timing of some other duty conflicts with that of a class, then the latter takes higher priority.

- i. All communications both verbal and written must be in English. Body language, general demeanor, personal conduct and carriage should be proper and positive to shape a student's personality and induce lasting values. He should foster safe, healthy, and conditions conducive to learning in the classroom and on campus
- ii. Establish and maintain discipline, through self-assigned measures.
- iii. Implement the college's procedures fairly and consistently.
- iv. No class should remain unattended by a faculty, when the attendance of the students in the class is poor. A faculty must continue in the class for the full period even when there is only **one student/no student** present in the class.
- v. Faculty member are to take class tests, deliver assignments to the students and maintain transparency regarding their performances so that the results at the end semester do not come as a distress. A faculty must discuss with HOD and Librarian regarding availability of sufficient copies of text and reference books.
- vi. Ensure the cleanliness and tidiness of the classroom, students' desks and other furniture and materials.
- vii. Faculty members must structure their lectures in such a manner that it is completed within the stipulated time. It needs to be ensured that the faculty who is to take the next period is not inconvenienced.
- viii. Appropriate assignments / lesson notes must be given to students at regular intervals, which should also be evaluated quickly and returned with comments.
- ix. Probable questions should be discussed well in advance of the semester.
- x. Use of teaching aids such as maps, charts, LCD, OHP or models etc must be ensured whenever required. It would help a faculty to design and implement a teaching course effectively.

- xi. Faculty member need to perform a variety of tasks which include formal instruction in the class room, tutorial classes, laboratories and preparation for instruction, assessment and evaluation of assignment, counseling and guidance of students and development activities.
- xii. Lesson plan and lesson progress should be kept up-to-date on CMS at all times. The faculty member must also get the lesson progress verified by the respective HOD.
- xiii. At the end of the class, the faculty should encourage the students to come forward to clarify their doubts beyond the class hours.
- xiv. The faculty should be willing to take classes beyond regular hours.
- xv. A faculty should always address a student by the name and not by roll number.
- xvi. The faculty should ensure that the board is cleaned before leaving the classroom.

## 10. ADMINISTRATION:

- i. Preserve student records of attendance, test performance, progress and achievements and put them on CMS.
- ii. Prepare and submit yearly plans. The yearly plan is to be prepared and submitted prior to the commencement of the session. Attend staff meeting as called by HOD/Administrator.
- iii. Participate in curriculum development and other professional activities as assigned by College Management.

## 11. AVERAGE WORKLOAD DISTRIBUTION OF FACULTY MEMBERS:

Sl. No.	Activity	Hours per week			
		Professor	Associate Professor	Asst. Prof.	TA
i.	Contact Hours (Instruction)	8	12	14	16
ii.	Preparation, Assessment, Evaluation	8	12	12	16
iii.	Administration, Research Guidance and Counselling, Developmental Activities etc.	24	18	16	10
TOTAL WORKING HOURS		<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>

## **12. ATTENDANCE:**

- i. Attendance is a statutory requirement prescribed by the University (BPUT). A student has to secure a minimum of 75% of attendance for each subject, failing which he / she can be de-barred from appearing the examination. A faculty must warn the students whose attendance is inadequate.
- ii. The attendance must be maintained with signature and date by the faculty concerned as a record of authentication.
- iii. If a student is under suspension on disciplinary grounds, he/she must not be allowed to enter the class under any circumstances.
- iv. Daily class attendance report must be put on CMS and case of perpetual defaulter need be discussed with the respective HOD.
- v. If a student is absent for more than 10 days, the matter should be brought to the notice of HOD concerned / Principal by the faculty in writing.

## **13. STUDENT FEEDBACK:**

- i. In between the semester classes, a student feedback is collected about the faculty. The feedback received from the students is tabulated and a summary report is made in order to help the faculty for future improvement.
- ii. It is also used as one of the criteria for judging the overall performance of a faculty.
- iii. No attempts should be made to discuss the results of this feedback with the students.

#### **14. LABORATORIES:**

- i. The Teaching Assistant/Lab Assistant/ Laboratory I/C along with the concerned Faculty/HOD is assigned the responsibility of setting up of laboratory and other groundwork in this regard.
- ii. The Teaching Assistant/Lab Assistant/ Laboratory I/C must maintain the necessary documents of students' experiments as University guidelines from time to time.
- iii. The TA/Lab Assistant/ Laboratory I/C must ensure that the laboratory is being maintained properly and that all equipment in the laboratory are in working condition. He/she should also make certain entries in the stock register are all up-to-date.
- iv. If any chemicals and /or spare parts are required, it is the duty of Teaching Assistant/Lab Assistant/ Laboratory I/C to plan the acquisition of the same in consultation with the Faculty concerned/HOD in a timely manner to ensure the smooth conduct of the laboratory. He / she must ensure that students submit Lab Reports/Records in the proper format for all experiments in time.
- v. The Teaching Assistant/Lab Assistant/Laboratory I/C has to maintain and update the following documents:
  - a. Stock register
  - b. Consumable register
  - c. Repair and Maintenance Register
  - d. Damage Register
  - e. Student attendance registers
  - f. Student performance registers
  - g. Issue register (if any)



