

## **1. INTRODUCTION**

The QIS Institute of Technology, Ongole (QISIT) was established by the **Sri Nidamanuri Educational Society**, SNES, in the year 2008. QISIT is recognized as one of the foremost and dedicated providers of higher education in Engineering & Technology in Andhra Pradesh and is credited with running prestigious QIS Institute of Technology (QISIT).

QIS Institute of Technology, Ongole is approved by AICTE, New Delhi and affiliated to JNTUK.

### **1.1 Vision:**

To be an institute of excellence imparting quality technical education, imbuing with high academic standards and research to meet the global technical needs and real time requirements.

### **1.2 Mission:**

- To develop the institute as a centre of excellence with state-of-the-art infrastructure.
- To impart quality instruction and preparing the learners professionally deft, intellectually adept to meet the global-techno requirements.
- To inculcate research aptitude with pragmatic perception and social responsibility.

### **1.1 Courses Offered:**

QIS Institute of Technology, Ongole offers following courses of study:

#### **Under Graduate Courses: B.Tech.**

1. Computer Science and Engineering
2. Electronics and Communication Engineering
3. Information Technology
4. Mechanical Engineering
5. Civil Engineering

#### **Post Graduate Courses**

1. M.Tech. – Computer Science & Engineering
2. M.Tech. – VLSI and Embedded Systems
3. M.Tech. – Structural Engineering
4. M.Tech. – Advanced Manufacturing Systems

## **1.2 Admissions:**

The students are admitted to the above courses of study strictly on the basis of their merit in EAMCET/ECET/PGET/GATE etc. tests and the guidelines issued by the State Government through the counseling conducted by the concerned Convenor. The students are also offered direct admissions to some seats in accordance with the provisions/regulations made by the Convenor/Government.

## **2. ADMINISTRATIVE STRUCTURE**

The Governing Body of our institution comprises of eminent personalities from various top institutions and industries are a big asset as their ideologies and methodologies are the driving forces for the growth of the Institution.

The Principal is the Chief Officer of the Institute. Broadly speaking, the Principal is directly responsible for all administrative, training and placement functions and extension services in the form of revenue earning programmes to be carried out by the Institute.

## 3. Service rules

### 3.1 General

These rules shall be called as "QIS Institute of Technology Service Rules". These rules apply to all employees, whether ad-hoc, temporary, part-time, contractual or permanent, in the service of QIS Institute of Technology, Ongole.

The Governing Council of "QIS Institute of Technology," Ongole hereinafter called "GB" reserves the exclusive right, at any time hereafter and without notice, to amend, alter, modify, add or delete any provision(s) to all or any of these service rules, from time to time and, to bring such amendments, alterations, modifications, additions, deletions into effect from a date to be notified by the "GB."

Such amendments, alterations, modifications, additions, deletions if any shall become binding on all the employees covered by these service rules from the date of their notification by the "GB."

The Chairman "GB" shall have the exclusive power to clarify any issue or to remove any doubt relating to these "Service Rules" and or its implementation.

### 3.2 Definition

**The SNES** means "**Sri Nidamanuri Educational Society**" registered under the Societies Registrations Act of 1860, which is responsible for the establishment and management of QIS Institute of Technology, Ongole.

The Institute means "QIS Institute of Technology" and its sections, wings, departments and centres at Ongole or at any other location in India, established or managed by **SNES (Regd.)**.

The "GB" means the Governing Council of "QIS Institute of Technology, Ongole" which has been constituted in accordance with the provisions laid down in this respect by All India Council of Technical Education. The Chairman of the "GB" shall be a member of **SNES** and shall be nominated by all other members of **SNES** on the "GB."

"Employee" includes all employees, without exception performing whatsoever function assigned to him/her and is in the full or part-time employment of the Institute, whether such employment is probationary, ad-hoc, temporary, permanent or contractual.

"AICTE" means the All India Council of Technical Education, which is an autonomous body of Ministry of HRD, Government of India.

"Affiliating University" means the Jawaharlal Technical University, Kakinada is responsible for according affiliation to the QIS Institute of Technology, Ongole.

"UGC" means University Grants Commission, which is a statutory body under Ministry of HRD, Indian Union Government.

### 3.3 Code of Conduct

#### 3.3.1 Application

The provisions contained in this schedule shall apply, without exception, to all employees of the Institute whether, ad-hoc, probationary, temporary, part-time, contractual or permanent.

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 to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct.

The Principal shall initiate disciplinary proceedings for non-compliance of any employee related to the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time and shall have the power to appoint an inquiry officer(s) to conduct an inquiry into the charges against such an employee.

### **3.3.2 General Guidelines**

1. 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.
2. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public.
3. 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 and otherwise stated, all employees of the Institute are required to work effectively for at least 42 hours per week.
4. Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.
5. No employee shall leave station except with the prior permission of the designated authority.
6. 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.
7. 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, religious 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.
8. Every employee shall strive to instill 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 the students.
9. Employee should not participate in any association, active or passive. It will be viewed seriously.
10. 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.
11. 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'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 anytime, 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.

