



# Brindavan Group of Institutions

Dwaraka Nagar, Bagalur Main Road, Yelahanka Bengaluru – 560 063

## HR POLICY MANUAL



## HR POLICY MANUAL

“BGI” this “HR Policy Manual” has been developed to provide you with basic information and resolve your common questions and concerns. This manual is published and maintained as a guide for the employees so that human resources matters can be handled more consistently and equitably throughout the campuses. However, the contents of this handbook are not intended to create a contract or agreement between the organization and the employee. The policies stated in this manual are subject to change at any time at the sole discretion of the organization. The updated information regarding any changes in policy will be conveyed from time to time.

  
HR. DEPARTMENT  
BGI.



### TABLE OF CONTENT

SL No	Description	Page No.
	Introduction	5
	Vision	6
	Mission	6
	Quality Policy	7
1	Service Rules	7
	1.1 Records of Service	8
	1.2 Service condition for the staff	8
2	Methods of Recruitment'	10
	2.1 Screening	10
	2.2 Interview	11
	2.3 Pay fixation	11
3	Provision & Rules relating to leave/permission	12
	3.1 Objectives	12
	3.2 Eligibility & Applicability	12
	3.3 General Policies	12
	3.4 Casual Leave (CL)	13
	3.5 Compensatory Leave (COL)	14
	3.6 On Other Duty (OD)	15
	3.7 Vacation Leave (VL)	16
	3.8 Marriage Leave (ML)	17
	3.9 Leave on Loss of Pay (LOP)	17
	3.10 Earned Leave (EL)	17
	3.11 Maternity Leave (MTL)	18
	3.12 Paternity Leave (PTL)	18
	3.13 Study Leave (SL)	19
	3.14 Rules Relating to Apply for Permission.	19
SL No	Description	
4	Conduct and discipline	19
	4.1 Conduct	19
	4.2 Discipline	20
5	Appeals and Reviews	21
6	General	21
7	Department	22
8	Class Room Teaching	23
9	Laboratory	25
10	Test / Exams	25
11	Student- Faculty Report	26
12	Provident Fund	26
13	Yearly Increments	26
14	Group Insurance Policies	27
15	Higher Education to Staff Members	27
16	Staff Tour, Lunch & Dinner	27
17	Staff Sports	28
18	Resignation/Termination of Service	28
19	Annexure	29
20	Annexure-I Rules Responsibilities	29

## **Introduction**

Brindavan Group of Institutions, Bangalore was established in 1993.

Brindavan Group of institutions with three decades of excellence in professional education and trainings. BGI has established a growing legacy of innovative thinkers and exceptional standards of academic achievements and it is one of the region's top education institutions. Student enrolled in a broad range programs including several professional programs such as: Independent Pre University, Under Graduate, Post Graduate, Diploma, Engineering, Architecture, and Research, Industry-Oriented Skills.

Brindavan Group of Institution's is one of the leading and top ranked institutions in Bengaluru. We are proud to be an institution that's continuously growing and making positive changes for our students and the community. Our achievements are a testament to our dedicated faculty and staff and the cutting-edge programs the develop, Brindavan Group of Institution's awards and affiliations that further validate our standing as one of the finest comprehensive institution in Bengaluru.

The Brindavan Group of Institution's is recognized by Government approved by All India Council for Teaching Education (AICTE), & New Delhi which is the statutory body to approve professional courses and affiliated to Bengaluru City University (BCU) & VTU, (Visvesvaraya Technological University) the biggest in Asia, accreditation by NAAC (National Accreditation and Assessment Council), Instituted by Government & Recognised by UGC (University grants commission).

## **VISION**

**TO BUILD IN EACH STUDENT A STRONG CHARACTER AND WILL POWER TO EXCEL GLOBALLY TO DEVELOP OUTSTANDING ENGINEERING PROFESSIONALS WITH GOOD DISCIPLINE AND STRONG ETHICS.**

## **MISSION**

**MAKE THEM RESPONSIBLE CITIZENS DISSEMINATING OF QUALITY EDUCATION TO THE STUDENTS TO DEVELOP THEIR PERSONALITY TO IMPROVE QUALITY OF LIFE AND TO MAKE THEM WORTHY CITIZENS TO ACHIEVE ACADEMIC EXCELLENCE IN ENGINEERING, TECHNOLOGY AND MANAGEMENT THROUGH EFFECTIVE TEACHING LEARNING PROCESS, ENCOURAGE RESEARCH & DEVELOPMENT, MOULD THE YOUTH TO FACE THE CHANGING NEEDS OF THE SOCIETY**

## QUALITY POLICY

We, at Brindavan Group of Institutions aspire to establish a system of Quality Assurance which would on a continuous basis, evaluate and monitor the quality of education and training imparted at the institute, improve the teaching learning process and ultimately develop the institute as a Centre of Excellence. Our policy is to maintain and provide equal opportunities in its programs, activities, admissions and employment that aims at providing technical education.

