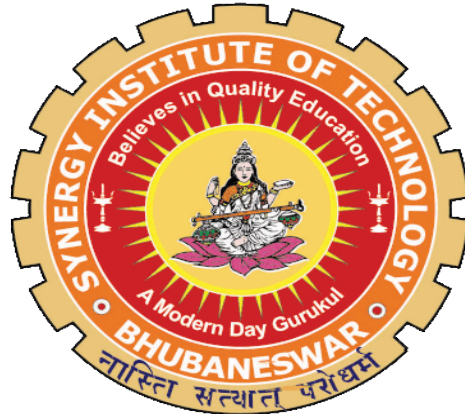


SYNERGY INSTITUTE OF TECHNOLOGY



SYNERGY-BHUBANESWAR

**Phulnakhara, Bhubaneswar
Khurda, Odisha, Pin-752101**

SERVICE & LEAVE RULES **FACULTY HAND BOOK**

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FACULTY HANDBOOK

SYNERGY INSTITUTE OF TECHNOLOGY (SIT), BHUBANESWAR

GUIDELINES FOR FACULTY MEMBERS

1. INTRODUCTION:

This handbook is intended to serve as a guide to the policies, procedures, for day to day activities of the faculty members of **Synergy Institute of Technology (SIT)**. Your attention to the following information for smooth discharge of your duties & responsibility is highly recommended.

Information, instructions, procedures and guidelines relating to students can be traced in the Parent/Student Handbook.

A faculty is a friend, philosopher, guide & mentor to the student. The following attributes are essentially index to the personality of a faculty: -

- i. Charismatic Aura
- ii. In-depth subject acquaintance
- iii. Gracefulness and kindness
- iv. Interpersonal skills
- v. Commitment

The attitude and personality of a Faculty should be exemplary for the students as he/she is an icon of attention from the arena of parents, peers and students.

2. SCOPE:

The faculty exactitude comprises of planning, organizing, and administering learning experiences, which contribute to each and every student's optimal development in multi-dimensional facet. These familiarities may occur both within and outside the classroom.

The areas of responsibilities include instruction, administration, extra-curricular, professional development and counseling.

3. INSTRUCTION:

Administering of the teaching process

- 3.1 A faculty member of SIT has many roles to play, viz. that of a faculty vis-à-vis his / her students, that of an academician for carrying out research, attending to examination or other duties as assigned to him / her from time to time.
 - 3.1.1 Developing yearly, weekly and daily lesson plans in accordance with the curriculum and guidelines of the BPUT Syllabus.
 - 3.1.2 Preparing assignments, experiments, demonstrations, teaching aids, bulletin boards, etc.
 - 3.1.3 Using audio-visual aids, field trips, PPT presentation and other resources to supplement and reinforce teaching.
 - 3.1.4 Participating in the selection process for textbooks, reference, seminar and instructional instruments.
 - 3.1.5 Planning, organizing and directing assemblies and other instructional programs
- 3.2 Apart from the above, faculty must have good interpersonal relations with peers, which will be directly linked with salary increment, promotion, etc. Good interpersonal relations are a must in an age where teamwork matters a lot.

- 3.2.1 Evaluate students' learning strengths and weaknesses, adapt teaching methods accordingly, and provide assistance or attention during and after college hours.
- 3.2.2 Determine and implement teaching methods appropriate to pupils' needs and capabilities, group size, topics and program objectives.
- 3.2.3 Evaluate and report pupil progress.
- 3.2.4 Initiate and participate in conferences with students, parents and/or administration.
- 3.2.5 Keep a special eye on students who underperform due to either lack of ability or interest.
- 3.3 A faculty's performance in the aforesaid activities shall be considered at the time of his / her Annual Performance Assessment before finalizing increment, promotion, etc.
- 3.4 A faculty has to perform in many areas apart from class room teaching (Refer to all the points of self assessment form; (**Annexure – I**))

4 TEACHING ETIQUETTES

- 4.1 The faculty members must carry their study notes to the classroom. They are encouraged to use the Multimedia facilities and PowerPoint presentation.
- 4.2 The faculty members are requested to avoid dictation of notes inside the classroom.
- 4.3 The faculty members must ensure that the students sit in an orderly fashion starting from the front benches in a class room.
- 4.4 The faculty members are supposed to keep their cell phones in vibration mode during the classes, and do not attend to any calls during the class hours.
- 4.5 The faculty should wear sober dress, Identity Card and Full shoes.
- 4.6 The faculty members must carry the attendance sheet, Smart Board Pen or chalk and duster along with them to the class.
- 4.7 Swapping of classes between 2 faculties must be avoided. When it is unavoidable, prior permission may be obtained from the concerned HOD. The HOD is required to report the matter to the Dean (Acad), Principal and Director within 2 hours of accordance of permission, stating there in the detail reason which necessitated it.
- 4.8 The faculty may reach the class rooms at least 5 minutes before the schedule period. They may draw the attention of the faculty taking the preceding class if he /she accede the time by more than 5 minutes. Similarly, if a faculty finds that the faculty for the succeeding class has failed to reach the class in time, he /she shall extend the class for at least 10 minutes, before leaving the class and communicating the mistake to Concerned faculty / Dean (Academics) / Floor Manager.
- 4.9 The faculty should take a class, for the full designated time, even if 1 student is present in the class. If no student reaches the class even after 5 minutes of the scheduled time, the fact may be reported to Principal/Director & only after obtaining the express permission of Principal/Director, the faculty may leave the class room.