12. An employee shall receive all correspondence sent to him/her by QIS Institute of Technology and not refuse to receive it. Any such correspondence shall be deemed to have been served to him/her 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 in the office of the college.

13. Employee shall only be relieved from their duties upon resignation etc. at the end of the semester or upon fulfillment 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 office or the duty assigned.

### **3.3.3 Guidelines for Faculty Members**

No Faculty Member is supposed to:

- a.** Knowingly or willfully neglect his/her duties.
  - b.** 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.
  - c.** Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.
  - d.** Indulge in or encourage any form of malpractice connected with the examination or any other activity of the Institute.
  - e.** Show negligence in correcting term or assessments or exam work of the students.
  - f.** Accept or give private tuition to any student of the Institute or any other person without the written permission of the Institutional Governing Council.
  - g.** Prepare or publish any book(s) unless permission obtained through the Chairman "GB."
  - h.** 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.
- Note:** A casual meal, lift or other social hospitality of a casual nature shall not be considered as a gift. On occasions, such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social customs.
- i.** Hesitate to provide individual attentions to a student(s), if required. Besides academic problems, teachers are encouraged to solve personal and behavioral problems of student(s) as well. If in any event student(s) does not show any improvement despite counseling 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.

#### **3.3.4 Every Employee Shall:**

- a.** 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.
- b.** Abide by the rules and regulations of the Institute and also show due respect to his/her higher authority.
- c.** On every working day sign the staff attendance register, 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 is a serious violation of the rules.
- d.** Be responsible for the discipline of the 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 QIS students/employees may, from time to time, allotted such duties to maintain discipline and orderliness at the Institute.
- f.** 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.
- g.** Train the 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.
- h.** 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.
- i.** Not through any act of omission or any form of speech etc. disturb or deviate, in any manner whatsoever, the peace, dignity and harmony of the Institute.

#### **3.3.5 Taking Part in Politics and Elections**

- a.** No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he / she subscribe and aid or assist in any manner any political movement or activity.

**b.** No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority.

### **3.3.6 Connection with press or radio or patents**

**a.** No employee shall, except with the previous sanction of the GB own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publications.

**b.** No employee shall, except with the previous sanction of the GB or any other authority empowered by him/her in this behalf, or in the bonafide discharge of his/her duties, participate in a radio broadcast or contribute any article or write any letter either unanimously or in his/her own name or in the name of any other person to any newspaper or periodical.

**c.** Provided that no such sanction shall be required if such broadcast or such contribution is as a purely literary, artistic or scientific character.

### **3.3.7 Criticism of the Institute**

Criticism of any kind in radio broadcast or in any document published unanimously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance, will be viewed seriously.

### **3.3.8 Unauthorized Communication of Information**

**a.** No employee shall, except in accordance with any general or special order of the Principal or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.

**b.** During the term of his/her employment with the Institute, or at anytime thereafter, an employee shall not use or disclose to any other society, firm, organization or person any information concerning the secrets, activities or affairs of the Institute, or countenance any act prejudicial to the interest of the Institute.

### **3.3.9 Gifts**

No employee shall, except with the previous sanction of the Principal, accept or permit his wife or any other member of his family to accept from any person other than relations any gift of more than trifling value. The interpretation of the term, trifling value shall be the same as laid down in the Government Servants Conduct Rules.

### **3.3.10 Private Trade Employment**

- a.** No employee shall, except with the previous permission of the Chairman "GB", engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.
- b.** Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the Principal, which may be given subject, to as regards acceptance of remuneration, as may be laid down by the "GB."

### **3.3.11 Investments, Lending & Borrowing**

No employee shall lend money at interest to any person nor shall he/she borrow money from any person with whom he/she is likely to have official dealings of any kind whatsoever.

### **3.3.12 Insolvency, Habitual Indebtedness and Criminal Proceedings**

- a.** An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Institute.
- b.** An employee who gets involved in some criminal proceedings shall immediately inform the Principal through the Head of Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not.
- c.** An employee who is detained in police custody whether on criminal or otherwise for a period longer than 8 hours shall not join his/her duties at the Institute unless he/she has obtained written permission to that effect from the GB of the Institute.

### **3.3.13 Vindication of Acts and Character of Employees**

- a.** No employee shall, except with the previous sanction of the Principal, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.
- b.** Provided nothing in this rule shall be deemed to prohibit an employee, from vindicating his private character or any act done by him/her in his/her private capacity.

### **3.3.14 Representation**



Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she must forward his/her case through proper channel to Grievance & Redressal Cell.

### **3.3.15 Jurisdiction**

Dispute(s) if any, arising out of these Service Rules or any other rules that may be force from time to time will be resolved at the institutional appropriate board. If such employee is not satisfied with the outcome, then he/she may approach the court under the jurisdiction of Ongole.

### **3.3.16 Identification**

- a.** It shall be mandatory for every employee of the Institute to carry on his/her person, at all times, when at the Institute and produce the same on demand, an identity card or any other mark of identification, as may be prescribed by the "GB" from time to time.
- b.** An employee shall on resigning and/or termination from the services of the Institute, immediately handover such identity card and/or mark of identification to the Principal of the Institute or any other official designated for the purpose, failing which, full and final settlement of his/her account shall be withheld.
- c.** The use of such identity card and/or mark of identification shall be governed by the terms and conditions of the Institute from time to time.

