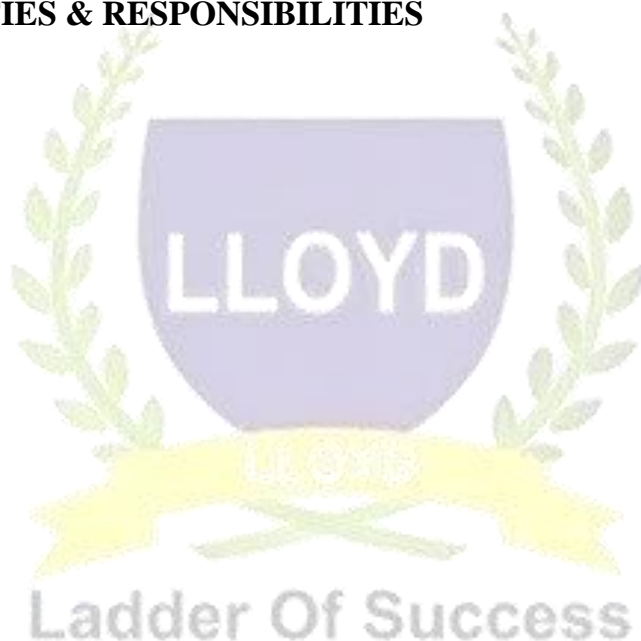


# **LLOYD GROUP OF INSTITUTIONS**

**• EDUCATE • INNOVATE • EMPOWER**

## **EMPLOYEES SERVICE RULES, DUTIES & RESPONSIBILITIES**



**LLOYD INSTITUTE OF MANAGEMENT & TECHNOLOGY**

**Plot No.-11, Knowledge Park-II, Greater Noida, Uttar Pradesh-201306**

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## 1. PREAMBLE

Lloyd Institute of Management & Technology was established in 2008. The Institute is rendering outstanding service to the cause of education and it strives to achieve the goal of becoming one of the leading Institutes by focusing on teaching and learning, research, consultancy and extension activities. The Institute not only believes in transparent administration but also in establishing sound systems and procedures and implementation of the same to achieve the goal. Over the period of time the Institute has established such systems, procedures and rules for an effective administration. All the procedures and rules relating to the staff have been compiled into a book, titled **“Employees Service Rules and Duties & Responsibilities”** for the benefit of the employees.

## 2. DEFINITIONS

**“Society”** means Satlila Charitable Society

**“President”** means President of the Lloyd Institute of Management & Technology

**“Management”** means the Governing Body of the school constituted as per AICTE norms under the aegis of Satlila Charitable Society

**“Staff”** means all employees belonging to faculty, administrative and technical category of the school excluding those who are engaged on part-time, temporary and/ or on daily basis.

**“Year”** means calendar year/ academic year/ financial year as the case may be.

**“Vacation”** means any recess in a calendar year.

**“Vacation staff”** means staff that is permitted to avail vacation as declared in the service rules. All others are non-vacation staff.

**“Teaching faculty”** refers to all teaching staff.

**“Administrative staff”** refers to all staff members categorized as administrative staff.

**“Technical staff”** refers to all staff members categorized as technical staff.

**“Duty”** means a staff member performing the duties of the post for which he/she is appointed and other assignments and circumstances as assigned by the Competent Authority.

**“Leave”** means leave of absence sanctioned by the competent authority to a staff member to which he/she is eligible under the service rules.

**“Pay”** means basic pay and grade pay applicable to the post a staff holds.

**“Competent authority”** means any staff member declared/ nominated by the President/ Governing Body as the case may be for specific purposes

### **3. OUR VISION**

“To be a globally recognized center of excellence in all aspects of management education and produce ethical leaders with functional expertise, promoting sustainable solutions, and an entrepreneurial & innovative perspective to improve their employability exponentially”.

