

SERVICE, CONDUCT AND LEAVE RULES



LOYOLA INSTITUTE OF TECHNOLOGY

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“Teacher can inspire hope ignite the imagination and instill a love of learning”

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VISION

To be a world class institution in creating and disseminating knowledge through a contemporary and rigorous educational experience, that facilitates our students to be technologically competent and ethically strong to serve the society for the betterment of mankind.

MISSION

We, at Loyola Institute of Technology dedicate and commit ourselves to

- ✓ Achieve, sustain and foster unmatched excellence in technical education
- ✓ Provide an intellectually inspiring environment for creative learning and research
- ✓ Collaborate with industry and research and development organizations to promote innovative research, employability and entrepreneurship for nation building
- ✓ Inculcate high regard for ethical practices and understanding human values.

QUALITY POLICY

LIT aspires to impart futuristic technical education through contemporary and rigorous educational experience that facilitates our students to be technologically competent and ethically strong on a continued endeavor and thereby ensure the satisfaction of all stakeholders.

THE PROFILE OF COLLEGE

The Loyola Institute of Technology is a Catholic Christian Minority Institution, managed by the sisters of the Society of Daughters of Mary Immaculate (DMI) & Collaborators, which was founded in the year 1984 by Rev.Dr.Fr.J.E.Arulraj. Established in the year 2003 (formally S.M.Kadhar Engineering College) with the noble vision of educating the youth, particularly those hailing from financially challenged backgrounds. The college is approved by All India Council for Technical Education [AICTE], Government of India and affiliated to Anna University, Chennai. The Society manages several educational, technical, health, welfare and social development institutions. The vision of these institutions is to provide a disciplined life with a spiritual base to remain ‘fully alive and fully human’.

Loyola Institute of Technology came into existence in the year 2003 with UG courses such as, Department of Electrical & Electronics Engineering and Electronics & Communication Engineering. The Department of Information Technology was started in the academic year 2006 and the Department of Computer Science & Engineering and Mechanical Engineering were added in 2007. The Post graduate courses Master of Computer Applications and Master of Business Administration were started in the year 2007 and 2008 respectively. M.E Courses in Communication Systems and Power Electronics & Drives were started in the year 2011. Department of Civil Engineering was started in the year 2012.

This College is spaced out in a sprawling campus of 10.42 acres of land, more than the stipulated area required by the AICTE. It is located in a serene atmosphere at Mevalurkuppam 'B' Village, Palanchur situated on the Chennai-Bangalore National Highway. The college commits itself for multi-dimensional growth of the institution and effective industry-institute interface, contributing in turn, towards the growth of a healthy & happy society.

WE ASPIRE TO

- ✓ Achieve academic excellence thro' quality teaching
- ✓ Impart values, ethics and life skills to the students
- ✓ Ensure holistic development of our students
- ✓ Create a supportive & cordial environment and academic ambience for research
- ✓ Involve faculty members in institutional development

THE DMI EMBLEM



The cross at the centre of the globe is also the centre of Life for the DMI Sisters who run this Institution. The olive branch which decorates the globe stands for peace and constructive contribution by the technocrats. The overall spirit of DMI is captured in the emblem. The Arctic tern is the symbol of our spirit. The three Arctic terns in the emblem represent the spirit behind the missionary work of DMI. The bird is known as the bird of the sun as it travels along the sun and never sees the setting sun. It embodies our readiness to attempt the “NEW” but at the same time to be rooted firmly in the source and in our rich tradition. DMI vows to produce technocrats of excellence to work for the global economy and peace in consonance with the motto ‘*fully alive and fully human*’. The college instills in them these virtues to be given back to the world.

APPROVALS BY STATUTORY BODIES

The Loyola Institute of Technology was established in the year 2003 and managed by the Society of Daughters of Mary Immaculate and Collaborators. The college has been governed and guided by a council of eminent academicians and Industrial Experts. Loyola Institute of Technology has been approved by All India Council for Technical Education [AICTE], Government of India, New Delhi, a statutory body, which monitors the qualitative growth of technical education and also ensures the maintenance of the norms and standards of technical Institutions throughout the country. The college is affiliated to the Anna University, Chennai, one of the best Universities in the world. The college has been awarded a Christian Minority status. The college is certified by **ISO 2009 -2015 by TUVSUD**.