### **3.3.17 Disciplinary Action / Suspension**

The Principal may place a member of the staff appointed at the Institute under suspension:

- a.** where a disciplinary proceeding against him is contemplated, or is pending or;
- b.** where a case against him in respect of any criminal offence is under investigation or trial.
- c.** An employee against whom disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him/her, and a date shall be fixed for the inquiry.
- d.** Sufficient time of not less than one week shall be given to him/her to prepare and given his/her explanation, as also to produce any evidence that he/she may wish to tender in his/her defense. He/she shall be permitted to appear before the officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defense.

- e. At the conclusion of inquiry, the Inquiry Officer/Inquiry Committee who shall be appointed by the Principal in consultation with the Chairman "GB" shall prepare a report of the inquiry regarding the findings of each charge.
- f. The Principal shall consider the findings of the inquiry and propose to the Chairman "GB" to impose a major penalty, a minor penalty or no-penalty at all. The action taken by the Principal shall necessarily need to be ratified by the Chairman "GB".

The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on any member of the staff:

1. Censure;
2. Withholding of increments or promotion;
3. Recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders;
4. Reduction to lower service, grade or post or to a lower time-scale or to a lower stage in a time-scale;
5. Compulsory retirement;
6. Removal from service which shall not be a disqualification for future employment in the Institute;
7. Dismissal from service which shall ordinarily be a disqualification for future employment in the Institute;
8. Any other action proposed by Principal will be submitted to GB for finalization.

### **3.4 General Procedure of Recruitment (Appointment Rules)**

- a. All posts at the Institute shall normally and, as far as possible, be filled by advertisement; but, the "GB" shall be the exclusive power to decide, either on its own or on the recommendations of the Principal, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute.
- b. All appointments on the staff of the Institute shall be made only by the "GB" of the Institute, through its Chairman or authorized by the "GB."
- c. 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. Additional posts may also be created, as required, for the extension of specific projects and/or research and development activities. All vacancies should be notified in reputed Newspapers etc.
- d. 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 affiliating university 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 he deems fit.

**e.** 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.

**f.** The Selection Committee and/or University 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.

**g.** Every appointment, whatever temporary, probationary, contractual or permanent is subject to a "Certificate of Fitness" issued by a registered medical practitioner approved by the Principal. This condition may, however, only be relaxed by the Chairman "GB" at his discretion, in special cases.

**h.** 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.

### **3.5 Classification of Members of the Staff**

The members of staff of the Institute shall be classified as

**3.5.1. Academic** – which term shall include Principal, Controller, Vice Principal, Dean(s), Professor, Associate Professor, Assistant Professor, Senior Lecturers, Lecturers, Placement and Training Officer, Visiting Faculty, Workshop Superintendent, Instructor, Research Assistant, Librarian, Assistant Librarian, Physical Director of Physical Education and such other academic posts as may be decided by the "GB."

**3.5.2. Technical** – which term shall include Superintendent, Foreman, Supervisor (Workshop), Lab Technician, Electrician, Mechanic, Store Keeper and other staff, as may be decided by the "GB".

**3.5.3. Administrative and others** – which term shall include Accounts Officer, Audit Officer, Stores Officer, Medical Staff, Chief Store Keeper, Office Superintendent, Wardens / matron and such other administrative and other staff as may be decided by the "GB".

**3.5.4. Cleaning and other Staff** – which term shall include Security Guards, Gardeners, Sweepers, Scavengers, Skilled and Unskilled Attendants, Peons etc. and such other staff as may be decided by the "GB".

### **3.5.5. Probation**

Appointment of all employees will ordinarily, be made on probation for a period ranging one year. In case of unsatisfactory performance, the period of probation of an employee may be extended for such periods of time by the Chairman "GB", if recommended by the Principal.

The "GB" shall have the power to extend the period of probation of any employee of the Institute for such periods as may be found necessary, provided that if, after the period of probation, the official is not confirmed, and, his/her probation is also not formally extended, he/she shall be deemed to have continued on a temporary basis and that his/her services may then be terminable on a month's notice or on payment of a month's salary thereof.

### **3.5.6. Re-employment**

All appointments to posts under the Institute shall ordinarily be made on probation after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Service Rules, till the end of the month in which he attains the age of sixty-five years.

Provided that where the "GB" considers that in the interest of students and for the purpose of teaching and guiding the research scholars, any member of the academic staff should be re-employed, it may re-employ such a member till the end of the semester of the academic session as may be considered appropriate in the circumstances of each case. Provided further that where it becomes necessary to re-employ any such member beyond the end of the semester or academic session as the case may be, the "GB" may re-employ any such member for a period up to three years in the first instance and up to two years thereafter and in no case exceeding the end of the Academic Session in which he attains the age of 70 years as per AICTE guidelines.