## 15. EXAMINATIONS:

- i. For all matters regarding the conduct of an internal exam, the Dean Examination is the final authority. However, before assigning any faculty this duty, the respective HOD has to be kept informed. Everybody is expected to cooperate with the Prof. I/C, examination to ensure the smooth conduct of the examinations.
- ii. A faculty must follow the instructions relating to the invigilation duty assigned to him / her by the Examination Section. The examination section must finalize the examination duty of faculty member in consultation with the respective HODs & Prof I/C Examination.
- iii. The marks of the internal exams must reach the examination section by the stipulated date. If a faculty needs more time, he / she must take a written permission of the Principal or Prof I/C Examination.
- iv. The faculty may refer to the previous years' university question papers for setting question papers for the mid-semester examinations. Such question papers are available with the Examination Section / Library.
- v. The paper-setter of a subject must be present on the day of the examination to help clarify any issue pertaining to the question paper.
- vi. For University Examination, a faculty may be appointed as an invigilator by the Centre Superintendent. A faculty will be informed through his / her HOD.
- vii. A faculty must report any malpractice to the Convener or Centre Superintendent for immediate action.
- viii. An invigilator should not provide any clarification to the students with regard to the question papers as they are set by the university.

## **16. LEAVE RULES:**

### **General**

#### **Short Title and Commencement.**

- These Rules may be called the Gandhi Academy of Technology and Engineering, Odisha Leave Rules 2022.
- These shall come into force w.e.f. from 1<sup>st</sup> January 2022.

#### **Applicability.**

- These Leave Rules shall apply to all employees.
- Persons engaged in teaching/non-teaching duties on temporary, contractual, deputation, or any other basis are entitled only to such leave as may be specified in their letter of appointment/engagement.

#### **General Rules of Leave**

- Leave cannot be claimed as a right.
- Except in an emergency, leave must be applied for, through the proper channel in the prescribed format attached as an appendix, in advance.
- Except where otherwise provided for, leave can be availed only after it has been sanctioned by the sanctioning authority.
- Depending on the exigencies of work, the sanctioning/recommending authority may: -
  - Refuse, postpone, revoke or curtail/leave of any description;
  - Recall to duty any employee on leave shall rest with the sanctioning authority;
  - Permit an employee, if he/she requests, to rejoin duty before the expiry of the sanctioned leave period.
- An employee shall not take up or accept any employment/assignment of work in any other organization with or without remuneration during the period of leave.
- Except in the case of casual of leave up to two days, every employee must furnish the leave sanctioning authority the leave addresses with telephone number if any, before proceeding on leave.
- If an employee who is on leave seeks an extension, thereof, he/she has to make an

application in writing to the sanctioning authority giving reasons. Such application shall make sufficiently in advance to enable the office to process the application and communicate the decision to the employee before the expiry of the sanctioned leave.

- No leave or extension of leave shall be deemed to have been granted or extended unless it is sanctioned and communicated to the employee concerned.
- Overstayed leave shall be treated as absence without leave and will be considered a “break in service”. However, before taking this action the competent authority shall allow the concerned employee to explain the circumstances and satisfy itself that nothing prevented the employee from obtaining prior sanction.
- Employees applying for leave on medical grounds for more than two days should produce a medical certificate from a doctor of a Government Hospital/PHC. The medical certificate shall be accepted subject to approval by the Registrar. The medical certificate issued by a private doctor may be subject to scrutiny by the Medical Officer of the Institute. In such an event, leave will be granted only if it is approved by the medical officer. The employee on leave on medical grounds for more than five days should produce a medical certificate of fitness while reporting for duty. An Employee not submitting himself for medical examination shall be liable for disciplinary action.
- Except in the case of casual leave, Sundays and holidays falling during the intervening period of leave will be counted as days on leave.
- Once availed, the leave cannot be converted into any other type of leave except in case of unforeseen reasons.
- For new employees leave shall be credited after the completion of three months of service
- An application for leave should be submitted in the prescribed form to the recommending authority, who after putting in his/her recommendation will forward the same to the sanctioning authority for a final decision.

### **Types of Leave**

Employees are entitled to the following types of leave: -

- (a) Casual Leave (CL)
- (b) Special Casual Leave (SCL)
- (c) Earned Leave (EL)
- (d) Medical Leave (ML)
- (e) Summer Vacation Leave (SVL)

- (f) Maternity Leave (MTL)
- (g) Paternity Leave (PTL)
- (h) Study Leave (SL)
- (i) Compensatory Off (CO)
- (j) Official Duty Leave (OD)

### **Casual Leave**

- An employee shall be entitled to 10 days of casual leave during a calendar year. Employees appointed during the year shall be entitled to casual leave on a pro-rata basis.
- Casual leave shall not be combined with any other type of leave.
- Casual leave may be taken up to a maximum of two working days at a stretch. Intervening Sundays will not be counted towards casual leave, provided the employee has worked 5 days in that week.
- Casual leave shall not be carried forward. Casual leave not availed by the employee during the calendar year will lapse at the end of the year.