## SERVICE RECORDS

A Brindavan Group of Institutions is dependent on one of the important resources known as the “Man Power”. This forms an integral part of success that we achieve. To keep this resource in-tact and undisturbed. It is necessary to create a comfortable work place, congenial atmosphere. Pay good salaries and perks and so that those employed will be able to put in their best with all sincerity and devotion in their work.

Keeping this vital aspect in mind, the Management has framed these HR Policies for better growth of the Institution and its staff.



## **CHAPTER-1:- SERVICE RECORDS**

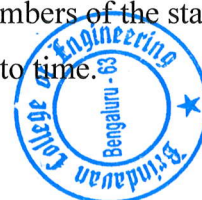
### **1.1- Records of Service**

- ❖ A service Book for keeping the records of service of staff shall be maintained by Human Resources (HR) department. In respect of each employee of the college.
- ❖ All activities of an employee his/her official positions shall be recorded in these service book and each entry must be attested by the HR Manager.

### **1.2- Service condition of the Staff**

- ❖ BGI every member of the staff shall agree to abide by all the conditions here in stated and also such conditions as may be stipulated from time to time by the competent management.
- ❖ Every member of the staff shall employ himself / herself honestly, Efficiently and diligently under the orders and instructions of the Principal under whom he/she shall, from time to time, be placed. He/she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as they said.
- ❖ BGI every member of the staff shall devote his/her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal.
- ❖ BGI any staff member, on appointment, except on contract, shall be on probation for a period of one year.

- ❖ Staff attendance should be signed every day, before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave.
- ❖ BGI Staff should be available in the college premises during the entire period of office hours, on all working days.
- ❖ If a staff member on any kind of leave/vacation has to be out of station, he/ she should intimate the Principal his/her exact out station address and phone numbers in his/her leave/vacation application.
- ❖ In a case where in a member of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Principal has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal.
- ❖ BGI for the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- ❖ In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without, hurting the feelings of others.
- ❖ BGI Staff members should get prior permission from Principal to contact any outside agency or government departments for any matter related to the college / hostels.
- ❖ BGI Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from departments concerned. All members of the staff shall be governed by general rules/ norms also practiced by college from time to time.





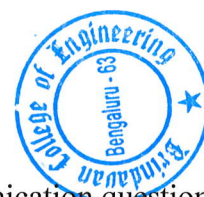
## CHAPTER 2- METHODS OF RECRUITMENT'S

### 2.1- Screening

- ❖ Employees are appointed a based on the requirement, from time to time as per the guide-lines stipulated by AICTE, Government, the University, and the College.
- ❖ BGI Care is exercised to see that the vacancies are filled before the commencement of each academic-year/semester to ensure smooth conduct of classed and academic & administrative activities.
- ❖ BGI Vacancies arising due to unforeseen conditions during the course of any academic year/semester will be issued the appointment orders with terms and condition as laid down from time to time.
- ❖ Number of vacancies is notify by the principal based on student strength/resignation or termination of staff member, to the management for approval/information.
- ❖ Vacancies are advertised in institution official website.
- ❖ Shortlisted candidates are informed through call letters and over the telephones by the HR department.
- ❖ At times walk-interviews also conducted for immediate posting.

### 2.2 - Interview

- ❖ First round is interview by HR department with technical and communication questions.



- ❖ Second Stage HR consists of PRINCIPAL, Academic Heads of the department. Selection is based on aptitude test, communication skill, & demo class control etc.
- ❖ Third Stage Interview Committee consists of Principal, Director, and respective Heads of the department and subject experts. Selection is based upon the Technical Skill and Depth in Knowledge.
- ❖ Direct interview is conducted for senior posts. Selection committee shall be constituted by the Principal/Secretary as per the guidelines approved by the Governing Council.

### **2.3 - Pay fixation**

- ❖ Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the governing council for the respective post based upon the qualification and experience of the candidate.
- ❖ Higher pay packages for exceptional and experienced candidate are fixed by the selection committee subject to the approval of the Chairman of the trust.

<b>SL. No.</b>	<b>Designation</b>	<b>Basic Pay</b>	<b>Grade Pay</b>
1	Assistant Professor	Rs.15,600/-	Rs.8,000/-
2	Associate Professor	Rs.37,400/-	Rs.9,000/-
3	Professor	Rs.67,000/-	Rs.10,000/-



## **CHAPTER-3 PROVISION & RULES RELATING TO LEAVE-PERMISSION**

### **3.1 - Objectives**

- ❖ To communicate the leave entitlements and provide guideline for availing these leaves.

### **3.2 - Eligibility & Applicability**

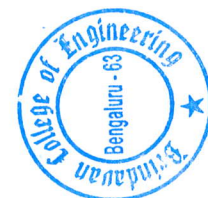
- ❖ All employees on regular rules of the institute.

### **3.3 - General Policy**

For the purpose of the leave: Year shall mean the academic year starts and ending.

Categories of the leave available to the employees are:

- Casual Leave (CL)
- Compensatory Leave (COL)
- On Other Duty (OOD)
- Vacation Leave (VL)
- Marriage Leave (ML)
- Leave on Loss of Pay (LOP)
- Earned Leave (EL)
- Maternity Leave (MTL)
- Paternity Leave (PTL)
- Study Leave (SL)
- Rules Relating to Apply for Permission.