1. PREAMBLE:

1.1 These rules shall be called the Loyola Institute of Technology, Chennai "Service, Conduct and Leave Rules" (Governing the conditions of service of Teaching and Non-Teaching staff)

1.2 The rules shall come into force from immediate effect.

2. DEFINITION:

2.1 College:

College means Loyola Institute of Technology Chennai, established and managed by Society of Daughters of Mary Immaculate & Collaborators.

2.2 Management:

Management means the Society of Daughters of Mary Immaculate & Collaborators represented by the Chairman.

2.3 Governing Body:

Governing Body means the Governing Body of Loyola Institute of Technology Chennai, which has been constituted in accordance with the provisions laid down in this respect by All India Council of Technical Education.

2.4 University:

University means Anna University, Chennai -600025.

2.5 Principal:

Principal of the college is the head of the institution authorized by the Management to discharge the duties and responsibilities of the Principal.

2.6 Employee:

Employee includes all employees, without exception performing whatsoever function assigned to him/her and is in the whole or part time employment of the College, whether such employment is probationary, temporary and permanent.

2.7 Teaching Staff:

The teaching staff comprise of the following categories

- i) Principal
- ii) Vice-Principal
- iii) Head of Department

- iv) Professor
- v) Associate Professor
- vi) Assistant Professor
- vii) Any other category of post declared so by the Executive Body.

2.8 Non-Teaching Staff:

Non - Teaching staff means the categories of staff, which are not categorized under the teaching staff, shall be deemed to be non-teaching staff.

2.9 Competent Authority:

- i) Chairman/President of the Executive Body in case of Principal
- ii) Principal in case of other employees

2.10 Duty:

- An employee is said to be on “duty” for the purpose of service benefits.
- When the employee is discharging the duties of the post to which he/she is appointed or is undergoing training prescribed for the post.
- When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.
- When the employee is attending conferences/seminars/workshops duly permitted by the competent authority.
- When the employee is attending to the work assigned to him/her by the competent authority, in the Institution.

2.11 Leave:

Leave means leave, granted by the appropriate authority to an employee, to which he/she is eligible.

2.12 Pay:

Pay means Basic Pay in the time scale or Basic Pay with Dearness Allowance and other Allowances as the case may be.

2.13 Year:

Year means Calendar Year/Financial Year/Academic Year as the case may be.

3 APPOINTMENT, SELECTION AND PROBATION:

3.1 Appointments:

The Principal is the competent authority to appoint any employee based on the recommendations of the selection board. The appointment orders shall be issued by the Management.

3.2 Qualifications:

The qualifications, age, experience etc., shall be as per AICTE norms in respect of teaching and non teaching staff.

3.3 General Procedure of Recruitment (Appointment Rules):

3.3.1 Appointment Rules:

All posts at the Institute shall normally and, as far as possible, be filled by advertisement; but, the Governing Body shall have 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 College.

All appointments on the staff of the College shall be made only by the Governing Body of the College, through its Chairman or authorized by the Governing Body.

The manpower requirement shall be ascertained on the basis of the desirable norms prescribed by AICTE/University 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.

3.3.2 The Selection Committee shall include:

(a) In the case of recruitment of the Head of the College:

- i) The Chairman
- ii) The Correspondent
- iii) An Educationist
- iv) The Principal from Other Institutions

(b) In the case of recruitment of teaching faculty:

- i) The Correspondent
- ii) The Principal
- iii) The Head of the Departments of the college
- iv) A Subject expert /Industrial Expert

(c) In the case of recruitment of clerical staff / lab assistants:

- i) The Correspondent
- ii) The Principal
- iii) The Head of the Departments of the college

(d) In case of recruitment of maintenance Staff:

- i) The Correspondent
- ii) The Principal

3.3.3 Selection Procedures:

The following procedure is followed in the selection of faculty members in various departments:

- HODs forward the staff requirement details to the Principal, taking into consideration additional work load or staff leaving the institution.
- After consolidation of the requirements from various departments, the Principal with the concurrence of Correspondent arranges for publishing advertisements.
- The applications received from the candidates are scrutinized by the Heads of the Departments. The applicants who fulfill the requirements with regard to qualification and experience are called for interview.