### **4. OUR MISSION**

- To offer an academically rigorous, practice and research-supported, management education based on principled and ethical values, sensitive to the ever-changing needs of the profession, society, industry, and country.
- To continue to provide a stimulating learning environment that fosters the understanding of disruptive, technological developments, and encourages continuous innovation and learning.
- To promote the practice of collaborations and work-related learning experience which focuses on the application of knowledge and skills which is globally relevant.
- Nurture personal mentoring that respects individuality and inspires students to become responsive and responsible business leaders who can make progressive and sustainable impacts.
- To provide broad and domain-specific knowledge to upskill, students, in definitive careers of functional expertise through various course electives in upcoming frontiers of management education.
- To stimulate and encourage entrepreneurial culture by equipping students with global business awareness, and developing faculty as thought leaders.

### **5. PROGRAM EDUCATIONAL OBJECTIVES (PEOs)**

#### **PEO#1: Managerial Excellence**

To facilitate managerial excellence and globally relevant professional competency

#### **PEO#2: Innovation and Sustainability**

To instill innovative and sustainable problem-solving abilities which will help them to become responsible business leaders.

#### **PEO#3: Entrepreneurial Acumen**

To develop entrepreneurial acumen for employability and exponential growth opportunities.

**PEO#4: Ethics and Values**

To develop professional ethics and imbibe value systems & learning mechanisms needed for the growth and well-being of society.

**PEO#5: Quality and Technology**

To be able to contribute to the high quality of knowledge creation through faculty development and industrial collaborations through technology implants in management education.



## **6. RECRUITMENT GUIDELINES**

All appointments on the staff shall be made only by the Management through its President or competent authority authorized by the Management. Appointments will be created on Regular Permanent/Temporary/Contractual/Part Time by the Management 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. Additional posts may also be created, as required, for the extension of specific projects and or research and development activities.

The appointment of the Director and all other teaching faculty members shall be made by the Management through its president after ratification of his/ her appointment by the selection committee. All other appointments shall be made directly on the recommendation of the Director.

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 HR department.

### **6.1. Classification and Cadre Strength of Staff**

#### **6.1.1. Classification of Staff**

The members of staff of the institute shall be classified as:

- **Academic Staff:** Director, Head of Department, Professor, Associate Professor, Assistant Professor, Visiting Professor, Visiting Faculty, Placement and Training Officer and Student Counselor
- **Administrative Staff:** Registrar, Finance Officer, Superintendent, Accountant, Office Assistant, Typist, Stenographer, Clerk, Peons and Attendant
- **Technical Staff:** Technician, Assistant Technician, Librarian, Library Assistant, System Analyst cum Operator

#### **6.1.2. Cadre Strength of Staff**

- **Teaching Faculty:**

The strength of teaching faculty is fixed taking into account the AICTE guidelines, programs offered and the strength of students in the program.

- **Administrative Staff:**

The strength of administrative staff is as sanctioned by the competent authority, taking into account the administrative workload of the Institute.

- **Technical Staff:**

The strength of technical staff depends upon the need of the School on the basis of proposals of the Director concerned and is as sanctioned accordingly by the competent authority.

## **6.2. Minimum Qualifications and Experience**

The minimum qualification stipulated by AICTE shall be adopted.

**Directors:** First Class in Master's degree in Management. With Ph.D. degree and 15 years of experience in teaching or research out of which 5 years must be as Professor/HOD in a recognized college. Desirable Administrative experience in a responsible position.

**Professor:** Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor. guiding PhD students is highly desirable or Minimum of 13 years' experience in teaching and/ or Research and/or Industry. In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.

**Associate Professor:** First Class or equivalent in Master's Degree in Business Administration or equivalent and 2 years relevant Experience is desirable as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD student is highly desirable. Minimum of 5 years' experience in teaching / research / industry of which 2 years post PhD experience is desirable.

**Asstt. Professor:** First Class or equivalent in Master's Degree in Business Administration or equivalent and 2 years relevant Experience is desirable



### **6.3. Recruitment/Selection Procedure**

The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma:

## **PROCESS OF RECRUITMENT & SELECTION**

Lloyd Institute of Management & Technology aims to identify and recruit highly qualified, talented, and diverse faculty members, and to coordinate a faculty recruitment process that is compliant with search procedures, institutes policies, and legal and regulatory requirements. We desire diversity because of a genuine aspiration to add richness to our teaching, learning, and scholarly activity. Below are the detailed stages:

### **1. Job Identification and Job Announcement**

The department in consultation with the management raises the requisition for positions considering the immediate and future needs 6- 8 weeks before the commencement of the semester to the HR department.