### **Special Casual Leave**

Special Casual Leave: Special Casual Leave may be granted to teaching and non-Teaching employees for the following: -

- To attend professional Conferences/Seminars on behalf of the Institute, with the permission of the Registrar.
- To conduct an examination of an Institute/Public Service Commission/Board of Examination or other similar bodies/institutions;
- To deliver lectures in Institutions and universities at the invitation of such institutions or the Universities, received by the Institute and accepted by the Registrar.
- Performing any other duty at the Institute and approved by HOD and sanctioned by Registrar of the Institute.

The above leave may be allowed subject to the satisfaction of conditions and norms laid down by the Registrar.

- Special Casual leave shall not be combined with any other form of leave.
- Special Casual leave shall be availed subject to prior submission of relevant documents and special sanction from the Registrar.
- While applying for Special Casual leave the applicant shall furnish the invitation letter/examination Admit Card and on return, the to & fro journey ticket (via shortest

route) and conference report.

- The journey period will form part of Special casual leave. The number of days of Special Casual leave including the journey period will be approved by Registrar before the faculty member proceeds on Special Casual leave.
- Failing to submit the necessary documents on return, as mentioned above, within 03 days of return the leave including the journey period shall be converted to LOP.
- Special Casual leave for conferences shall ordinarily be sanctioned for faculty members presenting papers during the conference.
- Faculty Members invited as guest lecturers shall take due approval from Registrar for availing Special Casual leave.

### **Earned Leave**

- Earned Leave entitlement per calendar year shall be as under:
  - 24 Days in the Case of Non-Teaching Staff.
  - 18 Days in case of teaching faculty (only academics).
- Entitlement of Earned leave shall be calculated monthly. However, it will be credited at the end of the calendar year. In case an employee leaving/retiring during the year has availed earned leave more than that entitled on a pro-rata basis, it will be adjusted (financial adjustment) at the time of retirement/relieving. The additional leave availed will be treated as leave on Loss of Pay and a financial deduction carried out accordingly from the balance payment due to the employee.
- Employees on probation are not entitled to Earned Leave if the probationer is confirmed in the post.
- Earned Leave must be applied for a continuous period and not in broken periods/piecemeal. Multiple applications shall not be entertained.
- The application should be made to the appropriate authority through proper channels at least three days in advance for a minimum period of three days earned leave and seven days in advance if it is more than three days. No earned leave shall be granted for less than three days.
- Earned leave shall be allowed a maximum of three times in a calendar year.
- Earned Leave may be accumulated to the credit of the employee up to a maximum of 60 days.
- Encashment of earned leave shall be allowed to the permanent employees (from the date of permanent) who have completed a minimum of 10 years of services with the Institute and at the time of superannuation. However, in case of the death of an employee during the period of service, the accumulated leave may be allowed to be encashed by the

employee's spouse or in the absence of the spouse to the legal heirs after the verification of proper documents.

- The employee whose services are terminated/discharged on disciplinary grounds shall not be entitled to encashment of the earned leave.
- The Encashment of Earned Leave will be calculated on the Basic and AGP of the employee.

### **Medical Leave**

- An employee shall be entitled to 10 days of medical leave during a calendar year. Employees appointed during the year shall be entitled to casual leave on a pro-rata basis.
- Employees applying for leave on medical grounds for more than two days should produce a medical certificate from a doctor of a Government Hospital/PHC. The such medical certificate shall be accepted subject to approval by the Registrar. The medical certificate issued by a private doctor may be subject to scrutiny by the Medical Officer of the Institute. In such an event, leave will be granted only if it is approved by the medical officer. The employee on leave on medical grounds for more than five days should produce a medical certificate of fitness while reporting for duty. An Employee not submitting himself for medical examination shall be liable for disciplinary action.

### **Summer Vacation**

- Summer Vacation Leave is admissible only to teaching faculty as under:
  - (a)Teaching Faculty (only academic) - 20 days/year
- Summer vacation leave shall be availed by the entitled Teaching faculty only after the end of the even semester. The exact dates of the vacation period will be announced by the Registrar of the Institute in advance.
- Faculty members would be required to avail of the summer vacation Leave during the declared vacation. Those who are detained during vacation will get earned leave to the extent the ratio of 3:1 of the vacation denied. In other words, faculty will get one day EL for each three working days during vacation.
- Vacation leave shall be granted by the Registrar of the Institute in a manner to ensure that in general 50% of the staff shall remain present in the department on a particular day throughout the vacation period.
- Vacation leave will be permitted only if a faculty has put in a total of 12 months of overall physical services.

- Vacation leave cannot be combined with EL.