### **3.5.7. Termination**

The "GB" shall have the power to terminate the services of any member of the staff without any cause assigned during the period of probation. However, due notice shall be given for this.

The notice period for non-probationary staff is as under

- Principal(s), Deans and Controllers: Three months
- Faculty members and lab staff: One month or end of semester whichever is later
- All other staff: One month

The "GB" shall have the power to terminate the services of any member of the staff by giving appropriate notice or on payment of salary for the notice period in lieu thereof. An employee of the Institute may terminate his/her engagement by giving appropriate notice in writing.

In the event of any act prejudicial to the interests of the Institute by an employee, his/her services may be terminated by the Chairman "GB" without any notice or payment in lieu of notice.

Service of an ad-hoc, temporary, contractual or part-time employee shall come to an end on completion of the specified work for which he/she was employed or on the expiry of the period for which he/she was appointed, whichever is earlier. But, before the expiry of the said period or work, as the case may be, services of the employee could be terminated by the Chairman "GB" by giving one month notice or one month's salary in lieu of notice, without assigning any reason whatsoever.

### **3.5.8. Retirement**

Every employee of the Institute shall retire on attaining an age as provided for by regulatory bodies like the AICTE and in force from time to time. Extension or re-employment may also be given according to such provisions, at the discretion of the "GB" only, on such terms and conditions it deems fit.

### **3.5.9. Terms of Temporary Employment**

The service of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the "GB" or by the "GB" to the employee. The period of such notice shall be one month, unless otherwise agreed to by the Institute and the employee.

The other terms and conditions of service of such employee shall be such as may be specified by the "GB" in his/her letter of appointment.

### **3.5.10. Appointments on Contract**

Notwithstanding anything contained in these Service Rules, the "GB" may, in special circumstances, appoint an eminent person on contract for an initial period not exceeding five years, with a provision of renewal for further period, on such terms and conditions it may deem fit.

### **3.5.11. Place of Posting**

Place of work of an Employee will either be at the registered office of Promoter Society/Trust at Head Office or at the Institute at location, all employees may also be transferred by the "GB" to any other

Institute, at any other location which may hereinafter be established or managed by SNES. In such an event, the transferred employee shall be obligated to relocate unconditionally.

### **3.6 Salaries and Allowances:**

AICTE guidelines shall be followed for pay fixation in general.

The Scales of pay for various teaching positions will be as follows:

- a. Principal and Special Positions - Pay as per AICTE norms, commensurate with the qualifications and experience.
- b. Professor – Rs. 37400-67000+AGP 10000.
- c. Associate Professor – Rs. 15600-39100+AGP 8000.
- d. Assistant Professor – Rs. 15600-39100+AGP 6000.

Non-teaching and supporting staff members' salary fixed based on Andhra Pradesh State Government regulations cadre wise.

- The management reserves the right to offer special pay to deserving employees.
- The allowances shall be decided by the management on case to case basis.
- For traveling and DA, Andhra Pradesh State Government regulations shall be used as guideline if QISIT policies have not been framed.
- In the matters of medical insurance, the employees shall be governed by regulations/procedures as may be decided by the management from time to time.

## **4. Performance Incentive and Promotion Policy:**

### **For Faculty Members**

#### **4.1 Definitions:**

##### **Experience:**

"Experience", means the "teaching experience" in AICTE approved engineering institutes/institutions or in UGC recognized institutes. The "experience" gained by working in Companies/Industries may also be considered partially/fully by the Management Committee of QISIT, in exceptional cases, depending upon the "quality" and "relevance" (to teaching) of the experience, "nature" of the job, designation/post held and the reputation of the company/industry at National/International level.

#### **4.2 Performance Incentive:**

##### **(I) Marks for faculty academic progress (Teaching and Learning): (50 marks)**

The components of the academic progress are Teaching Plan and Curriculum Development, Execution and Learning, Performance and Evaluation, and Analysis and Miscellaneous.

- **Teaching Plan and Curriculum Development (15 marks):** The faculty member will be assessed for various academic performance factors like lectures, seminars, tutorials, practical, contact hours planned, teaching tools, classes planned to deliver additional topics beyond the syllabus, innovative teaching-learning methodologies, contribution towards curriculum development. Then the faculty will be rated for 15 marks.
- **Execution and Learning (15 marks):** The faculty member will be assessed under this category based on the various academic factors like comprehensive understanding of contents delivered to students, execution log & learning tools, and reading material consulted and additional resource provided to students.
- **Performance and Evaluation (15 marks):** The faculty member will be assessed under this category based on the various academic factors like imparting of knowledge / instruction as per curriculum, Students feedback and Examination related duties.
- **Analysis and Miscellaneous (5 marks):** The faculty member will be assessed under this category based on the various academic factors like slow learners' attendance tracking &

performance after mid-exam, remedial classes schedule for slow learners, academically high potential students' identification and modes of encouragement.

**(II) Research, Consultancy, and Academic Contributions (20 marks):** The marks will be allotted based on the research publications, publication of book, participation and presentation of research papers, industrial consultancy and sponsored research, invited lectures/key-note address/chairing session, research guidance, and Recognition & patent.