In order to identify and select the best resource, the open positions are advertised through various mediums to encourage qualified applicants. The job announcement is done through Ads on job portals, institutes website and social media pages. Efforts are also made to spread the word and invite applications through Employee Referral.

### **2. Screening and Pre Selection**

The purpose of screening and preselection is to reduce the large number of applications to a manageable group of eligible candidates that can be called for the interview process. The parameters of screening are educational background, number of years of experience and research activities done by the candidate. The shortlisted candidates are called to campus for a demo and assessment.

### **3. Demo and Assessment**

The candidate is asked to present a demo on a topic from their subject area to a faculty panel. The demo helps to assess the candidates on parameters like general articulation, conceptual knowledge, lecture delivery, question handling, ability to create interest, correlation with contemporary and practical problems.



The panel shares their assessment regarding the candidate's suitability for the required position to the management.

#### **4. Personal Interaction**

This is a multi- tier process of interaction with the

- Director
- External Expert
- President

The assessment sheets along with the candidate's detailed profile is shared with the Director. Based on the assessment sheets and the feedback received from the panel the Director further shortlists the candidates who qualify for the next round of Personal Interaction.

The Director based on the interaction and various evaluation parameters recommends the candidate for selection with proposed salary and sends for further interaction with the External Expert and the President.

The President decides the final selection of the candidate.

#### **5. Reference Check**

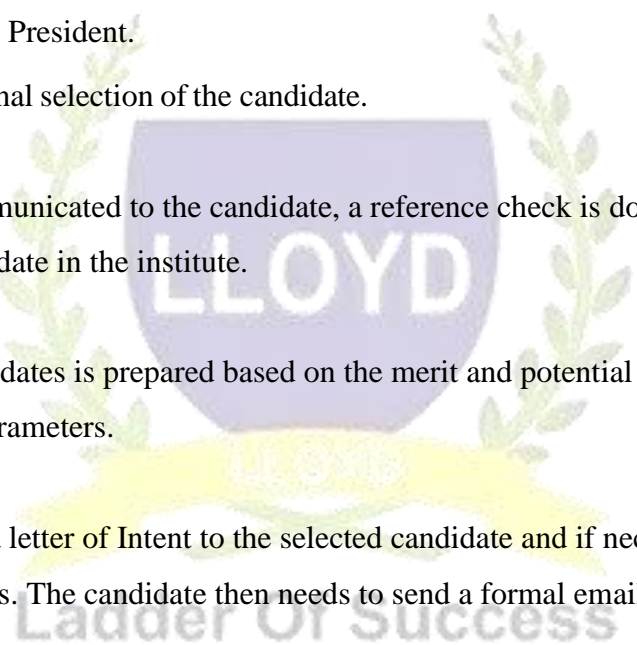
Before the selection is communicated to the candidate, a reference check is done to assess the fitment of the candidate in the institute.

#### **6. Decision**

A final list of selected candidates is prepared based on the merit and potential of the candidate and above parameters.

#### **7. Job Offer**

The HR department issues a letter of Intent to the selected candidate and if necessary, negotiate the offer terms. The candidate then needs to send a formal email acceptance to the offer sent.



### **6.3.1. Teaching Staff**

The recruitment process shall comprise of the following elements:

- Assessing the requirement of faculty
- Notification of vacancies
- Scrutiny of applications
- Selection by the Staff Selection Committee
- Declaration of Merit List

#### **Assessing the requirement of faculty:**

Before the beginning of each session, the Director shall take into account the number of courses to be taught in the forthcoming session, the teaching hours required for those courses and the faculty available in the Institute. Based on these assessments, he/ she can requisition the management to recruit new faculty. Cadre ratio as prescribed by the regulatory agencies shall also be taken into consideration while making such a requisition.