- ❖ BGI provides different kinds of leave to meet with the various eventualities of its employees. Availing of leave should be with proper notice so that the work of the organization does not

suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the college.

- ❖ Leaves, of any kind, can be taken only after they are sanctioned by the Principal. Apply in sanctioned one day prior with proper rearrangements of duties and handover the responsibilities. If prior sanction cannot be obtained for justifying reasons.
- ❖ Leave accounts of all staff members are maintained in the HR Office.
- ❖ Sanctioning authority: Principal of the college is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to Heads for administrative convenience. Chairman of the college is the competent authority to sanction leave of the Principal.
- ❖ All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules.

### 3.4 - CASUAL LEAVE (CL)

- ❖ BGI Every employee is eligible to avail up to a maximum of 12 days of Casual Leave in an academic year. Teaching & Non- Teaching members can avail maximum of 6 days CL per semester. The lapsed CL in the odd semester will be carried over to the even semester.
- ❖ However, in case an employee joins duty during the course of the year, such leave will be granted in proportion to the months of service in the said academic year.(i.e. one day CL on completion of a month)
- ❖ CL cannot be carried over to the next year if it is not availed during that year.



- ❖ Casual leave is to be ordinarily applied in application at least 1 days in advance. The classes and other duties, if any, to be assigned to other competent staff. However if casual leave is taken on any emergency, the same has to be informed to the Principal office and HOD at the earliest possible.
- ❖ Leave taken without proper intimation & approval and leave taken to meet with unforeseen realities, for which due approval was not obtained within 24 hours, as per rule, shall be considered as leave with Loss of Pay.

### **3.5 - COMPENSATORY LEAVE (COL)**

- ❖ BGI All employees are eligible to Compensatory Leave for work performed in the field or at the place of duty, on official holidays to complete assigned work.
- ❖ Prior approval is to be obtained in writing from the Principal for work on holidays and the same is to be noted to Administrative & HR office.
- ❖ However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the Principal, will be granted on specific reason and recommendations of the Principal in writing within a day from the date/period of carrying out such work.
- ❖ To avail COL for full day, need to be work with minimum of 7 hours, as the same applied for half day, work with minimum of 4 hours.
- ❖ Compensatory leave may be availed within 1 month of the work. The unveiled COL after 1 month from the actual date of working will automatically lapse.
- ❖ Compensatory leave will not be granted to any staff for Special Classes, Educational Tours, University Practical Examinations, Accreditation, Inspection of AICTE / University, other bodies, etc. Remunerative work is excluded from the provision.



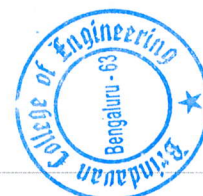
### 3.6 - ON OTHER DUTY (OOD)

- ❖ BGI The College can permit any faculty member to take special assignments with other Colleges or industrial units, for specific period of time or to attend seminars/faculty development programmes/winter or summer training programme with prior approval from the HOD and Principal.
- ❖ Faculty can avail 10 days ON DUTY in an academic year for the purpose of attending Central valuation / External Examiner for practical examinations / Exam invigilators in other colleges connected with university during the college working days. The Faculties can avail maximum of 3 days continuous ON duty for Valuation / invigilation's/ Practical examinations related works.
- ❖ Faculty can avail 11 days ON DUTY in an academic year for attending seminar, workshop, FDPs. The Faculties can avail maximum of 4 days continuous ON duty for external participation.
- ❖ Faculty members pursuing Ph.D. with external Supervisor can avail 12 days ON DUTY in an academic year.
- ❖ Faculty members pursuing Ph.D. with Internal Supervisor can avail 9 days ON DUTY in an academic year.
- ❖ OOD is to be ordinarily applied at least 2 days in advance with evidence through HOD to HR Department and Principal. The classes and other duties, if any, are assigned to other staff.
- ❖ OOD taken without proper intimation and approval shall be considered as leave with loss of pay.
- ❖ If OOD availed in excess, the excess days will be treated as LOP.
- ❖ The Principal shall have the right to cancel the OOD sanctioned earlier, for an emergency work in the college.



### 3.7 - VACATION LEAVE (VL)

- ❖ BGI these rules govern the availing of vacation leave for a year. The maximum duration and number of 14 days shall be decided by the principal.
- ❖ Vacation Leave (VL) is applicable to only the members of the Faculty & Staff with eligible service.
- ❖ The staff member has to apply for VL in advance – Application will submit the Vacation Slot to the Principal for approval before any VL is granted. While doing so, he/she shall ensure that the Department is completely manned during the Vacation Period, so that no Department work is hampered.
- ❖ VL can be availed in two spells. When all or majority of the staff are opting for same spell and if the HOD feels that it would disrupt the normal function of the department, the HOD can direct the staff to avail VL without affecting normal work.
- ❖ It will be the responsibility of each faculty to see that their academic Commitments like invigilation work, correction of Preparatory Exam papers, conduct of semester coaching classes and centre valuation are not disrupted while they are proceeding on vacation leave.
- ❖ Any un-availed part of VL cannot be carried over to the next academic year.
- ❖ A faculty member who has completed one year service in BGI can avail 1 week of vacation leave per semester out of his/her eligible days for any medical reasons which warrant hospitalization during the academic year. The records pertaining to their hospitalization should be produced while returning to duty.