### **Maternity Leave**

- Maternity Leave is admissible only to women employees employed directly under the Institute. A woman employee shall be entitled to maternity benefits as per the provisions of the Maternity Benefit Act 1961.
- Maternity benefit is granted to all the employees.
  - ✓ The maximum period of entitlement for maternity leave shall be as per the above Act of Pregnancy.
  - ✓ In case of a miscarriage or medical termination of pregnancy before seven months, a woman employee, on the production of a satisfactory certificate from a registered medical practitioner, shall be entitled to six weeks 45 days leave with pay immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee miscarriage punishable under the Indian Penal Code does not come under this clause.
  - ✓ Intimation to the HOD and the Registrar of the Institute must be made at least one month before availing maternity leave along with the Medical certificate mentioning the expected date of delivery.
  - ✓ Maternity leave may be combined with leave of any other kind except casual leave if it is supported by a medical certificate.

### **Paternity Leave**

- Paternity leave is entitled to married male employees for a maximum period of 07 days and can be availed within 15 days after childbirth, provided the limit is up to two surviving children. If the employee is not availed of the leave within the specified period such leave shall be treated as lapsed.
- Paternity leave cannot be combined with any other form of leave.

### **Study Leave**

- Study Leave up to a maximum limit of 24 months may be granted to permanent faculty members with five years of service in the Institute who are deputed for higher studies, research or training. The higher studies, research or training involved should be such that the knowledge gained by the faculty member is useful to the Institute. The

Registrar may relax the condition of five years of service on the recommendation of the Vice Chancellor where it is in the interest of the Institute to send faculty members for higher studies for meeting regular requirements.

- The Registrar, on the recommendation of the Vice Chancellor, may allow an additional one year of Study Leave (total of three years) where the faculty member has been sponsored for PhD in organizations of repute.
- The faculty shall execute a notarized SURETY BOND with an undertaking to serve the Institute for a period equivalent to the duration of study leave after completion of the PhD.
- The faculty shall deposit three post-dated cheques/indemnity bond, equivalent to the existing Basic Pay + AGP for the period of study leave availed, which shall be returned to him/her after serving for the above stipulated period.
- Study Leave can be combined with any other type of leave (Other than CL) for which the faculty members are eligible.
- Faculty members should apply through the Registrar of the Institute for such Study Leave.
- At any time, not more than 10% of the total faculty strength of the Department may be permitted to be away on study leave. Vacancies caused thereby shall not be filled up and the work shall be conducted with the existing staff.
- Faculty members who are deputed or granted study leave for higher studies or specialized training shall not be entitled to claim any monetary benefit or seniority by virtue of higher qualification or training acquired, as a matter of right.
- Faculty members who are sponsored for higher studies/training shall be eligible to draw the fixed salary that would have accrued to them had they not proceeded on study leave, of which, 50% would be paid monthly and 50% retained to be paid later in three instalments on re-joining duty after Study Leave, subject to the condition that they execute a bond in the form prescribed, undertaking to serve the Institute for a continuous period equivalent to the duration of study leave, which is to be calculated from the date of their resuming duty after expiry of the study leave. The bond amount would be equivalent to the total amount received by the employee during the study leave with 10% interest. He/she shall submit Bank Guarantee/Security as may be found acceptable to the authority for reimbursement of salary drawn during the period of leave i.e. the amount paid to the employee for the period of leave. Those who do not serve the institute to the required bond period will be required to pay back the Institute bond amount on a pro-rata basis for the remaining period of the service bond.



- Faculty members who are not sponsored and who want to go for higher studies/training on their own may be granted study leave without pay and without financial commitment to the Institute. The application for such leave should be sent in time and before the commencement of the academic year. The period of study leave shall be treated as a “break in service” if he/she re-join the Institute.
- Study Leave granted to the faculty members shall be deemed to be cancelled in case it is not availed of within three months of its sanction.
- Temporary/Probationary faculty members shall not be eligible for study leave.

### **Compensatory Leave**

- Compensatory leave shall be allowed to non-teaching staff such as Lab Asst., Office Asst., Accountant, Driver, and Maintenance staff of the Institute when duty is performed on the instruction of reporting authority on Sundays or Institute holidays for full duty hours. For this, a record of duty performed shall be kept by the reporting authority.
- Working merely for an extra hour or two on a working day, or working on Sunday/holiday to clear own backlog of work will not entitle an individual to compensatory leave.
- Employees are required to apply for Compensatory leave through the reporting authority for approval by the Registrar.
- Compensatory Leave shall not be credited for more than two days per month.
- Compensatory Leave shall be availed within 30 days, against the date the duty was performed on a non-working day.
- Compensatory Leave shall not be combined with any other form of leave, weekly off and declared holidays.

### **Official Duty Application**

- Official Duty Application is to facilitate an employee to mark his/her attendance if he/she goes out of the campus for official work
- Employees are required to mention the reasons for On Duty Application at the time of submission of the application to the Registrar, duly recommended by the HOD/Reporting Authority.

### **Leave on Loss of Pay (LOP)**

- Employees may be granted leave on loss of pay if they are not entitled to any leave or have otherwise exhausted their available leave.