#### **Notification of vacancies:**

The management after being satisfied with such requisition, will make arrangements for the vacancies to be notified in media that will be effective in generating applications rich in both quality and numbers. These media may include newspapers, job portals, social media websites, professional websites etc.

#### **Scrutiny of applications:**

- ✓ The application received up to the last date shall be scrutinized by a Screening Committee comprising the concerned Director, and two seniors most faculty members of the Department, as per qualification prescribed by the regulatory agencies and as notified in the advertisement.
- ✓ The Screening Committee will short-list the applicants and shortlisted candidates will be called for interaction with the Staff Selection Committee.

#### **Selection by the Staff Selection Committee:**

The Staff Selection Committee will consist of:

- Group Director
- Director of the concerned Institute
- A nominee of the Governing Body

The selection process will be based on four parameters:

(a) Academic Records	30%
(b) Research Performance	20%
(c) Domain knowledge and Teaching Skills	25%
(d) Interview Performance	25%

#### **Merit List:**

A merit list shall be prepared by the Selection Committee on the basis of the marks obtained by the candidates under (a)+(b)+(c)+(d). The recommendations of the Selection Committee will be submitted to the President for approval. After approval by the President, the appointment letter to the candidates selected, in the order of merit, will be issued by the HR.

#### **6.3.2. Administrative Staff**

##### ***Direct Recruitment Selection procedure***

For recruitment of administrative staff, advertisement shall be issued in leading dailies and also put up in the website indicating the qualifications and experience prescribed.

Applications received by the Institute shall be short-listed by the office of the Group Director taking into consideration of qualification, previous experience and knowledge in administration.

All short-listed applicants shall be called for interview before a selection committee constituted by the Group Director for the purpose.

##### ***Selection Criteria***

The Selection Committee selects the candidate taking into account subject knowledge, aptitude, experience of the candidate and performance in the interview.

##### ***Appointment***

After approval of the selection list by the President, the selected candidates are appointed to the post for which he/she is selected.

### **6.3.2. Technical Staff**

#### ***Direct Recruitment Selection procedure***

For the recruitment of technical staff, advertisement shall be issued in leading dailies and also put in the website of the Institute indicating the qualifications, experience prescribed.

Applications received by the Institute shall be short-listed by a Committee consisting of the Director, a senior Professor and an Associate Professor of the concerned Department.

All short-listed applicants shall be called for interview before a Selection Committee constituted by the Group Director for the purpose.

#### ***Selection committee***

The selection committee is constituted by the Group Director and it shall select the candidate(s) taking into account, the test performance, subject knowledge, aptitude and experience of the candidate(s).

#### ***Appointment***

After approval of the selection list by the President, the selected candidates will be appointed to the respective post(s).

### **6.4. Service Agreement**

- At the time of recruitment in the Institute, a service agreement should be executed between the Institute and the faculty concerned and a copy of the same should be deposited with Director.
- The self-appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/record.

### **6.5. Workload**

The workload of the faculty in full employment should not be less than 42 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the faculty to be available for at least 7 hours daily out of which at least 2 hours for mentoring of students (minimum 15 students per coordinator) for Community Development/Extra Curricular Activities/library.

necessary space and infrastructure should be provided by the Institute. The minimum direct teaching-learning process hours should be as follows:

Director	- 4 hours / week
Professor	- 14 hours / week
Associate Professor	- 14 hours / week
Assistant Professor	- 16 hours / week

A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration.

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

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

## **7. PAY AND OTHER ALLOWANCE**

### ***Pay Scales***

The pay scales (pay band) of the faculty are approved by the management from time to time on the basis of UGC/AICTE scale of pay and as approved by the state Government. The existing structure of the scales in Lloyd Institute of Management & Technology as follows:

<b>S. No.</b>	<b>Category</b>	<b>Pay Scales (in Rupees)</b>
1	Assistant Professor	15600-39100+ 6000 AGP
2	Associate Professor	37400-67000+9000 AGP
3	Professor	37400-67000+10000 AGP

For all other staff members classified as non-teaching category (Administrative and Technical Staff), they shall be governed by the scales of pay approved by the management on the basis of State Government.