- ❖ The Vacation leave of a staff member can be cancelled by the authorities, Concerned if the presence of the staff becomes necessary for official work.

### **3.8 - MARRIAGE LEAVE (ML)**

- ❖ BGI a Male/Female employee of the institution, who has completed at least 2 years of continuous and satisfactory service, is eligible for Marriage Leave for a maximum of one week from the vacation leave, subject to prior approval of the Principal.
- ❖ The marriage leave can be combined with maximum of 3 days of CL.
- ❖ The staff member concerned shall apply for marriage leave in advance.

### **3.9 - LEAVE ON LOSS OF PAY (LOP)**

- ❖ Absence without prior permission and without making alternative arrangement for class or other important duty will be treated as Loss of Pay.
- ❖ Any leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP).
- ❖ If such LOP is more than 10 days at a stretch in a year, it will be considered as a Break-in-Service, unless supporting documents in evidence of justifying the excess leave are provided. The decision of the Principal shall be final in such case.

### **3.10 - EARNED LEAVE (EL)**

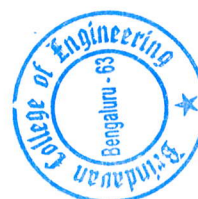




- ❖ BGI Every employee is eligible to avail up to a maximum of 12 days of Earned Leave in an academic year. Staff members can avail maximum of 6 days EL per semester. The lapsed EL in the odd semester will be carried over to the even semester.
- ❖ However, in case an employee joins duty during the course of the year, such leave will be granted in proportion to the months of service in the said academic year.(i.e. one day EL on completion of a month)
- ❖ EL cannot be carried over to the next year if it is not availed during that year.
- ❖ Earned leave is to be ordinarily applied in application at least 1 days in advance. The classes and other duties, if any, to be assigned to other competent staff. However if earned leave is taken on any emergency, the same has to be informed to the Principal office and HOD at the earliest possible.
- ❖ Leave taken without proper intimation & approval and leave taken to meet with unforeseen realities, for which due approval was not obtained within 24 hours, as per rule, shall be considered as leave with Loss of Pay.

### 3.11 - MATERNITY LEAVE (MTL)

- ❖ A woman employee of the institution, who has completed at least 1 year of continuous and satisfactory service, is eligible for Maternity Leave (MTL) for a maximum of 90 (Ninety) days, subject to prior approval of the Principal with Three months' salary.
- ❖ The employee shall inform the HOD & Principal at least 4 weeks prior to proceeding on leave with appropriate Medical Certificate.



### 3.12 - PATERNITY LEAVE (PL)

- ❖ A Male employee of the institution, who has completed at least 1 year of continuous and satisfactory service, is eligible for Paternity Leave (PTL) for a maximum of 6 days, subject to prior approval of the Principal. The CL for maximum of 2 days can be clubbed with PL.
- ❖ The decision of the Principal will be final in sanctioning of PL.

### 3.13 - STUDY LEAVE (SL)

- ❖ A faculty member may be granted of study leave for pursuing higher studies.
- ❖ Study leave shall ordinarily be granted only to the faculty who have completed at least 1 year of service.

### 3.14 - RULES RELATING TO APPLY FOR PERMISSION

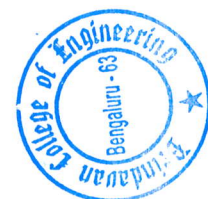
- ❖ Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the Principal.
- ❖ If the number of permission for short absence exceeds 2 in a month, it shall be considered as half day CL for the 3rd permission.

## **CHAPTER-4:- CONDUCT AND DISCIPLINE**

### **CONDUCT**

#### 1. THE CODE OF CONDUCT:

Following code of conduct is applicable to all the Teaching & Non-Teaching staff members:-



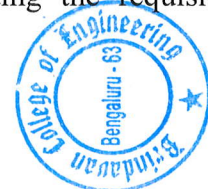
- ❖ Reporting to the work place on time.
- ❖ Possessing Identity Card issued by the college.
- ❖ Wearing the prescribed uniform.
- ❖ Treating the students & colleagues courteously.
- ❖ Treating colleagues with friendly attitude.
- ❖ Treating the sub-ordinates with dignity.
- ❖ Following the instructions of management sincerely.
- ❖ Planning & preparing well before discharging the duties.
- ❖ Maintaining decency, dignity, decorum and discipline in the work place.
- ❖ Keeping the work place clean, neat and tidy.
- ❖ Maintaining the files/records/registers with proper indexing.