- The maximum leave on LOP that can be granted in a calendar year, to a probationer shall be 15 days and to an employee in confirmed service, shall be 10 days, on genuine grounds.
- Leave on loss of pay shall be excluded from the computation of service of the employee. Mere submission of an application for leave or applying for its extension will not be deemed that leave has been sanctioned

### **Leave Rules for Contract Employees/Junior Research Fellows**

Employees appointed on contract shall ordinarily be eligible for 10 days casual leave which cannot be carried forward to the subsequent year unless specifically mentioned to the contrary in their Appointment Order, in which case they shall be eligible for the leave as stated in the Appointment Order. On the extension of the contract, these employees will be eligible for the same leaves as of the first year.

### **Miscellaneous**

- Employees who proceed on leave must provide in the leave application their contact address including mobile numbers (at least two contact numbers) and email address.
- Leave granted in accordance with these rules, other than leave on loss of pay is treated as if the employees had been on duty during such leave period and it is included for the purpose of determining the period of service of the employee.
- In case of absence of duty without leave or permission or where an employee fails to discharge his/her duties, the principles of “No work No pay” shall apply and disciplinary action as deemed fit shall be taken including “break in service”.
- Normally, an extension of leave is not permitted except in case of emergency. Request for such extension should be made to the Registrar before the expiry of leave originally sanctioned, which may or may not be granted depending upon the exigency of work.
- Leave other than Medical Leave, if due, will not be granted to a charge sheeted employee or an employee under suspension pending enquiry.
- The HR office of the Institute is required to maintain an account of leave accrued and/or availed by each employee during a year and the period of leave carried forward and accumulated in respect of the previous years.

### **Supersession**

- All previous orders on the subject stand superseded by these rules.

## **17. Other Terms and Conditions:**

- i. The provisions of these rules are applicable to all faculties of this institution.
- ii. The leave cannot be claimed as a matter of right. The sanctioning authority concerned may however consider the sanction of leave keeping the interest of the institution in view. Due weight should also be given to the genuineness of the leave applied for. The year means academic year i.e. 1st July to 30th June. Officers/ officials joined in the middle of the year shall be entitled to leave proportionate to the period of employment during the calendar year.
- iii. Sundays & public holidays availed as leave in combination with other leaves shall not be counted for CL only.
- iv. The CL is not to be treated as absence from duty. No leave of any kind can be granted to faculty under suspension.
- v. Faculty during leave is prohibited from taking any other service/ employment.
- vi. For all other type of leave other than CL & EL, the recommendation of the principal along with the proposal of alternative arrangement for management of the works during the period of Leave is necessary.
- vii. Every unauthorized/unapproved leave is subjected to debit of 1.5 CL or proportionate deduction of salary in lieu of CL.
- viii. Wilful absence from duty after expiry of leave will be treated as misconduct leading to disciplinary action.
- ix. Work in official holidays can be compensated as additional CL. For entitlement of such CL, applications with proper authentication and approval have to reach the HR within 2 working days.

**Relaxation: Governing Body reserve the right to relax any or all of the above provisions as per the circumstances without assigning any reason thereof.**

### **Faculty Coming late / Going early:**

- i. The faculty shall remain present for not less than 8:00 hours per day in the college.
- ii. As per norms, the expected working hours in the college for a faculty are minimum of 42 hours for six days of duty in a week.
- iii. The faculty, who is coming late / going early / deputed on OD, should get prior permission from appropriate authority.

- iv. The faculties are required to give biometric thumb impression at arrival and at the time of departure from college. Where log for either in or out is not available, the same shall be taken as 4 hours or half day presence in the college.
- v. If a faculty fails to get prior permission on coming late / going early / deputation on OD, he/she should intimate the appropriate authority, the reasons of such irregularity within 3 days.
- vi. A faculty shall compensate the short fall if any, within seven days of its occurrence.

**Absence without intimation:**

If a faculty remains absent from the college without prior intimation/approval of appropriate authority, the absence shall be treated as a day on leave without pay. However, in case of unavoidable circumstances, the faculty should intimate his/her absence with a mail/application confirming his/her inability to attend the duties.

## 18. TA & DA RULES:

These rules may be called the Gandhi Academy of Technology and Management(GATE) TA & DA rules.

- i. These rules apply to all faculties under the administrative control of GATE. Payments claimed under these rules shall be subject to submission of detailed feedback / report with justification to the authority within 7- days of completion of tour otherwise, the advance amount will be recovered from his/her salary.
- ii. Actual traveling allowance means the actual cost of bus / train fare and DA for the journey made by the employee. No other allowance except DA is admissible to the employee on Journey or on tour. Bus fare / Train fare should be supported with the tickets along with the reservation charges. The tour performed by the employees shall be by the shortest and cheapest route.
- iii. A daily allowance is a uniform allowance for each day of absence on duty from headquarters, which is intended to cover the ordinary daily expenses by employee in consequence of such absences.
- iv. Daily allowance may not be drawn for any day on which a GATE employee does not reach a point more than 8 K.M. from his headquarters or return to headquarters from such point. Daily allowance shall not be allowed to any employee inside Bhubaneswar in any working days. However any staff allotted duty in Bhubaneswar for office work with permission from competent authority shall be allowed food allowance @ Rs. 100/- provided he/she is availing lunch facility in the college canteen on working days. In case of holidays food allowance of @Rs. 100/- is permitted inside Bhubaneswar for office work with permission from competent authority.
- v. Daily allowance may not be drawn for continuous halt of more than 10 days at any one place, provided that the competent authority may grant generally or in individual exemption from the operation of this rule, if it is considered in the interest of the GATE work.
- vi. For the purpose of calculating the traveling allowance, the GATE employees are divided into 4 grades.
  - i. Grade I: Employee having salary above Rs. 35,000/-
  - ii. Grade II: Employee having salary above Rs. 20,000/- below Rs. 30,000/-