- The selection process consists of three stages (i) Screening test (ii) Personal interview on technical and general aspects by Staff Selection Committee (iii) Final interview by the Principal and Correspondent.
- Appointment Orders are issued to the selected candidates after GC approved and joining letter is received from them.

3.3.4 Conditions of Appointment:

- The staff members are entitled to leave as per the rules of the institution. He/She will be covered by the rules including conduct, discipline and administrative order and other rules or orders of Loyola Institute of Technology that may come in force from time to time.
- The Staff members are required to bring their certificates in support of education, professional qualification, experience, date of birth, relieving letter from the immediate past employer, together with one set of copies and one passport size photograph for records at the time of reporting for verification.
- The Staff members are expected to work with high standards, initiative, efficiency and economy. He / She will apply himself / herself diligently and faithfully to the work, that may be assigned to him/her from time to time and will conform to such directions that shall be given to him/her by their superiors.
- The Staff members will be responsible for the safekeeping and return in good condition and order of all the properties of the college, which may be in their use, custody or charge. For the loss of any property the college will have a right to assess on its own basis and recover the damage of all such materials from them.
- The general details of duties and responsibilities for Staff members shall be given separately by the Principal/Correspondent from time to time.
- The Staff member appointment is subject to being declared and remaining medically fit by himself/herself. In case they are not found medically fit to continue with the job, he/she will lose their lien on the job. He/She is expected to serve in the institution for a minimum period of two years. However, if their performance is not satisfactory he/she will be terminated with one month notice.

- In case the staff members want to leave the institution three months advance notice, prior to completion of academic year and acceptance of three months' salary in lieu of notice will be at the discretion of the management. However, they are expected not to leave from the service during the middle of the academic year.
- The Staff members will devote their entire time to the work assigned to them and will not undertake any work or business, honorarium or with remuneration. Any contravention shall attract termination.
- In addition to teaching, they will be required to take active interest and participate in the development process at the college including seminars, workshops, research and publications, nurturing of Institute Industry Interface and other academic and corresponding activities. They should also take up additional responsibilities assigned to them by the Principal, Correspondent and Chairman from time to time.
- He/She shall not reveal to any person except with the specific authority of the management, any information regarding the activities, official matters, and any information regarding the Institution.
- The staff member, if found smoking or under the influence of alcohol inside the campus, the management will have the discretion to take appropriate action and any such action taken shall bind the employee.
- Every employee is expected to conduct themselves in accordance to the law of the land and in case of any issue arising out of violation of such law; the institute will not be responsible in any manner.
- As a token of their acceptance, they have to sign in the duplicate copy of appointment letter and return to the Management.

3.4 Probation and Confirmation:

- The staff member will be placed under probation for one year from the date of joining. In the probation period, if their attendance, conduct, work progress are not satisfactory, the service of the employee may be terminated. The appointment of employee will be confirmed mandatorily after successful completion of probation period of one year.

- If an employee desires to be relieved during the period of probation, it will be necessary for him/her to give three months notice in writing or three months salary including all allowances unless and otherwise the Management permits relaxation under special circumstances.

3.5 Termination of Service:

- If an employee at any time after confirmation intends to resign, he/she shall give three months notice in writing or three months salary including all allowances.
- The Management shall have the power to relax the period of notice or payment of salary in special circumstances.

3.6 Retirement:

Every employee of the College shall retire on attaining an age of superannuation 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 Governing body only on such terms and conditions it deems fit.

4 PROMOTION POLICY FOR FACULTY MEMBERS:

4.1 Experience:

Experience means the teaching experience in AICTE approved Engineering institutions. The experience gained by working in Companies /Industries may also be considered partially/fully by the Management Committee 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. Experience gained in sick/poor companies/industries shall not be considered for any kind of equivalence.

4.2 Promotion:

- Every person with eligibility for promotion is being considered for promotion based on the requirement in the department as per the AICTE norms.
- The Staff Selection committee consisting of the Correspondent, Principal, HOD of various departments and expert members review their profile for the promotion.