## 2. **THE CODE OF CONDUCT:**

Applicable to Teaching Staff:

In addition to all the points mentioned under the article No.1, faculty-members shall follow the points mentioned under the article No. 2.

- ❖ Reaching the class-room at least five minutes in advance before the commencement of the class timings.
- ❖ Handling the class fully with all the dedication for the full length of duration, without leaving the class even a few minutes earlier to the stipulated time.
- ❖ Doing justice in covering all the units of the syllabus.
- ❖ Solving varies kinds of analytical questions in addition to imparting the requisite theory pertaining to the given subject.
- ❖ Importing basics & fundamentals of the given subject



- ❖ Clarifying the doubts of students with patience.
- ❖ Treating the students impartially
- ❖ Inspiring & encouraging the students for betterment
- ❖ Conducting the tests/examinations meticulously
- ❖ Guiding the students properly
- ❖ Working towards perpetual academic improvements catering to the academic needs of all sections of students, such as intelligent students, mediocre students, and below average students, without offending any section of the students.

#### **4.2 - DISCIPLINE:-**

Disciplinary Action:

Disciplinary action will be taken against any erring employees if an employee is found to be guilty of working against the interests/objectives of the Institution.

### **CHAPTER 5 - APPEALS AND REVIEWS**

- ❖ The staff members of the college are welcome to submit their appeals or grievances if any to the principal/secretary to review and redressal.

### **CHAPTER 6 - GENERAL**

- ❖ The Faculty Member should come to the college at least 10 minutes before the commencement of classes (9.00 am) and should leave the college not earlier than 10 minutes after the end of the last hour (4.15 pm).
- ❖ All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.



- ❖ All the institutions teaching and non-teaching staff under Brindavan Group of Institutions shall strictly follow the working hours as mentioned below until further orders.

SL No	Details	Timings
1.	Administrative staff, Sports & Maintenance staff	9.00 am to 4.15 pm
2	Non-teaching staff (Instructors, Library)	9.00 am to 4.15 pm
3	Teaching staff	9.00 am to 4.15 pm
4	Department Attenders	8.45 am to 4.30 pm
5	Office Attenders	8.45 am to 4.30 pm
6	Housekeeping	8.30 am to 3.45 pm

- ❖ All the institutions teaching and non-teaching staff under Brindavan Group of Institution, Declared Holidays on 1<sup>st</sup> & 3<sup>rd</sup> Saturday of every month.
- ❖ Faculty Members are expected to update their knowledge by attending Seminars/workshops/conference, after obtaining necessary permission from the Principal.
- ❖ Faculty Members should attempt to publish at least 2 research papers in reputed International / Indian Journals /Conferences & text books.
- ❖ The Faculty Members are expected to prepare his/her 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 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.

## CHAPTER 7 - DEPARTMENT

- ❖ The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- ❖ Work load will be allotted by the HOD after taking into account of the Faculty Member's interests.
- ❖ In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD/Principal in academic, co-curricular or any 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 Member should make him/her presentable. The Faculty Member should show no partiality to any segment/individual student.
- ❖ The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be



## CHAPTER 8 - CLASS ROOM TEACHING

- ❖ Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.
- ❖ The Faculty Member should get the lesson plan and course file approved by HOD.
- ❖ The course file consists of preface, previous year university question papers, notes, handouts, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, assignments (if any) etc...
- ❖ The Faculty Member's Log Book must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- ❖ The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member can be dictating the notes in the class.
- ❖ Faculty members should focus on principle, objective, examples, applications, advantages, recent trends and scope for their subjects.
- ❖ The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- ❖ The Faculty Member should engage the full 60 minutes and should not leave the class early.
- ❖ The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 5 minutes, then explain the lecture well up to 35 minutes and in the last 5 minutes conclude and say what we will see in the next class.

- ❖ The Faculty Member should cultivate to include humor in the lecture, to break the monotony.
- ❖ The Faculty Member should practice/rehearse the lecture well before going to the class.
- ❖ The Faculty Member should make use of OHP, LCD, Models etc., as teaching aids.
- ❖ The Faculty Member should encourage students asking doubts/questions.
- ❖ The Faculty Member should get the feedback from students and act/adjust the teaching appropriately.
- ❖ The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
- ❖ In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least a week in advance of actual class.
- ❖ The Faculty Member should sign in the class log book every day after he/she finishes the lecture.
- ❖ The Faculty Member should interact with the class coordinator or counselor and inform him/her about the habitual absentees, objectionable behavior etc.
- ❖ The Faculty Member should always aim for 100% pass results in his/her subjects and work accordingly.
- ❖ The Faculty Member should make him/her available for doubt clearance.
- ❖ The Faculty Member should motivate the students and bring out the creativity/originality in the students.



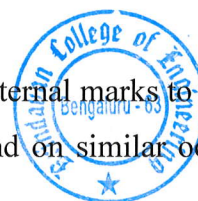


## CHAPTER 9 – LABORATORY

- ❖ The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- ❖ The Faculty Member going for laboratory class should ask minimum 5 viva-voce questions to each student regarding their experiments.
- ❖ Whenever possible, additional experiments to clarify or enlighten the students must be given.
- ❖ The lab observations/records must be corrected within 2 days and students should complete their record works before coming to the next class.