- iii. Grade III: Employee having salary above Rs. 10,000/- below Rs. 20,000/-
  - iv. Grade IV: Employee having salary below Rs. 10,000/-
- vii. For journeys inside and outside state, daily allowance are admissible on the following categories as follows:

<u>Grade</u>	<u>Inside State</u>	<u>Outside State</u>
Grade I	250	400
Grade II	250	380
Grade III	200	360
Grade IV	200	320

**(N.B : The amount shown including tea, water, lunch, dinner, snacks, breakfast etc.)**

- viii. When no official accommodation is made available to the employees of GATE, they will be entitled to reimbursement of accommodation charges of a single room accommodation in lodging suitable to his status besides the daily allowance, as per the following:

(Note: Accommodation charges under this rule shouldn't be sanctioned unless the authorities are satisfied with reference to the voucher (Lodging Bill) produced by the employee.)

<b>Sl.</b>	<b>Grade</b>	<b>Inside State</b>	<b>Outside State</b>
1	Grade I	600	1000
2	Grade II	400	850
3	If 2 people accompany the same tour	800	1200
4	Grade III	400	700
5	Grade IV	350	650

6	If 2 people accompany the same tour	400	800
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However, if the faculty arranged his/her own accommodation 50% of lodging charge (without any bill) will be permissible provided the destination does not belong to his home town / native place. Further, if the faculty move to his home town/native place 50% of lodging charge shall be payable. However, no DA will be allowed. The rates of mileage allowance for journeys by road other than by own vehicle or Public motor services as provided under rule 53 of OTA Rules is revised to Rs. 2.00 per kilometre in respect of all Government Servants irrespective of grade.

- ix. Partial DA: - Partial daily allowance shall be admissible at the graduated rates according to the period of absence from headquarters as stated below.

<u>Absence from the college</u>	<u>Daily allowance allowed</u>
i. Less than 6 hours.	30%
ii. Exceeding 6 hours but less than 12 hours	60%
iii. Exceeding 12 hours, but less than 24 hours.	Full DA

Day means a calendar day beginning and ending at midnight. As per the above rules if the total period of absence exceeds 24 hours, it will be treated as absence within one day and the total entitlement of DA will be calculated on the basis of graduated rates according to the period of absence from the headquarters as stated above.

- x. A GATE employee of Grade I and II shall be entitled to the reimbursement of actual expenses up to a maximum of Rs 600/- per day, at any place of halt outside the state, on production of receipt. However, the management may relax the upper limit in exceptional circumstances. For Grade III & IV, faculty the limit shall be a maximum of Rs. 500/- per day only.
- xi. **Mileage allowance by road (other than by public motor services)**
- |                                 |                     |
|---------------------------------|---------------------|
| a) By own Car                   | Rs. 7.50/- per K.M  |
| b) By own Motor Cycle / Scooter | Rs. 3.60/- per K.M. |

For journey by train, entitlement of class for the following categories is as follows:

<u>Grade</u>	<u>Travelling in Train</u>
Grade I	2 tier A.C (with Res. Charge)
Grade II	3 tier A.C (with Res. Charge)
Grade III & IV	2 <sup>nd</sup> Sleeper Coach (with Reservation charge)

**\*Variations may be allowed subject to approval of the competent authority.**



## 19. FACULTY DEVELOPMENT:

### Rules for Attending Seminar, Conference and Workshop:

The employees of the college shall be encouraged to attend Seminar/ Conference/ Workshop as under:

- i. An employee permitted to attend Seminar/ Conference/ Workshop shall be given duty leave for the duration of Seminar/ Conference/ Workshop.
- ii. The teaching staff may be permitted to attend Seminar/ Conference/ Workshop even if he has not contributed any research paper in the Seminar/ Conference/ Workshop, but in the opinion of the Principal of the college his participation in the Seminar/ Conference/ Workshop is in the interest of Academic system of the college and the college will be benefited from his participation in the Seminar/ Conference/ Workshop.
- iii. If a teaching faculty is the **FIRST** author of the research paper contributed in the Seminar/ Conference/ Workshop, he/she may also be paid full/ partial registration fee and travel expenses, based on the recommendation of Director of the college.
- iv. In case teaching faculty is not the first author of the paper, the NOC from all other authors whose names appear before his name shall be required. The non-teaching staff shall be permitted to attend Seminar/ Conference/ Workshop only if he has contributed any research paper in the Seminar/ Conference/ Workshop.
- v. In case non-teaching staff is not the first author of the paper, the NOC from all other authors whose names appear before his name shall be required.
- vi. A teaching faculty can avail one such grant per semester (two in a calendar year) within the country. A non- teaching faculty can avail one such grant per calendar year.
- vii. A teacher may be sponsored to participate once in two years and a non-teacher once in three years in International Seminar/ Conference/ Workshop.
- viii. For a particular Conference etc. the maximum number of faculty of a particular department will be four at a time on “first come first serve” basis.
- ix. In a financial year the maximum number of participants to Conference etc. will be permissible without disturbing the normal academic process.
- x. The period of absence for attending Seminars, Conference etc. shall be treated as “on duty” subject to the provisions laid down in Leave Rules of COLLEGE.
- xi. “On duty” leave will be for the period of Conference/Seminar/Workshop/training program and for required journey time from COLLEGE to venue and venue to COLLEGE.
- xii. Funds are only granted to faculty members who have participate in Seminar/ conference/ Workshop for 2<sup>nd</sup> time in the calendar year.
- xiii. College will not provide any increment if there will be zero paper publication in a calendar year.