5 STAFF RESPONSIBILITIES:

5.1 General Code of Conduct:

- ✓ All the faculty members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- ✓ All the faculty members are expected to attend the Prayer session at 7.45 AM every day at the College reception hall.
- ✓ The faculty member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 05 minutes after the end of the last hour. They should be available to the students for clearing after the class hours.
- ✓ The work load of all the staff shall be fixed by the management.
- ✓ Faculty has to be in front of the class 5 minutes ahead of lecture hour and leave the class only after the reliever comes.
- ✓ Faculty has to be inside the lab 15 min before the start of the lab classes.
- ✓ Faculty members are expected to update their knowledge by attending Seminars/Workshops/Conference, after obtaining necessary permission from the Principal/Management. However, the management reserves the right to deligate the staff as per the regulations in force.
- ✓ Faculty members should attempt to publish text books, research papers in reputed International/Indian Journals/Conferences.
- ✓ Self-development by way of attending FDPs, Conferences, guiding good projects, getting funds for projects, publishing papers are parameters of performance evaluation.
- ✓ During the probation period of one year, the faculty members are expected to prove their expertise. Support will be extended in all aspects. If the probation period is not satisfactory to the management, it may entire termination. However, the staff should execute a bond to work in campus for a minimum period of two years.

- ✓ The faculty member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every faculty member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he/she is interested in or assigned to him/her from time to time.
- ✓ Groupism of any kind should be absolutely avoided. Faculty members found indulging in such activities will be subject to discipline proceedings.
- ✓ Feedback from students, formal and informal, will be collected and appraised to faculty for improvement.
- ✓ Converse only in English both in classroom and outside.
- ✓ Follow the dress code:
 - ✓ Men: Light Colored full sleeve shirt neatly tucked in, neck tie, Shoe and ID card.
 - ✓ Women: Sari, ID card.
 - ✓ Both Men & Women should wear blazers during Lecture hour.
- ✓ The entire faculty should attend the department assembly of students at auditorium.
- ✓ Faculty to be inside the class during the student prayer both in the morning and evening and strictly make the students stand and silent till the prayer is over.
- ✓ Cell phones are strictly not allowed during the service hours.
- ✓ Faculty members are expected to be impartial and cordial to students. But don't be too close which may lead to indiscipline in the class.
- ✓ Never try to control the class by threatening on internal marks or lab exam.
- ✓ Faculty should not leave the campus during working hours without prior permission of HOD /Principal.
- ✓ Leaving the institution in the middle of the semester is not permitted. One month advance notice is mandatory at the end of the academic year. Resignations will not be accepted after 31st of March. Relieving will not be entertained after 15th April. Any resignations received after the afore said date will be permitted only by paying three months' salary by the faculty.
- ✓ The staff will be relived only at the end of the semester after completing the entire syllabus, laboratory work and other related academic work.
- ✓ No vacation leave, On Duty leave or personal leave should be availed during the notice period.

- ✓ Consumption or distribution of alcohol, drugs or any other intoxicants including smoking by whatsoever name called, by an employee within the College premises, is strictly prohibited.

5.2 Conduct in the Department:

- ✓ The teaching load will be allotted by the HOD after taking into account of the faculty member's expertise.
- ✓ Once the subject is allotted the faculty member, should prepare the lecture with the lesson plan.
- ✓ The faculty member should get the lesson plan and course file - approved by HOD / Vice - Principal. The course file consists of preface, time table, lesson plan, previous year university question papers, notes, hand outs, OHP sheets, test/exam question papers, three model answer scripts for each test/exam, assignments (if any)
- ✓ The faculty member's log book must be regularly updated and maintain for inspection by HOD / Vice-Principal as the case may be.
- ✓ Lecture notes before starting of semester has to be submitted to HOD and Vice-Principal.
- ✓ In addition to the teaching, the faculty member should take up additional responsibilities as assigned by HOD/Principal in academic, co-curricular or extra- curricular activities.
- ✓ Every faculty member should maintain student's attendance records and the absentees roll number should be noted every day in the Master Attendance Register maintained in the department as soon as the classes/laboratory hours are over.
- ✓ Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab/invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- ✓ The faculty must update all files pertaining to additional responsibilities assigned to them and be ready to put up the files for inspection by HOD/Principal as the case may be.

5.3 Class Room Teaching:

- ✓ Every faculty should always aim for 100% results, in her/his subjects and work accordingly. However expected to produce results more than 90% without fail.
- ✓ Preparation in advance for classes is necessary to achieve this.