## CHAPTER 10 - TEST/EXAM

- ❖ While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.
- ❖ During invigilation, the Faculty Member should be continuously moving around. 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 two days from the date of examination and marks submitted to the HOD for forwarding to Principal with remarks.
- ❖ The faculty members should be fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department/college and on similar occasions, it



should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

## **CHAPTER 11 - STUDENT/FACULTY REPORTS**

- ❖ The Faculty Member should have a good relationship with the 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 late comers 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 in subordination by students maturely.
- ❖ The Faculty Member should be strict but not harsh, never use harsh words, which would hurt the feeling of the students.

## **CHAPTER 12 - PROVIDENT FUND**

- ❖ The BGI employees of the College shall be entitled to the benefits of Provident Fund maintained for persons in the service of the College in accordance with the provisions of the rules of the Fund.

## **CHAPTER 13- YEARLY INCREMENTS**

- ❖ Staff members are eligible to the increments prescribed at the end of 12 month service in the institution.



- ❖ Additional Increments shall be given to the staff members based on their Contributions and results achieved in the University Examinations, Students Feedback, Journal Publication, at the discretion of the Management.

### **CENTER 14- GROUP INSURANCE POLICY**

- ❖ The management has taken personal medical insurance policy for our Teaching & Non-Teaching faculty members with the following benefits.
- ❖ Students personal accident hospitalization expenses can be claimed up to a maximum of Rs. 1,00,000/-.
- ❖ To claim the insurance amount, the intimation shall be given to the office immediately after the incident.

### **CHAPTER 15 - HIGHER EDUCATION TO STAFF MEMBERS**

- ❖ Faculty members are sponsored for higher study on deputation under QIP Scheme. One staff member from each department can be sponsored on seniority basis.
- ❖ Faculty member can avail study leave for completion of their course and the period will be considered for their experience in this institution.
- ❖ Non-Teaching Staff Members are also allowed for their higher studies with consideration.

### **CHAPTER 16 - STAFF TOUR, LUNCH AND DINNER**

- ❖ Staff Tour is arranged for all teaching and non-teaching faculty members once in a year.
- ❖ Accommodation is provided for teaching and non-teaching staff members at free of cost
- ❖ Lunch or Dinner for all the teaching & non-teaching staff members is arranged once in a year.

- ❖ Sweets are distributed to all the teaching and non-teaching staff members for Republic Day & Independence Day.
- ❖ Sweets are distributed to all the teaching and non-teaching staff members for all festival celebrations.
- ❖ High tea is arranged for all teaching and non-teaching staff members on Teacher's day and New Year.

### **CHAPTER 17 - STAFF SPORTS**

- ❖ Staff sports are conducted during the sports day and the winners are awarded with shields and medals.
- ❖ Staff members are allowed to participate in sports events any game of the college.

### **CHAPTER 18 – RESIGNATION / TERMINATION OF SERVICE**

- ❖ Faculty member can get relieved at the end of an academic year with one month notice after completion of 2 years of service in the college.
- ❖ In case of resignation during the middle of an academic year he/she has while leaving the job will depend on conditions of completion of 24 months service and providing 30 days advance notice period or else 1 ½ month's salary will payable by you.
- ❖ The Chairman shall have the authority to terminate the services of a member of the staff of the college, for any of the following reasons.
  - Serious misconduct and willful negligence of duty,
  - Gross in subordination,
  - Physical or mental unfitness, and
  - Participation in any criminal offence involving moral turpitude.
- ❖ In such termination cases, the staff member will not be eligible for any benefit.



- ❖ If the management wants to relieve any faculty from the service for the reasons he/she will be given 1 month notice.
- ❖ The employee shall not be granted any leave except casual leave during the notice Period.



## ANNEXURE – I

### ROLES & RESPONSIBILITIES

**Principal:** As the head of the Institute, principal should have the vision and leadership ability to ensure the continuous growth of the institute.

#### Academic

- To monitor and conduct academic activities of the institute under the Guidance of the management and assistance of Head of the Departments.
- To plan and take the necessary actions for improvement for producing better academic results.
- To promote industry institution interaction, research & development activities.
- To maintain cordial relations with staff members, students, parents and with all those connected to the institution both directly and indirectly.

#### Administration

- To conduct the periodical meetings of the HoDs & faculty members for effective administration of the institution.
- To make the employee and students aware of the rules, policies & Procedures laid down by the institution and see to it that they are enforced.
- To initiate recruitment of teaching and non-teaching staff members as per rules laid down by the institution.
- Approves and ensures the implementation of the department's & Institute academic calendar of the year for Odd and Even Semester.
- To sanction the leave of the faculty members as per the norms.
- To reviews internal test analysis report and initiates necessary corrective actions.



- Collects suggestions from suggestion box periodically and take necessary action with the necessary approval of top management.
- To monitor the institute website with complete information.
- To execute any other work assigned by the management.