**(III) Governance, Leadership, and Management (10 marks):** The marks will be allotted based on the factors like leadership & management and strategy development & deployment to stakeholders.

**(IV) Co-curricular, Extension and Professional Development Related Activities (10 marks):** The marks will be allotted based on the factors like co-curricular activities, extension activities, and professional development related activities.

**(V) Innovations and Best Practices (10 marks):** The marks will be allotted based on the factors like environment consciousness, innovations and best practices.

**Consolidation of API Score earned:**

| <b>Category-I<br/>(Teaching &amp; Learning)</b> | <b>Category-II<br/>(Research, Consultancy and Academic Contributions )</b> | <b>Category-III<br/>(Governance, Leadership and Management)</b> | <b>Category-IV<br/>(Co-curricular, Extension, Professional development related activities)</b> | <b>Category-V<br/>(Innovations and Best Practice)</b> | <b>TOTAL</b> |
|---|--|---|--|---|--------------|
| <b>(50)</b>                                     | <b>(20)</b>  | <b>(10)</b>   | <b>(10)</b>  | <b>(10)</b>   | <b>(100)</b> |
|   |  |   |  |   |              |



- Score is greater than 90%, additional increment may be given.
- Score is 60% - 89%, normal increment may be given.
- Score is 50% - 59%, Proper counseling may be given and the decision of giving increment will be with the Principal / Management.
- If less than 50%, Proper counseling may be given and no increment.

### **4.3 Promotion Policy:**

**(a) Open Selection:** AICTE norms, as applicable from time to time, shall be followed for open selection.

All promotions shall be considered on the basis of merit-cum-seniority basis.

**4.3.1.** The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.

**4.3.2.** The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.

**4.3.3.** Under normal circumstances the senior most member of the staff shall be considered for **promotion to the next higher level position**, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:

a. Associate Professor: Ph.D. with minimum of 5 years of experience in teaching of which 2 years post Ph.D. experience is desirable

b. Professor: Ph.D., with minimum of 10 years teaching / research experience of which at least 5 years should be at the level of Associate professor.

**4.3.4.** Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

(b) If he/she deserves promotion based on their experience and extra-ordinary performance or the skills which are useful to fill the gap between Industry and Institute where GB approval is must.

**(C) Professor of Eminence** post may be filled as per AICTE norms.

## **5. Leave Rules**

### **5.1 Definitions**

**Holiday:** Holiday means a day declared by a notification of the Institute to be non-working day for all employees except those otherwise specifically asked to attend the institute.

**Salary:** Salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, personal pay, special pay, HRA etc.

**Retirement:** The term refers to superannuation after attaining the age of 65 years. It has all other connotations as applied to a government department including pre-mature retirement.

### **5.2 General**

**Leave is a privilege and not a right:** It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.

**Leave Application:** The Application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged.

**No leave can commence unless it has been sanctioned:** Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable to disciplinary action besides penal deductions.

**No leave will be sanctioned on telephone** except in case of extraordinary circumstances/sudden illness, etc. This shall however be regularized immediately on joining the duty in writing.

**Continued absence** of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services.

### **5.3 Kinds of Leave:**

Provision exists for the following kinds of leave:

- (a) Casual Leave (CL)
- (b) Compensation Leave (CoL)
- (c) Medical Leave (ML)
- (d) Earned Leave (EL)
- (e) Leave Without Pay (LWP)
- (f) Extra-ordinary Leave (EOL)
- (g) On Duty (OD)
- (h) Study Leave
- (i) Maternity Leave (ML)

The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the GB in its sole discretion. The decision of the GB in this regard shall be final and binding.

#### **5.3.1 Casual Leave (CL)**

Maximum of 15 days of casual leave in one calendar year is considered. A minimum of half (½) day or a maximum of three (03) days of CL can be availed of at one time. CL can be pre-fixed/suffixed with all types of holidays/leaves. CL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.

#### **3.3.2 Compensation Leave (CoL)**

Compensation leave may be granted in case of he/she works on holiday / Second Saturday. CoL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.

#### **5.3.3 Medical Leave (ML)**

Medical leave may be granted in case of sickness of the employee and not his / her dependants. Medical certificate from a Doctor would be required in case of absence of three days or more.

- For every 12 months of service, 5 days of medical leave shall be credited to the leave account of the employee (January to December).
- Medical leave may be combined with other leaves.
- In a year, 15 days of medical leave may be availed.

- Medical leave can be carried forward and accumulated up to a maximum of 30 days.

#### **5.3.4 Earned Leave (EL)**

- EL is admissible to an employee to a maximum of 5 days in a year based on his attendance in the respective year.
- Earned leave can be pre-fixed /suffixed with other holiday /leaves.
- Earned leave can be encashed if accumulated ELs are 50.
- A maximum of 07 (Seven) days EL may be granted during the semester under exceptional circumstances with the approval of GB.

#### **5.3.5 Leave with-out Pay (LWP)**

- No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if any employee has to avail leave in excess of authorization, he may be granted, "Leave without pay "at the discretion of the GB subject to exigencies of service.
- Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.
- Leave without pay shall also be got sanctioned in advance as any other leave.