### ***Allowances***

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

## **8. PERFORMANCE APPRAISAL**

Performance analysis forms an important part of faculty development in the organization. The performance of the faculty at various levels is going to be assessed on point system and having six components. Faculty is required to fill a Faculty Performance Appraisal form which summarizes the overall performance of a faculty. The following are the components.

- Self-Appraisal
- Review & feedback by the peer
- Review & feedback by the immediate superior (HOD)
- Review & feedback by the Director.
- Review & feedback by the Management.
- Review & feedback by the students

All the staff members are required to submit their Self-Appraisal form at the end of every academic year in the prescribed format.

The Head of the institution shall write confidential report for all staff and submit to the president for approval.

**Increment is performance based and will not be less than 3% of basic pay.**

## **9. NORMS FOR AVAILAING LEAVES**

Lloyd Institute of Management & Technology has a liberal and progressive leave policy that caters to the welfare of the employees of the Institute, while at the same time taking care that academic and administrative duties are not hampered while granting the leaves.

The formal Leave Rules are here by being notified for the benefit of all the employees:

### **GENERAL RULES**

- Leave cannot be claimed as a matter of right.
- Leaves shall be accounted for an academic/calendar year.
- The leave application will be submitted on prescribed format well in advance and will

not be availed of without obtaining prior sanction of the competent authority.

- Leave applied without class arrangement and other necessary arrangements for discharging the assigned duties may not be sanctioned and if sanctioned may be revoked.
- An employee must obtain necessary sanction of the appropriate authority before proceeding on leave.
- The leave sanctioning authority may refuse or revoke leave of any kind, even after sanctioning it.
- An employee on leave should not take up service/ employment/ business elsewhere without obtaining prior approval of the competent authority.
- Absence from duty after the expiry of leave shall render an employee liable to disciplinary action.
- No leave can be availed during the notice period pertaining to resignation/ termination of an employee.

#### **CASUAL LEAVE**

- Casual leave of 12 (twelve) days in a calendar year shall be allowed to all employees of the Institute.
- In case an employee is joining in the middle of the year, the number of casual leaves that can be availed will be in proportion to the remainder of the calendar year. Similarly, in case an employee is leaving in the middle of the year, the number of casual leaves availed shall be calculated in proportion to the period served in that calendar year.
- Casual leave is essentially intended for emergencies for short periods. No employee shall be granted Casual leave for more than two days at any one time.
- In a month, not more than 2 (two) Casual Leaves shall be allowed. Availing any further leaves in a month shall lead to loss of pay.
- Holidays or weekly offs can be prefixed or suffixed to casual leave.
- Weekly offs and holidays falling during a period of casual leave shall not be counted as part of casual leave.
- Casual leave cannot be suffixed or prefixed with Earned Leave.
- Half day casual leave is permitted.



- The casual leaves are for a period a one calendar year, may be carried forward from one month to the next and any balance will lapse at the end of the year.

### **EARNED LEAVE**

- Earned Leave of 12 (twelve) days in a calendar year shall be allowed to all employees of the Institute who have completed at least one year of active service in the Institute.
- In case an employee is joining in the middle of the year, the number of Earned leaves that can be availed will be in proportion to the remainder of the calendar year. Similarly, in case an employee is leaving in the middle of the year, the number of Earned leaves availed shall be calculated in proportion to the period served in that calendar year.
- Application for grant of Earned leave is to be submitted at least two days in advance on the proper leave application form.
- Holidays or weekly offs can be prefixed or suffixed to Earned leave.
- Weekly offs and holidays falling during a period of Earned leave shall be counted as part of Earned leave.
- Earned leave cannot be suffixed or prefixed with Casual Leave.
- The Earned leaves are for a period a one calendar year and any balance will lapse at the end of the year.

### **ACADEMIC LEAVE**

Academic leave may be granted to an employee for:

- attending conferences/ seminars/ workshops/ symposia OR
- delivering lectures in institutions and universities OR
- going as external examiner to other institutes/ universities OR
- working in the senate of the affiliating University or a committee of a regulatory body OR
- proceeding for inspections of other institutes on the directions of a regulatory body OR
- attending course work/ progress report related sessions in the pursuit of obtaining higher qualification
- Academic leave will be available only to employees who have put in at least one year of service with the Institute.