5. CLASSROOM MANAGEMENT:

Conducting regular classes is the primary work of the Institute. The classes should not be cancelled for any reason. If timing of some other duty conflicts with that of a class, then the latter takes higher priority.

- 5.1 All communications both verbal and written must be in English. Body language, general demeanor, personal conduct and carriage should be proper and positive to shape a student's personality and induce lasting values. He should foster safe, healthy, and conditions conducive to learning in the classroom and on campus.
- 5.2 Establish and maintain discipline, through self-assigned measures.
- 5.3 Implement the college's procedures fairly and consistently.
- 5.4 No class should remain unattended by a faculty, when the attendance of the students in the class is poor. A faculty must continue in the class for the full period even when there is only **one student/no student** present in the class.
- 5.5 Faculty member are to take class tests, deliver assignments to the students and maintain transparency regarding their performances so that the results at the end semester do not come as a distress. A faculty must discuss with HOD and Librarian regarding availability of sufficient copies of text and reference books.
- 5.6 Ensure the cleanliness and tidiness of the classroom, students' desks and other furniture and materials.
- 5.7 Faculty members must structure their lectures in such a manner that it is completed within the stipulated time. It needs to be ensured that the faculty who is to take the next period is not inconvenienced.
- 5.8 Appropriate assignments / lesson notes must be given to students at regular intervals, which should also be evaluated quickly and returned with comments.
- 5.9 Probable questions should be discussed well in advance of the semester.
- 5.10 Use of teaching aids such as maps, charts, LCD, OHP or models etc must be ensured whenever required. It would help a faculty to design and implement a teaching course effectively.
- 5.11 Faculty member need to perform a variety of tasks which include formal instruction in the class room, tutorial classes, laboratories and preparation for instruction, assessment and evaluation of assignment, counseling and guidance of students and development activities.
- 5.12 Lesson plan and lesson progress should be kept up-to-date at all times. The faculty member must also get the lesson progress verified by the respective HOD.
- 5.13 At the end of the class, the faculty should encourage the students to come forward to clarify their doubts beyond the class hours.
- 5.14 The faculty should be willing to take classes beyond regular hours.
- 5.15 A faculty should always address a student by the name and not by roll number.
- 5.16 The faculty should ensure that the board is cleaned before leaving the classroom.

6. ADMINISTRATION:

- 6.1 Preserve student records of attendance, test performance, progress and achievements .
- 6.2 Prepare and submit yearly plans. The yearly plan is to be prepared and submitted prior to the commencement of the session. Attend staff meeting as called by HOD/Administrator.
- 6.3 Participate in curriculum development and other professional activities as assigned by College Management.

7. AVERAGE WORKLOAD DISTRIBUTION OF FACULTY MEMBERS:

Sl. No.	Activity	Hours per week			
		Professor	Associate Professor	Asst. Prof. / Sr. Lect.	Lecturer/TA
i.	Contact Hours (Instruction)	8	12	14	16
ii.	Preparation, Assessment, Evaluation	8	12	12	16
iii.	Administration, Research Guidance and Counseling, Developmental Activities etc.	24	18	16	10
		42	42	42	42

8. **ATTENDANCE:**

- 8.1 Attendance is a statutory requirement prescribed by the University. A student has to secure a minimum of 75% of attendance for each subject, failing which he / she can be de-barred from appearing the examination. A faculty must warn the students whose attendance is inadequate.
- 8.2 The attendance must be maintained with signature and date by the faculty concerned as a record of authentication.
- 8.3 If a student is under suspension on disciplinary grounds, he/she must not be allowed to enter the class under any circumstances.
- 8.4 If a student is absent for more than 10 days, the matter should be brought to the notice of HOD concerned / Principal/Director by the faculty in writing.

9. **STUDENT FEEDBACK:**

- 9.1 In between the semester classes, a student feedback is collected about the faculty. The feedback received from the students is tabulated and a summary report is made in order to help the faculty for future improvement.
- 9.2 It is also used as one of the criteria for judging the overall performance of a faculty.
- 9.3 No attempts should be made to discuss the results of this feed back with the students.