#### **5.3.6 Extra Ordinary Leave (EOL)**

As the name suggests, this leave is granted under extra-ordinary circumstances only. This may include the following: -

- Prolonged sickness of self or a family member
- Higher education
- Forced exile /renunciation.

#### **5.3.7 On Duty (OD) Leave**

An activity of an employee which can bring recognition to the Institute, or which has to be performed for work of the affiliating University may be considered for grant of this leave. Normally, this leave is not granted for remunerative work of other universities / colleges.

OD cannot be availed of unless previously sanctioned/approved by the Principal. There is no provision for post factor approval of OD.

Duty leave may be granted for one or more of the following purposes:

- To deliver academic lecture in highly reputed / ranked organizations
- To attend meetings of the BOS, examination committees etc. of the Universities / Colleges.

- To present a research paper in a conference /symposium of National / International Level or to attend a Quality Improvement Programs QIPs when duly authorized by the Principal.
- To attend selection committee or other such like committee meetings provided they are convened by a statutory body / university recognized by the Government.
- To inspect academic institutions attached to a statutory body or a university recognized by the government.
- Any other special case on merit as approved by GB on the basis of recommendation of the Principal.
- Affiliating university works.

The OD leaves will normally be restricted to a maximum of 15 days during a calendar year, but may be extended subject to the approval of competent authority. The Leave is subject to the following condition: -

- There exists a written request from the competent authority.

### **5.3.8 Study Leave**

The faculty members become eligible for study leave as per the following provisions:

- Ph.D. (part time):
  - The faculty member may be granted study leave with full pay for 6 days maximum in a year (for four years maximum) during summer/winter vacation subject to the conditions that (1) the faculty member gives an undertaking to serve the institute for two years after completion of Ph.D. and (2) the faculty member submits a certificate from the supervisor to the effect that he/she has utilized the vacation period for research work to the satisfaction of the supervisor.

### **5.3.9 Maternity Leave**

#### **Eligibility:**

The permanent employees who have more than one year service at the Institute and have no children or at most one surviving child are eligible for grant of maternity leave. A suitable medical certificate from a competent doctor must be attached with the leave application.

- Maternity leave can be granted for a period of 90 days at the maximum.
- During the leave period, a medical certificate and progress report from a competent doctor must be submitted. In the absence of such report, the leave salary shall not be paid.
- 45 days' salary is paid after rejoining.

## **6. Duties of Institute Employees**

### **6.1 Duties of the Principal General**

The Principal shall carry out all Legislation, Planning, Institutionalized, Academic & Administrative duties and responsibilities as enumerated in 4.2.

### **6.2 Duties of the Principal:**

The Principal of the Institute has overall responsibility for all aspects of the academic life. The Principal is the Chief Officer of the Institute. The Principal holds ultimate responsibility for all the matters. In more specific terms, these responsibilities are encompassed by, but not necessarily limited to, the following areas.

#### **a. Legislative:**

The Principal bears general responsibility for overseeing the implementation of GB (Governing body) and Faculty legislation, bearing in mind the fiscal liabilities, which he or she may, also carry. The Principal will exercise leadership in bringing forward issues, ensuring that adequate information is available to permit careful discussion so that a broad base of support is developed.

#### **b. Planning, Execution and Outcome:**

Principal is responsible to prepare the long-term and short-term plan for the overall growth of the Institute. Long-term plan may be of 4-5 years' duration and short term may be of 1-2 years' duration. These plans must be made in consultation with the department and Governing Council. Responsibility of planning, execution and outcome analysis lies with the Principal.

The Principal is responsible for ensuring that the appropriate academic planning process is in place and functioning efficiently in the Institute, and for facilitating the production of plans in a timely manner. He or she ought to be alert to, and where appropriate, ought to shape changes in the environment, which have implications for academic planning for the unit. The Principal is responsible for implementing the agreed academic plans of the Institute. An important responsibility is the development and distribution of information to support the planning and budgeting process.

#### **c. Institutionalization:**

The Principal is held responsible for proposing structuring / re-structuring the academic/administrative flow of operation to Governing Council for decision. The Principal has special role to prepare the academic regulation, teachers' guidelines, administrative manual for code of conduct, disciplinary regulations, career advancement plan or any other rules or regulations for the proper functioning and advancement of the QISIT.

**d. Academic Programs:**

The Principal has a special role as the custodian of innovation and high standards in academic matters. It is his or her responsibility to stimulate and facilitate curriculum implementation and program development, to ensure the academic integrity of programs, to maintain and enhance the standards of those.

The Principal additionally ought to animate and encourage extra-curricular programs designed to encourage the intellectual and cultural development of the students in the faculty.

**e. Personnel Administration:**

The Principal will be familiar with the details of the collective agreements and/or University policies and administrative guidelines and conventions governing the employment of faculty and supporting staff or Institute, and will ensure adherence to those agreements and policies.