- ✓ The faculty member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well upto 40 minutes and in the last 3 minutes conclude and say what we will see in the next class.
- ✓ Use slides/PPT for complex diagrams and lengthy derivations.
- ✓ Use practical examples when explaining the concepts.
- ✓ Provide details of website addresses related to the topic.
- ✓ Teach few topics and advanced concepts, beyond the syllabus.
- ✓ The faculty member should refer to more books other than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The faculty member should not dictate the notes in the class.
- ✓ When students ask questions, take positively and answer. If the answer is not known, tell them so and provide the answer in the next class.
- ✓ Conduct short tests and ask few questions often to assess the effectiveness of your teaching yourself. Adapt to the necessities of students.
- ✓ Analyze the test results, identify slow learners and coach them extra to improve university result.
- ✓ Revision / coaching classes are vital for exam preparation. Hence have to plan the lecture hours accordingly.
- ✓ The topics covered in each period should be entered in log book and get signed by HOD periodically.
- ✓ The faculty member should take care of academically backward students and pay special attention to their needs in special classes.
- ✓ In problem oriented subjects, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least one week in advance of actual class.
- ✓ The faculty member shall give possible 2-mark questions with answers for each unit.
- ✓ The faculty member should make himself/herself available for doubt clearance.
- ✓ The faculty member should motivate the students and bring out the creativity/originality in the students.
- ✓ The faculty member should regularly visit library and read the latest Journals/Magazines in his/her specialization and keep oneself abreast of the latest advancements.
- ✓ Quick reference material should be circulated for all the units before the model examinations.

5.4 Laboratory:

- ✓ The faculty member conducting the practical must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- ✓ Whenever possible, additional experiments to clarify or enlighten the students must be given.
- ✓ The lab observations/records must be corrected then and there or at least by next class.
- ✓ Lab classes: 30 min - observation sign / 90 min experiment / 30 min result verification and viva.
- ✓ The lab manual should be updated by the concerned faculty in accordance with the revised syllabus.
- ✓ Sample records should be maintained in every lab.

5.6 Test / Exam

- ✓ While setting question paper, the faculty member should also have the detailed answer and marking scheme.
- ✓ During invigilation, the faculty member should be continuously moving around. He / She should not sit in a place for a prolonged time. He / She should watch closely, so that nobody does any malpractice in the exam/test.
- ✓ Whenever any malpractice is noticed, the faculty member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of Cycle Test / Model Examination).
- ✓ The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to Principal with remarks.
- ✓ The faculty members should be very fair and impartial in awarding of internal marks.
- ✓ Faculty members should never the university assignments, valuation and participation in orientation programs.
- ✓ Faculty members are expected to be present for university duty/Internal duty during vacation period.
- ✓ Retest should not be conducted without the approval of HOD and Principal
- ✓ Coaching class for test/exam to be scheduled after 3:30 p.m should be conducted with approval of administrator and Principal.

5.7 Student - Faculty Relationship

- ✓ The faculty member should have a good control of students.
- ✓ As soon as the faculty member enters the class, he/she should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual latecomers the teacher should try to correct the student through personal counseling and if it does not bring any change, the student must be directed to meet the class coordinator/HOD.
- ✓ The faculty member should act with tact and deal with insubordination by students.
- ✓ The faculty member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

6 PROVIDENT FUND AND OTHER BENEFITS:

6.1 Provident Fund:

An employee becomes eligible for enrolment into the Provident Fund scheme after the completion of their probation period as per the Provident Fund Act.

6.2 Other Benefits:

- Fee concession / scholarship will be given to employee wards.
- An employee becomes eligible for enrolment into the ESI and Medical Insurance scheme after the completion of their probation period.
- Staff members are availing benefits of utilizing free transport and food in College mess at concessional rate.

7 LEAVE RULES:

7.1 General Rules:

- Every employee shall be entitled to 12 days Casual Leave.
- Accumulation of leave is not allowed.

- Leave Application: The Application shall be submitted on prescribed form well in advance and shall get 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 for disciplinary action besides penal deductions.
- Acceptance of alternate employment/engaging in trade/business etc. causing him/her the monetary/personal gain is an offence and the employees shall refrain from the same.
- 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.
- All leave applications forwarded to the Principal for sanctioning shall contain the recommendation of the HOD.
- Leave shall be granted in accordance with the 'Leave rules' in existence.
- No vacation leave, On Duty leave or personal leave should be availed during the notice period.