## **Eligibility for attending Seminar/ Conferences and technical training / Workshop**

A **faculty** of COLLEGE may be granted financial assistances under the scheme for attending academic conference etc.

- a) A paper has been accepted for presentation;
- b) When invited by the organizers to chair a session/ section of the Conference or to deliver lecture as a guest speaker or to act as the Rapporteur of the Conference. In this case the person concerned may not contribute a separate paper of his own.

Enhancing Staff Development: The staff in an Engineering Education institution fall under two categories:

*Technical Staff:* The Technical Staff in laboratories and workshops needs to be trained in their functional areas including operation and routine maintenance of both the existing and new equipment. They also need training on workshop instructions, upkeep of institutional services, etc. The training can be organized within the institution or at the supplier/manufacturer premises or at reputed technical training institutions. The technical staffs also need to be motivated and encouraged to go for training and to use the newly acquired expertise for the benefit of students and the institution.

*Administrative Staff:* The Administrative Staff also needs training in respective functional areas, particularly in the use of modern office equipment, software, office automation, maintenance of records, procedures, etc. The training should also cover motivation for time and material efficiency, and friendliness towards faculty and students. The training may preferably be organized within the institution with the help of suitable organizations.

### **Amount to be paid/ reimbursed:**

Travelling Allowance, and Registration Fee/Delegate Fee, etc, if any, shall be admissible for attending such Conference/training programs, etc. provided that he or she does not receive the said Travelling Allowance, etc. from the Organizers or any other source. The faculty concerned, while submitting adjustment of advance taken or reimbursement of expenditure made by him/her in this respect, shall certify to the effect that he/she has not received travelling allowance/daily allowance, etc. from any other source.

### **Conditions:**

- i. The faculty and staff must submit his / her proposal through the Dept. Heads/Principal of college along with the following documents and the application complete in all respects should reach office ordinarily 30 days ahead of the commencement of the Conference/ training program for consideration.
- ii. The circular or letter of invitation issued by the organizer of the Conference/training programs, etc. from time to time.

- iii. An abstract of the paper to be presented in the conference etc. and the letter of acceptance, if already available.
- iv. Name, place and duration of the Conference/training programs etc. in which the paper is proposed to be presented.
- v. Letter from the Organizer of the Conference, Seminar, etc. inviting the faculty to chair a Session / Section of the Conference or as a special speaker.
- vi. The nature of financial assistance needed from the Institute
- vii. Number of Conference/training programs etc. attended during the financial year (April to March).

### **Accountability:**

The faculty and staff after undergoing training are expected to:

- i. Prepare a report on the training undertaken and the experience gained. The report should also include the aspects that can be used to improve the teaching-learning process, enhance / improve research, improve equipment utilization and, make administrative and financial functions more efficient.
- ii. Share their experience with students and other faculty/staff of the institution through seminars.

### **Instructions for filling in the travel grant applications**

#### **i. For filling in the forms:**

- a) Either takes a print of the blank form or downloads the form in your computer, fill using MS Word and take print. Hand filled forms are also accepted.
- b) Take care not to change the format of the form and complete all the entries.
- c) The space allocated below 'Line' marked with 'FOR OFFICE USE ONLY', should not get modified or do not write anything in this part.
- d) Make sure to print the complete form including the last row on the page showing places for signatures of Deans, etc.

#### **ii. Make sure to enclose:**

- a) **Three copies of full length Paper** - Foreign travel grant application, for presentation of paper/ poster, is reviewed by two experts and based upon their recommendation, support is allocated. For this review purpose, full text articles are needed. Abstract, poster or seminar slides are unacceptable as these things cannot be evaluated by reviewers. Thus, three copies of full paper (like the one that gets published in journals) should be submitted.
- b) **Acceptance letter:** A letter from organizer clearly stating that your paper/abstract has been **accepted** from presentation.

- c) **Conference brochure** - especially detailing the name, date, venue, registration fees, technical program.
- iii. The form should be completed in all respects and forwarded by Head of Department.