### **Finance**

- To recommend allocation of budget for the departments as requested by the Head of Departments to the Governing body.
- To authorize for cash advances for urgent purchases required in the institute.
- To ensure that all financial transactions are conducted as per the norms.

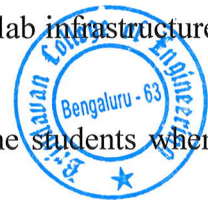
### **Promotion of Co-curricular and Extra-curricular and Strategic Activities**

- To prepare long term and short term plans (concrete documents) and present to the top management.
- To monitor and promote technical and non-technical, co-curricular and extra-curricular activities like seminars, workshops, cultural and sports events with the assistance of HoD's and staff members.
- To maintain the infrastructure of the institution with the help of concern staff and protecting the life and property of all those connected with the institution.
- To monitor the auditing and inspections of the institution conducted by the regulatory bodies such as AICTE, Government, University, etc.



## **Head Of The Department**

- Monitoring the proper functioning of the Department as per the education policies formulated by the college.
- Reporting to the Principal daily about the activities carried out and activities in progress in the department.
- Allocating the academic roles and responsibilities equally among the members of faculty.
- Serving the effectiveness of teaching and learning process with the help of lesson plan, student's attendance periodically.
- Finalizing the portion for the internal examinations and ensuring the completion of the portion before every examination.
- Directing the faculty members to prepare and upload the question bank for their course in CAMS web portal for generating internal exam question and approving the question paper two days before the commencement of the exam.
- Directing the faculty members to evaluate the exam papers of their classes before arranging the review meeting.
- Arranging review meeting with the principal for appraising the performance of all the students in the internal examination.
- Ensuring whether the class advisors concerned have apprised the parents of their children's internal exam performance and fixing date and time for the parents meeting.
- Monitoring the progress of the students in both co-curricular and extra-curricular activities.
- Ascertaining the overall progress of the faculty members in teaching and learning process and in research activities.
- Initiating Department association activities and club activities through faculty coordinators and motivating the students to take part actively.
- Ensuring the adequacy and proper maintenance of the laboratory equipment periodically.
- Preparing the budget proposal for the department including department lab infrastructure and submitting it to the principal each year.
- Addressing students' grievances and providing proper counseling to the students whenever necessary.
- Monitoring mentor system at regular intervals and ensuring whether due importance is given to the same.





- Ensuring the proper maintenance of all the department files with the help of the faculty in charges.
- Organizing motivational programs and special guest lectures by inviting eminent personalities for the betterment of the students.
- Ensuring the discipline of the faculty members and students by being disciplined.

## **TEACHING FACULTY MEMBERS**

All members of the faculty need to

- Prepare lesson plan for the subject's assigned using academic calendar and get approval from the Head of the Department.
- Choose appropriate mode of delivery for their subjects to make the teaching and learning process more interactive and interesting.
- Check the students' assignment completion status periodically.
- Demonstrate the experiments to the students at first and make them to do the experiments later by following the procedures given during lab hours.
- Verify the record completion by the students before every lab hour.
- Complete the portion before every internal examination as per the lesson plan and encourage the students to score good marks.
- Prepare question bank for their course and upload it in CAMS web portal for generating internal exam question paper.
- Evaluate the Internal exam papers within 3 days and submit the mark statements to the HOD.
- Attend review meeting with HOD and the Principal for every exam and explain their students' performance in their subject.
- Identify the slow learners in their subject and conduct appropriate remedial classes to improve their performance in the next exam.
- Monitor the performance of the slow learners' in every examination.
- Guide the students to do their mini projects and final year projects effectively.
- Act as a mentor for maximum of 20 students and maintain those 20 students' profile with proper care.



- Motivate the students to take part in co-curricular and extra-curricular activities and counsel them whenever necessary.
  - Help the students in all the activities to promote self-confidence and create a better learning environment among the students.
  - Take up additional academic roles and responsibilities like class advisor, department lab in-charge, timetable in-charge, AICTE/Affiliation in-charge, NAAC in-charge/NEP in-charge/NBA in-charge etc. as per the allocation done by the HOD.
  - Carry out research work in their area of specialization and bring out articles for publications in International/National Journals/ Conferences.
  - Participate in workshops, seminars, FDPs, other training programs etc Organized by other reputed institutions to equip themselves.
  - Develop contacts with industries and take up industry oriented projects involving students with the approval of the management.
  - Report to the Head of the department daily about the works carried out on that particular day.
  - Adhere to a formal dress code strictly and set an example to the students to emulate.
  - Be punctual to the class and motivate the students to be punctual.
- work as a team to achieve department visions that directly pave way to accomplish college vision.

### **HEAD-STUDENT DEVELOPMENT**

- Developing good culture among students in the campus
- Identify the student's real interest and help them to achieve it through proper guidance.
- Motivate the students to take active participation in cultural events.
- Motivate the students to prove their hidden talents by participating in curricular activities.
- To nurture the innovative ideas of students and help them to develop into technological applications in their field of studies.
- Motivate the students to participate in inter college events conducted by reputed colleges.
- To inculcate the habit of interconnecting the theoretical knowledge to real time applications and solve problems through innovative solutions among the students.
- To assign innovative project works to students and provide proper guidance.
- Motivate the students to take active participation in national and International level contest.