- A total of 5 (five) academic leaves may be granted in a calendar year.
- No employee shall be granted Academic leave for more than two days at any one time.
- Person availing the academic leave shall apply at least one week in advance on the proper application form along with proof of participation/ invitation/ orders of such activities that may entitle an employee for availing academic leave.
- Travel time may be considered as academic leave if duly recommended by the competent authority, and if so considered, will be deducted from the balance academic leaves available to the employee

#### **DUTY LEAVE**

- An employee may be allowed Duty Leave for any official work (related to Institute/ Board/ Regulatory agency) assigned to him/ her for which he/ she is to leave the normal place of work.

#### **SHORT LEAVES**

- An employee may avail short leave of 2 (two) hours duration in case of an urgent work.
- The out time and in time shall be duly noted on the short leave application form.
- A maximum of two short leaves may be availed during a month.
- Each short leave availed after the limit of 2 (two) shall be measured as 1/3 (one third) of a Casual Leave and the same will be deducted from the balance casual leaves available to the employee.

#### **VACATIONS**

- Faculty members working in the Institutes will be allowed 10 (days) vacation leave in a calendar year distributed in the summer and winter seasons.
- Vacation leaves not availed in a calendar year will lapse.
- While granting vacation leave, the Director/ Competent Authority will ensure that roughly 50% of the faculty members are present at any given time and the Institute is fully functional.
- No vacation will be available to an employee in the first year of his/ her service.
- Directors of Institute shall not be eligible for vacation leave. However, they

will be entitled to extra casual leaves, equivalent to half the number of days of vacation, in addition to their original entitlement.

#### **MATERNITY LEAVE**

- Maternity leave shall be granted for a maximum period of 45 days. Such sanction is restricted to two confinements only. All the members of staff (Teaching and Non-Teaching) who have completed two years of service only are eligible to avail this leave. During probationary period no Maternity leave is available and it shall be only on loss of pay.

#### **EXTRA ORDINARY LEAVE (WITHOUT PAY)**

- Hon'ble President, LBS, for any special reason, may grant an employee an extra ordinary leave (without pay) which shall not ordinarily exceed 1 (one) year at a time and the maximum total period shall not exceed 3 (three) years entire service period of an employee.
- Extraordinary leave (without pay) will be granted by the Hon'ble President on recommendation of the concerned leave sanctioning authority.
- Extra ordinary leave (without pay) shall not be counted as active service for increments, promotions etc.

#### **Summary of Leaves Available in a Calendar Year**

	<b>Casual Leave</b>	<b>Earned Leave</b>	<b>Academic Leave</b>	<b>Short Leave</b>	<b>Vacation</b>
Directors	12	12	5	2 per month	Nil
Faculty	12	12	5	2 per month	10
Non-Teaching Staff	12	12	Nil	2 per month	Nil

The sanctioning authority for various kinds of personnel is mentioned in the table below:

<b>Position</b>	<b>Leave Sanctioning Authority*</b>
Group director	President
Director	Group Director
Professor/Associate Professor/ Professor	Director
Non-teaching staff of a college/ institute	Director

\*The director/President shall remain the sole authority with complete discretionary powers in all matters related to leaves or its compensation due to any employee.

## **10. CODE OF PROFESSIONALS ETHICS**

Every faculty/staff member shall abide by the Code of Conduct framed by the Institute and the following lapses would constitute misconduct.

- Any lapses in performing his/ her duties as assigned by the Institute from time to time.
- Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his / her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the Institute.
- Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his / her relationship with his/ her colleagues and trying to use the above considerations for improvement of his / her prospects or any other such actions which are against the interest of the Institute.
- Refusal to carry out the decisions by appropriate administrative and academic bodies or functionaries of the Institute without giving reason.
- Indulging in Plagiarism of any sort within the legal meaning, interpretation and expression of the term.