Principal has an obligation to foster the professional development of faculty and staff. An important responsibility concerns the oversight of the process by which new faculty are hired. The Principal has a special responsibility to ensure that within the provisions of the collective agreement, appropriate mechanisms are in place to locate and employ faculty of the highest quality, and to develop policies whereby the potential of faculty in teaching and research is maximized.

The Principal will ensure that the workload of faculty is assigned in a fair and equitable manner.

**f. Research Activity:**

The Principal has a special responsibility to foster research and other professional activity by faculty members, not only by recognizing that research is an important component of the workload of faculty members, but also by supporting research in the infrastructure of the Faculty or Institute, by supporting attendance at academic conferences and by animating and supporting the applications of individuals and groups to external funding agencies.



**g. Career Advancement:**

The Principal should recognize the special role that he or she is assigned in the Promotions related process. He or she will not only ensure that the process follow collective agreement, but will see the candidate is properly advised at all stages, will endeavour to ensure the conditions of hiring and employment will maximize the candidature of the faculty members. It ensures the individuals are considered for promotion at the appropriate time. The Principal is assigned the responsibility of commenting on files for tenure and promotion; those comments ought to be substantive and carefully considered.

**h. Planning:**

The Principal is responsible for ensuring the appropriate academic planning process functioning efficiently in the Institute, and for facilitating the production of plans at an appropriate time. He or she ought to be alert to, and where appropriate, ought to shape changes in the environment, which have implications for academic planning for the unit. The Principal is responsible for implementing the agreed academic plans of the Institute. An important responsibility is the development and distribution of information to support the planning and budgeting process.

**i. External Relations:**

The Principal is to take responsibility of developing relationship with the affiliating University, AICTE and any other University. The Principal represents the Institute in any specific local, regional, provincial, national or international constituency or deliberative body as and when assigned by GB.

**j. Reporting Relationships:**

The Principal is appointed by the Governing Council and is ultimately accountable to the GB. His/her routine reporting line on most academic matters is through the Chairman. He or she will also interact directly with many areas of the Central Administration, Department, Units, etc.

**k. Library:**

The Principal is responsible for ensuring the sufficient numbers of books, periodical, multimedia materials, newspapers and any other material required for the teaching-learning process in consultation with the department and librarian.

**I. Projects/Publications:**

The Principal is responsible for minor, major projects and publications in any form.

**m. Any Others:**

The Principal is responsible for general discipline, students' affairs, welfare of the students and teaching staff. The Principal has responsibility of monitoring the smooth conduct of sessionals / practicals and university examinations and related record keeping in consultation of the Examination Unit / Record Unit.

**6.3 Duties of the Dean (Academics):**

The Dean (Academics) shall be responsible for carrying out all academic matters under the guidance of the higher authorities as per QISIT stipulations. He shall also carry out other duties and responsibilities as assigned to him by the chairman/Principal from time to time. The Dean (Academics) shall hold the rank of a Professor.

**6.4 Duties of the HOD**

The HOD has the responsibility to oversee the academic life at the department. Specifically, the responsibilities are encompassed to the following areas.

**a. Planning:**

HOD will be responsible to propose, prepare and forward the long term and short-term plan for the department. Long-term plan may be of 4-5 years' duration and short term may be of 1-2 years' duration.

**b. Institutionalization:**

HOD sees how the departmental structure is working effectively and efficiently towards achieving academic excellence. Any changes required out of experience while implementation may be forwarded to the Dean for further processing.

**c. Academic Programs:**

It is his or her responsibility to stimulate curriculum implementation to ensure the academic integrity of programs, to maintain and enhance the standards.

**d. Personnel Administration:**

The HOD will be familiar with the details of the Institute / University policies, Administrative guidelines and conventions with regards to governing the employment of faculty in the Department. The HOD should see that the faculty and staff are advised at all stages for their career advancement and keep their moral high.

**e. Academic Planning:**

The HOD is responsible for ensuring the appropriate academic planning process functioning efficiently in the Department. The HOD has a special responsibility to foster research and other professional activity by the faculty members.

**f. Reporting Relationships:**

The routine reporting line of the HOD on most academic matters is through the Dean (academics) and the Principal.

**g. Books/Projects:**

The HOD is responsible for minor and major projects. HOD will ensure that the sufficient number of required books are requested for Library/Book-bank well on time.

**h. Any Others:**

The HOD is responsible for percolating any changes in the guidelines and ensures its implementation. The HOD is responsible for general discipline, students' affairs related to the department. HOD has responsibility of monitoring the smooth conduct of Sessionals / Practicals and University examinations.

**6.5 Duties of the Faculty**

**6.5.1 Professor / Associate Professor / Assistant Professor:**

The content of the syllabus, as prescribed by the University, should be projected to the class by the teacher at the beginning. A copy of the syllabus will be made available at QIS Institute of Technology library for photocopying by the students.

The faculty should project the topics, number of lectures proposed, reference of source material etc.

An academic session at QIS Institute of Technology is based on the semester system.

Evaluation of the examination script has to be completed within a week as the name of the students where performance is poor has to be sent to the parents.