- Boost the morale of every student through proper guidance and counseling.
- Create and improve the positive attitude among the students through proper guidance.
- To impart and improve professional ethics among the students through proper guidance.
- To inculcate strong value system among students community.

### **HEAD-EMPLOYEE DEVELOPMENT (Faculty)**

- To create awareness among staff members about organization growth as well as individual growth in the field of education.
- To educate the faculty about organizational culture and practices.
- Working out the training and faculty development needs of all the staff members and submitting to principal.
- To motivate the faculty members to improve their academic and non-academic performance.
- To motivate the staff members to create positive attitude (Vibration) among student community in all the aspects.
- To encourage the faculty members to build strong network among teaching community.
- To motivate faculty members to actively participate in FDPs.
- To encourage the faculty members to build strong network among corporate.
- To encourage faculty to organize national, international seminars and Conferences.
- To provide counseling to faculty as and when required.
- To appreciate and recognize the faculty members as and when required.
- To take care of the faculty welfare and create recreational facilities
- To maintain and update the competency mapping score card of every faculty
- To ensure good retention of faculty.
- To monitor and help the faculty to strengthen the knowledge in their relevant domain.
- To maintain and follow professional ethics among teaching and non-teaching staffs
- To conduct regular in-house FDP programs & staff training programs
- To motivate the staff members to take active participation in sports and cultural events.
- To monitor and ensure competency of non-academic staffs to match with requirements
- To arrange staff tour for all teaching & non-teaching faculty members once in a year.
- To arrange New Year & teacher's day celebration

## **HEAD- PLACEMENT**

- To build and maintain a healthy and strong network with top MNC's for arranging on-campus drive.
- To motivate and guide the placement in-charges of every department in preparing the students to face interviews.
- To guide placement in-charge of every department to visit core companies and build a rapport with HR for arranging campus drive.
- To arrange interaction program for students with HRs of core companies for each department in every semester to understand the expectations of the companies.
- To categorize the companies based on their profile & package offered.
- To prepare and categorize the students based on their eligibility and Capability and suggest training accordingly to face the interviews Successfully.
- To arrange Internship for students in reputed organization with stipends.
- To act as a bridge between the employer and the Institution.
- To conduct alumni meet annually.
- To create a platform, where students directly express their talents in front of corporate people other than campus drive such as Contest, Events, etc.
- To invite alumnus working in reputed companies to interact with pre-final year students and share their knowledge and experience about corporate culture and expectations.
- To build strong network with Placement Officers of reputed institutions.
- To monitor and update off campus drive to students through department placement in-charges.
- To guide the placement in-charges of the departments in preparing brochures with relevant information.
- To instruct placement coordinators to maintain student's database.
- To inform the students about the date and time of campus drive.
- To organize mock-interview for students
- To instruct the placement coordinators to help the students in CV Preparation.



- To keep regular contact with all the industries/software companies existing all over India through letters/phone calls/emails etc.
- To arrange campus/ group campus interviews from reputed industries/ Software companies for the placement of the students.
- To organizing seminars/ guest lectures by eminent, qualified and experienced industry persons.
- To organize career planning and development programmes for the students.
- To arrange monthly review meeting with the faculty in-charges from all the departments.
- To report the results of all activities to the respective Heads of the Departments.
- To maintain the records of placed students, college brochure, list of Companies and other relevant data.

### **DEPARTMENT OF EXAMINATIONS**

- To collect board of study approved syllabus copy from the departments.
- To collect the academic information from all the departments.
- To prepare the panel of examiners and question paper setters for all courses of various programmes offered in the Institution.
- To prepare question paper for all courses by appointing eligible paper setters and scrutinize the question papers.
- To scrutinize applications for appearing in end semester examinations, exam fees collection from all the eligible students and to issue hall tickets.
- To prepare the time table for end semester examinations.
- To collect attendance preformats and internal marks for conduction of Examinations.
- Conduction of practical examinations for all the departments.
- Arrangement for conducting examination, appoint vigilance squads and collection of answer papers.
- To appoint qualified internal and external examiners and conduct for the valuation of answer sheets for various boards.
- To convene the result passing board, to finalize the results and to publish them.
- To Arrange for photo-copy/re-evaluation of valued answer-booklets

Requested by the candidates on prescribed application form with due fees.

- To convene disciplinary committee, to enquire malpractice cases and to implement punishments as recommended by the committee.
- To conduct external audit for answer scripts and question paper.
- Preparation of the lists of lapses and irregularities committed by the Evaluators and others and forwarding the list to the Principal for Consideration and necessary action.
- To issue grade certificates, provisional certificates, degree certificates, ranking certificates, duplicate mark sheets and transcript to the eligible students.
- Maintenance of all records, statistics and database of candidates pertinent to examinations.

Sd/-  
Chairman - BGI.

