

Version	KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM 637 504 <u>Service Rules for Faculty and Staff</u>	Date
V2	with effect from 01.06.2017	01.06.2017

A. GENERAL

- A.1. College working hours is 9.00 AM to 4.50 PM for faculty, staff and students.
- A.2. Faculty should sign in the attendance register twice a day (8.45 AM – 09.00 AM in the morning and 4.45 PM - 5.15 PM in the evening) at the Department Office.
- A.3. All staff members should be available in the Institute during working hours and follow the dress code prescribed by the Principal / Management.
- A.4. Faculty should handle the theory, laboratory and other classes for the full duration.
- A.5. University Examination work is mandatory for faculty as per Anna University Regulations.
- A.6. The faculty in the college will be relieved from his duties on his request either by submitting three months notice or on payment of three months salary under unavoidable circumstances subject to the decision of the management. The relieving will be considered only at the end of the academic year.
- A.7. The promotion to higher cadre depends on Vacancy opening for the position, Faculty Performance Appraisal Score, Teaching, Research and Satisfactory performance in academic and other related activities in the college.
- A.8. The faculty / staff should abide by the rules and regulations of the institution framed from time to time for the effective functioning.
- A.9. Grievances, if any, should be reported to the Principal or Management, and should not be discussed either among the faculty / staff or outsiders.
- A.10. Management does not discriminate anybody, either student or staff based on gender caste, creed and religion. Each staff must reciprocate the same on all occasions.

B. CONDUCT RULES FOR TEACHING & NON-TEACHING STAFF MEMBERS

- B.1. The staff members shall not engage themselves either directly or indirectly in conduct of any business or trade, part time job in other concerns, etc.
- B.2. The staff members shall not involve themselves in activities not related to their allotted work, during working hours.
- B.3. The faculty members shall not engage in private tuition. In exceptional cases, the prior permission of the Principal should be obtained.
- B.4. Staff members are encouraged to take up consultancy projects, however, with the knowledge of the management.
- B.5. The staff members should not accept valuable gifts in any form from the students / parents / companies having business transactions with the college.
- B.6. The staff members shall not interfere in any matter not connected to their job requirements.
- B.7. The details of student feedback and performance appraisal reports given by the superiors shall be treated as confidential.
- B.8. All correspondence to the Management should be routed through proper channel (HOD, Principal and to the Management).
- B.9. All the faculty should take active participation in co-curricular and extra curricular activities.
- B.10. Faculty should take active participation in conducting value added courses to the students to enhance their employability skills.
- B.11. All the faculty should continuously update their knowledge by attending Seminars / Workshops etc., and by using library.
- B.12. Each teaching staff with teaching experience of more than 3 years is expected to publish at least one technical paper per year. The technical paper may be an outcome of research / student project work.

C. LEAVE PROVISIONS

- C.1. Central and State Government holidays will be holidays for the institution, in general.
- C.2. Faculty / Staff is eligible for 12 days Casual Leave (CL) per academic year and 08 days Medical Leave per academic year. Medical Leave can be taken as Casual Leave as well.
- C.3. Faculty / Staff should take leave with prior permission from HOD and Principal after proper alternate arrangement. Leave can also be informed over phone only in case of emergency.
- C.4. Lady faculty / staff can avail 6 months maternity leave
- C.5. Faculty / Staff can avail one hour permission twice a month. However, such a facility should be used only for essential needs.
- C.6. Leaves can not be accumulated and carried forward to the next academic year, in general.

D. VACATION

- D.1. Teaching staff are normally eligible for three weeks vacation per academic year, one week in winter and two weeks in summer, or three weeks in the summer.
- D.2. Non-teaching staff are normally eligible for 10 days vacation per year.
- D.3. The Principal has the right to prevent any staff member from availing a portion or the whole of vacation if the services of the particular individual are considered essential.
- D.4. Only staff members who have completed 10 months of service, as on the date of commencement of the vacation period, are entitled for full vacation. Proportionate days will be granted if the service is 6 – 10 months.
- D.5. No leave can be combined with the vacation. The staff member should be present on the last working day before the vacation and also on the first working day after the vacation to become eligible to draw the vacation salary.
- D.6. Personal On-Duties / leave will not be adjusted in the vacation in general. However Principal may permit based on genuine needs (like serious health issues, marriage).

E. On – DUTY PROVISIONS

- E.1. On-Duty (OD) permission can be availed for official work (assigned by the college), Career Development Programs (FDP, Conferences, Workshops, Research Work, Course work examinations, STTP and others), and Anna University Examination Duty (AUR, Invigilation, Practical Examinations and Valuations).
- E.2. Prior permission from the HOD and Principal with proper alternate arrangement is essential.
- E.3. A faculty can avail OD upto 10 working days per semester for university examinations related works. Based on special requests from University, Principal can permit the faculty additionally.
- E.4. In general, faculty shall not be eligible for OD for the examination related works of other universities.

F. CAREER DEVELOPMENT AND PROMOTION OF FACULTY / STAFF

- F.1. Faculty members are encouraged to attend FDPs, STTPs, Conferences, Workshops and MOOC Courses with On-Duty provision.
- F.2. Faculty members are motivated to pursue higher studies / research, with OD provision for meeting the supervisors, during the day of course work examinations and attending workshops and conferences.
- F.3. Supporting staffs with Diploma qualifications are permitted to carryout B.E. (part – time) at Government College of Engineering Salem. For such staff, two hours permission in the afternoon are provided to attend the classes.
- F.4. Faculty promotions are considered during September each year considering his educational qualifications, experience, score in the Faculty Performance Appraisal and AICTE and University guidelines.



With effect from 01.06.2018

Consultancy Policy

Objective: To establish a framework to support consultancy activities at Knowledge Institute of Technology

Eligibility:

- This policy applies to all the faculty members and staff at Knowledge Institute of Technology
- The faculty members involving in conduct of consultancy service can avail On-Duty for industrial visit and meeting industry person for discussion related to consultancy work
- The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the college

Circumstances under which consulting activity may be permitted

- The organization requiring consultancy services from faculty members or the department shall write to the principal indicating the expertise required
- The principal on receiving the request from the organization shall inform to the department concerned
- The head of the department shall nominate the faculty or a group of faculty having the required expertise and get permission from the principal
- The principal will take into account the factors such as the responsibilities and commitments of faculty member(s), potential conflicts of interest and the use of Institutional resources
- An MoU may be signed between the organization and the department towards the nature of consultancy work and the commercials involved in the presence of principal
- The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the principal through the head of the department
- In general, the revenue sharing will be 60% to the institution and 40% to the faculty if institution facilities are used, otherwise, 40% to the institutions and 60% the faculty.

Publications

- Publication arising from consultancy work shall include the faculty affiliation of the college and acknowledge for the facilities used from the college

Intellectual Property Rights

- College IPR may be used where not in conflict with rights of third parties or any commercialization plan.

To: All HODs



PM 01.06.18
PRINCIPAL
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