7.2 Kinds of Leave:

Provision exists for the following kinds of leave:

7.2.1 Casual Leave (CL)

7.2.2 Restricted Holidays (RH)

7.2.3 Medical Leave (ML)

7.2.4 Leave Without Pay (LWP)

7.2.5 Duty Leave / On Duty (OD)

7.2.6 Maternity Leave (ML)

7.2.7 Marriage Leave (MGL)

7.2.8 Permission (P)

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 Governing Body in its sole discretion. The decision of the Governing Body in this regard shall be final and binding.

7.2.1 Casual Leave (CL)

- Every employee held on the roster of the institute is entitled to (one) 01 day casual leave for each month of duty performed by him/her subject to a maximum of twelve (12) days of casual leave in one calendar year.
- Casual Leave will not be carried forward to next academic year and will lapse at the end of the ensuing academic year.
- If any staff is on leave other than official leave on a declared holiday of the institution, no compensatory leave shall be given to him/her.
- Late arrival for three consecutive occasions in a month shall lead to the deduction of half day casual leave in his / her credit.

7.2.2 Restricted Holidays (RH)

The Institute shall declare a list of restricted holidays, out of the total number of RH declared, an employee may avail of any one day in a full academic year. Restricted holidays cannot be accumulated and lapse at the expiry of the year.

7.2.3 Medical Leave (ML)

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

7.2.4 Leave Without Pay (LWP)

- No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if any employee has to avail leave in excess of authorization, he/she may be granted, Leave without pay at the discretion of the Director 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.

7.2.5 Duty Leave / On Duty (OD)

- An activity of an employee which can bring recognition to the College, or which has to be performed for work of the affiliating University may be considered for grant of this leave.

- OD cannot be availed of unless previously sanctioned/approved by the Principal. There is no provision for post facto approval of OD.
- The Duty leave will normally be restricted to a maximum of ten days during an academic year but may be extended subject to the approval of competent authority.
- Leave is subject to the following conditions:
 - A written request from the competent authority.
 - The paper has been accepted for presentation and communication to this effect received in writing.
- Duty leave may be granted for one or more of the following purposes:
 - To deliver academic lecture in highly reputed / ranked organizations.
 - Even during annual leave / holidays, University/College assignments must be to without fail, no compensatory off can be claimed for this purpose.
 - Staffs are not eligible for any compensatory leave for exam duty attended on a college Leave / vacation period.
 - 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.
 - Any other special case on merit as approved by Management on the basis of recommendation of the Principal.

7.2.6 Maternity Leave (ML)

- The Women employees having more than one year service at the College are eligible to avail 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 3 months (up to a maximum of two children). One month salary shall be paid after the employee joins the duty.

7.2.7 Marriage Leave (MGL)

If the marriage falls on the working days one week leave (including Saturday & Sunday) is permissible to confirmed staff. And also, marriage gift will be given to the employee by the management.

7.2.8 Permission (P)

- Permission for one hour either in the morning or in the evening only is granted to the staff on emergency cases when such case is informed ahead of the working hours.
- Only two such permissions will be granted in a month.

APPENDIX A

RESPONSIBILITIES OF TEACHERS

(This is as per AICTE Notification)

Academic	Research & Consultancy	Administration	Extension
Classroom Instruction	Research & Development Activities and Research Guidance	Academic & administrative Management of the Institution	Extension Service
Laboratory Instruction	Industry sponsored projects	Policy Planning, Monitoring & Evaluation and promotional activities both at department and institutional level	Interaction with Industry & Society
Curriculum Development	Providing Consultancy & Testing service	Design and development of new programme	Participation in Community services
Developing Learning Resource Material & laboratory Development	Promotion of Industry, Institution, Interaction and R & D	Preparing project proposals for funding in areas of R& D work, Laboratory Development, Modernization, Expansion etc	Providing R & D support and consultancy services to Industry and other User Agencies
Students Assessment & Evaluation including Examination work of University		Administration both at departmental and institutional levels	Providing on-formal modes of education for the benefit of the community

Program Outcomes (POs):

Engineering Graduates will be able to:

- **PO 1: Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
- **PO 2: Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
- **PO 3: Design/development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
- **PO 4: Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
- **PO 5: Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
- **PO 6: The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
- **PO 7: Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

- **PO 8: Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
- **PO 9:** Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
- **PO 10:** Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions
- **PO 11:** Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
- **PO 12:** Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.