The faculty (consulting as well as full time) is required to ensure that, in case of inability to take any class due to unavoidable circumstances, a prior alternate arrangement is done with the help of coordinating faculty so that classes are held. An extra class should be arranged to compensate for the class not engaged. The students should not be allowed to enter a class after five minutes of the start of the class.

In view of instances of the students seeking the intervention of court and also as a part of professional ethics, it is essential that extreme care is taken in matters of attendance and grades respectively.

The attendance record should be submitted to Class Coordinator the faculty at the end of each fortnight for reporting to students / parents for cases of shortage.

The effectiveness of class teaching is assessed through feedback questionnaire and class committee discussion. The teacher is also expected to provide feedback on students.

### **6.5.2 Tutorials:**

A faculty (full time / visiting), associated with tutorials, is required to follow the framework agreed by QIS Institute of Technology faculty board regarding conducting tutorial classes. The tutorial should be student centered rather than teacher centered.

Tutorial sheets are to be given in advance to the students. The students are expected to submit the solutions within a stipulated time. The faculty should insist that students are made to work for assignment and grading system should reflect the weightage of the effect as well output.

The attendance record has to be submitted to co-ordinating faculty at the end of each fortnight as they have to be communicated to student / parent.

### **6.5.3 Practicals:**

The experiments are to conform to the theoretical topics of the corresponding subject.

The laboratory assistant has to be instructed to make materials / components available.

If a student is found not to have done an experiment properly or to have done without conceptual clarity, he should not be allowed to take up next experiment.

The student should be made to develop the understanding of data sheets, manuals and instruments used.

Professional concurrent documentation should be insisted from the students.

In the beginning of a semester, tutorial class may be used to explain the experiments to the students.

### **6.5.4 Meetings:**

Interactive participation and co-operation between the Principal, teaching faculty and other staff on an ongoing basis is of vital importance for the continuous progress and development of an educational Institute. Accordingly, regular meetings between faculty groups and others shall be held to discuss new and innovative ideas for improving and/or upgrading the activities of the Institute and to discuss problem areas, if any. Participants of such meetings shall also suggest appropriate measures to resolve problems if any.

Positive participation in the affairs of the Institute shall be reflected through active participation in such meetings. Once a quarter or more frequently, as may be prescribed by the Principal, attendance of all teachers and other members of the Staff at such meetings is compulsory.

### **6.6 Duties of the Administrative Staff:**

Administrative staff shall be comprised of such functionaries as Librarian, Administrative officer, Accounts, Clerks, etc, who shall be assigned duties by the Principal as deemed the best for the smooth functioning of the Institute.

- A service book and a leave account for each employee shall be maintained and updated from time to time. The entries relating to family history, permanent and present address, date of birth, medical history, educational and professional qualifications, past service record, emergency contact details etc. shall also be made.

Employees are obliged to inform immediately in writing to the Principal, any change in their particulars and ensure that the change if any, has been entered in the service record. Suppression, concealment or misrepresentation of any information shall be a serious breach of the service rules and shall invite strict disciplinary action including suspension and or termination from service.

#### **6.7 Duties and Responsibilities of Lab Asst./Workshop Technicians/Lab Technicians:**

**a. Drawing the Keys and Getting Cleanliness Done:** They come well on time for their duties and draw the keys exactly. They should get the floors cleaned by the sweepers detailed for their labs. All tables and instruments must be cleaned by themselves.

**b. Security:** They will not hand over the keys of their labs to anybody except the lab in-charge. They will not leave the lab unattended at any time. They will lock it whenever they go out, even for a short while. Merely closing doors without locking is not enough. They will be cautious and vigilant during practicals / classes and ensure that no single item is taken away by anybody. They will ensure that the lights and fans are put off, when not required and at long closing time. They are to make sure that all doors and windows are closed and bolted properly. If any item is missing during working hours, it will be their sole responsibility. They will hand over the keys themselves to the key at department and make necessary entries in the key register.

**c. Taking on Charge and Issuing of Items:** They will ensure that all the consumable/ non-Consumable items are taken charge in the stock register, provided for that purpose. The service-ability of the items will be checked up in the presence of Lab In-charge / HOD of the department and checklist proforma is to be raised, which is available in the Admin Section. Items will be issued in the loan register. No item will be issued to anybody without taking his/her signature in the loan register / a suitable format.

**d. Use of Official Telephone:** They will make minimum use of the official telephone. It can be used for official purpose only. No personal call should be made.

**e. Cooperation and Assistance:** They will provide full-cooperation and assistance to all the faculty members in carrying out their duties properly. Any lapse in performing the above duties will invite disciplinary action without prior notice.

**f.** There should be **periodic check** on the working of the equipment. Any malfunction should be reported to the supervisor/co-coordinator /HOD formally and steps should be taken to remedy and malfunctioning.

**g.** Technicians should ensure that all catalogues, data sheet, laboratory manuals etc. related to equipments, components, experiments of the laboratory are available for reference. Such documents should be issued to the students for photocopying only for the relevant portion.

**h.** The tables, the almairahs and the equipments should be maintained in an orderly fashion and cleanliness should be ensured.