## **11. BASIC RESPONSIBILITIES OF FACULTY MEMBERS**

The following are some of the basic responsibilities that every faculty member at Lloyd Institute of Management & Technology shall follow:

- To comply with institute policies.
- To spend the workday effectively by performing the proper tasks and demonstrating an awareness of priorities.
- To spend every workday productively, performing each task efficiently and effectively by planning and prioritizing the activities.
- To be courteous towards fellow faculty members, other staff, students and visitors; disruptive and/or insubordinate conduct will not be tolerated.
- To maintain appropriate workplace behavior that fosters collegiality and teamwork without which, the college cannot achieve its goals in an effective and efficient manner.
- To be at work when you are scheduled to be working (for example, to attend work regularly, not to arrive late, not to abuse sick leaves or other category of leaves or lunch periods, and not to leave early without appropriate approval).
- Notify to your senior member in accordance with departmental procedures, whenever you are notable to report to work (for example, due to illness).
- To work when you are supposed to be working (for example, keeping personal phone calls to a minimum and not attending to personal matters during your work hours).
- To cooperate with reasonable requests from colleagues.
- To perform reasonable job duties, even if they are not part of your job description, as assigned by your supervisor.
- To respect the confidentiality of sensitive information. Such information should not be repeated, discussed or removed from your work area except for legitimate work reasons.
- To give proper notice before resigning from the service.
- To respect the rights of others (for example, not to threaten or to endanger any person's life or health, either deliberately or through carelessness).
- To behave in a manner that does not disrupt or interfere with the work place or the work of others. Conduct that causes or threatens to harm others or that constitutes persistent, unwanted behavior would not be tolerated.

- To safeguard your personal property. (The college maintains a security service for your protection but cannot guarantee the safety of your personal property).
- To respect the property of others and of the college and to use college property only for legitimate work purposes (e-mail, fax, computer, copier and other college equipment).
- To cooperate with processes available to resolve employment problems.

All the faculty members (Professors, Assoc. Professor & Asst. Professors) at LBS have to complete various tasks well before the stipulated time and according to the norms prescribed by the institution. The faculty can come forward to take-up more responsibilities than those mentioned below. To be as guiding factor, we are also giving the ideal functions/tasks to be completed by a faculty member.

#### **Teaching and Instruction Related Activities**

- Minimum number of teaching/ lab guidance with an excellent student evaluation rating.
- Development of new courses /programmers
- Giving Presentations at educational or teaching conferences and meetings
- Giving extension lectures/ invited for lectures outside the college especially in reputed educational and technical institutions.
- Writing Text Books with reputed national and international publications.
- Receiving grants for teaching innovations, undergraduate lab equipment, and development of laboratory experiments and design projects.
- Writing original supplementary notes / reading material, manuals, protocols, etc.
- Publishing articles in recognized educational journals or proceedings of conferences on class room teaching and lab instruction.

#### **Research Related Activities**

- Publishing articles in recognized technical journals or proceedings of conferences on national and international technical conferences.
- Authoring or editing technical books and monographs issued by reputed national and international publishers.
- Getting grants from competitive research grants from external organizations.

- Getting patents awarded.
- Supervising PG projects.
- Research grants sanctioned from state and national level government organizations.
- Consulting / advising companies /institutions.

#### **Organization Related Activities**

- Taking up responsibilities such as Head of the Department, Coordinator, member of various committees, etc.
- Advising and guiding professional / student organizations.
- Performing any additional and special functions given by Director/Head of the Department.
- Providing maintenance of instructional and laboratory facilities.
- Making arrangements for seminars /guest lectures and hosting seminar/ Guest lecture speakers.
- Processing correspondence and applications of various programs run by the college.
- Participating in the recruitment of new faculty.
- Fostering cordial relations with prospective students, alumni, and industrial clients.
- Any other documental service to the college.

#### **Service to the Professional/General Society**

- Raising the technical awareness of the lay-public through direct interaction or through print and electronic media.
- Holding office or committee positions in professional/ honorary societies.
- Serving on committees of international, national, and regional technical /academic / general purposes.
- Editing professional journals, technical monographs and proceedings of conferences.
- Serving as reviewer for journals, publishers of professional literature, and funding agencies.
- Any other documental service to the profession or public.

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