### **Participation in Seminar /Conference /Workshop:**

Following incentives are offered to the faculty members by the college to actively participate in seminars / conferences / workshops, organized by approved organizations:

A sum of rupees 4500 to each faculty for attending national conference/workshop etc., rupees 5500 for international conference/workshop etc., rupees 2500 for online national conference/workshop etc. and rupees 3000 for online international conference/workshop etc. It was unanimously decided to authorize the Chairman of the society to communicate the approval of the Governing body to the Principal for needful action. It was further decided to provide an increment of amount of rupees 500/- annually, from the financial year 2018-19.

TA & DA as per existing rules shall continue to be paid, if not paid by the invitee organization.

### **Post-Visit Presentation in Department**

Immediately on return of a faculty member to KEC Campus after participating in Seminar / Conference / workshop, the department concerned must arrange a presentation by the said faculty to the departmental faculty members. A technical report and/or attendance need to submit on the date of joining.

Other departmental faculty members who are interested may be invited to attend the same.

### **Incentive to Faculty for Publication of Papers (in journals) / Books.**

In order to encourage faculty members for undertaking and promoting research work at KEC, Bhubaneswar, and the Management may decide to award incentive based on the merit of each case. Papers published by the faculties are categorized in the following manner:

Category A — Journals with impact factor more than or equal to 2

Category B — Journals with impact factor less than 2.

Publication in the journal of the ranking of category A, shall warrant an award of Rs. 5000/-. For publication in category B journals the award amount shall be Rs. 2000/-.

However, papers published from PhD/M Tech thesis after the award of the degree will not be considered for any financial award by the institute, since one time incentive is given after obtaining these degrees.

A faculty can freely avail the buses provided for conveyance of the students and employees of GATE. A faculty member wishing to use personal conveyance (for which no allowance is admissible), should adhere to following norms:

Wear ISI certified crash helmet for two wheelers (both rider and pillion rider)

Use seatbelt for four wheelers

Be in possession of DL, Insurance, Registration and other documents related to your vehicle.

Should be medically fit to drive the conveyance.

A faculty can avail accommodation provided by the institute at a nominal cost.

A faculty can consult the institute doctors free of cost.

**Consultancy work:**

Consultancy work without use of Institute facilities: 70% of the total earning to be distributed to Investigators, technical and other staff on the recommendation of PI.

Consultancy work involving use of Institute facilities: 30% of the total earning to be distributed to Investigators, technical and other staff on the recommendation of PI.

**20. LIBRARY FACILITY TO FACULTY MEMBERS:**

- i. Maximum number of books that stands issued to a faculty at any point of time should not exceed 10(Ten). The limit can be extended with due permission from the Principal
- ii. The Faculty reading room is in the Reference Section of the Library and is open in the designated hours.
- iii. A faculty can be issued a book on fiction, non- fiction and other literature from different fields for a maximum of 7 days.
- iv. The library provides reprographic, spiral and lamination facilities to the faculty at an affordable price.
- v. Through the digital library, the faculty members can have access to different online magazines, journals and books.
- vi. The library subscribes to a substantial number of national and international journals pertaining to different branches. It helps the faculty members towards paper publication and carrying out research and development activities.
- vii. Every faculty should spend a minimum of 5 hours a week in the library. He/she should sign and date the register maintained and put his/her biometric impression for this purpose.

**21. INTERNET FACILITY TO FACULTY:**

- 25 computer systems are reserved for faculty members.
- Faculty members can use these systems every day from 8.30 AM To 9 PM.
- All department systems are connected to network. As such all faculty members can avail themselves of 24 hours Internet facility.
- 24 hours Wi-Fi Internet facilities are available to faculty members residing in staff quarters on campus and hostels.
- Faculty members possessing a laptop can avail themselves of Internet 24 hours through Wi-Fi facilities on GATE campus.

## **22. PROMOTIONAL POLICIES**

### **Promotions:**

A selection committee is constituted at the institute level duly approved by the Governing body which will decide the eligibility of a faculty member for his/her promotion under career Advancement Scheme. Basing on the vacancies created due to resignation, retirement of faculties concerned and adhering to the norms of AICTE, New Delhi, Govt. of Odisha and Affiliating University applications are invited from the eligible faculty members of the institute through notices from the office of the Principal. After receipt of such applications the preliminary scrutiny will be done by HR Section and there after the same will be handed over to the selection committee for scrutiny and recommendation for promotion. The scrutiny committee will verify all particulars like experience, qualification, publications and general academic performance of the faculty. If necessary a personal interview will be conducted by the selection committee. After verifying all conditions the selection will recommend the names for promotion to the GB through principal of the institute. GB is the final authority to accord promotion.

**\*Faculty members must use good judgment when discussing college business, student behavior or achievement. No college employee shall reveal personal information concerning any student, except under judicial process or as required by the management.**

**NOTE: DEVIATION FROM WORK / IF FOUND GUILTY WILL BE TREATED AS NEGLIGENCE OF DUTY AND ACTION WILL BE TAKEN REGARDING THE SAME.**

**THE DECISION OF THE MANAGEMENT IS FULL AND FINAL.**

**WISHING YOU A HAPPY CAREER AHEAD!**