9.4 **LABORATORIES:**

- 9.4.1 The Teaching Assistant/Lab Assistant/ Laboratory I/C along with the concerned Faculty/HOD is assigned the responsibility of setting up of laboratory and other groundwork in this regard.
- 9.4.2. The Teaching Assistant/Lab Assistant/ Laboratory I/C must maintain the necessary documents of students' experiments as University guidelines from time to time.
- 9.4.3 The TA/Lab Assistant/ Laboratory I/C must ensure that the laboratory is being maintained properly and that all equipments in the laboratory are in working condition. He/she should also make certain entries in the stock register are all up-to-date.
- 9.4.4 If any chemicals and /or spare parts are required, it is the duty of Teaching Assistant/Lab Assistant/ Laboratory I/C to plan the acquisition of the same in consultation with the Faculty concerned/HOD in a timely manner to ensure the smooth conduct of the laboratory. He / she must ensure that students submit Lab Reports/Records in the proper format for all experiments in time.
- 9.5 The Teaching Assistant/Lab Assistant/Laboratory I/C has to maintain and update the following documents:
 - 9.5.1 Stock register
 - 9.5.2 Consumable register
 - 9.5.3 Repair and Maintenance Register
 - 9.5.4 Damage Register
 - 9.5.5 Student attendance registers
 - 9.5.6 Student performance registers
 - 9.5.7 Issue register (if any)

10. **INTERNAL EXAMINATIONS:**

- 10.1 For all matters regarding the conduct of an internal exam, the Prof. I/C examination is the final authority. However, before assigning any faculty this duty, the respective HOD has to be kept informed. Everybody is expected to cooperate with the Prof. I/C, examination to ensure the smooth conduct of the examinations.

- 10.2 A faculty must follow the instructions relating to the invigilation duty assigned to him / her by the Examination Section. The examination section must finalize the examination duty of faculty member in consultation with the respective HODs & Prof I/C Examination.
- 10.3 The marks of the internal exams must reach the examination section by the stipulated date. If a faculty needs more time, he / she must take a written permission of the Principal/Director or Prof I/C Examination.
- 10.4 The faculty may refer to the previous years' university question papers for setting question papers for the mid-semester examinations. Such question papers are available with the Examination Section / Library.
- 10.5 The paper-setter of a subject must be present on the day of the examination to help clarify any issue pertaining to the question paper.

11. **DUTIES OF Prof. I/C OF EXAMINATIONS:**

- 11.1 A senior faculty /HOD is appointed as Prof I/C of Examinations.
- 11.2 He/she is responsible for conduct of smooth & fair examinations.
- 11.3 He / she should send a notice to the various examiners (faculty members) asking them to submit their question papers by the stipulated date.
- 11.4 Number of photocopies of a question paper is to be determined based on the strength of students appearing for that paper. For question paper on a particular subject, five (5) extra copies should be made.
- 11.5 If office photocopier is not working, he / she can arrange for it to be done in the library, under his / her supervision. In case of any paper leakage, the ultimate responsibility rests on Prof I/C Exam. He/she is to ensure that the Exam Section has the requisite number of answer scripts & additional sheets. If not available, arrangements can be immediately made in consultation with Principal/Director / Dean (Academic) or competent authority.
- 11.6 In fixing the timing of examination, Transport Supervisor and / or Director (Admin.)/ must be consulted. Final scheduled timings must be circulated to all concerned.
- 11.7 Appropriate seating arrangement has to be made in consultation with the Dean (Academic)/Principal/Director.
- 11.8 He / she is required to assign adequate number of invigilators to each room for smooth & fair conduct of examinations. It must be done in consultation with the HODs to ensure that it is not conflicting with the class- timing of the faculty who is assigned the invigilation duty.
- 11.9 He/she must supervise handing over of the question papers & answer scripts to invigilators (faculty members) along with blank attendance *pro forma* at least 15 minutes before the commencement of examination. The invigilators must be informed that the answer scripts must be returned to him / her sequenced according to the Roll No. They should return unused papers to the Examination Section.
- 11.10 He/she should find out the number of students who are absent and report it to the Principal/Director.
- 11.11 The answer scripts should be handed over to the evaluators concerned against a proper receipt.

12. **UNIVERSITY EXAMINATIONS:**

- 12.1 For University Examination, a faculty may be appointed as an invigilator by the Centre Superintendent. A faculty will be informed through his / her HOD.
- 12.2 A faculty must report any malpractice to the Convener or Centre Superintendent for immediate action.
- 12.3 An invigilator should not provide any clarification to the students with regard to the question papers as they are set by the university.

13. PROFESSIONAL DEVELOPMENT:

Faculties are expected to attend and participate in professional development workshops and other training program which may be held on or off campus. Faculty members are expected to do minimum one faculty development program per year.

14. POLICIES AND PROCEDURES

14.1 APPOINTMENT PROCESS:

- 14.1.1 All appointments are made subject to the approval of the Chairman/ Principal/Director of the Institute.
- 14.1.2 All the vacant posts are to be filled up through the advertisement in the state and national daily newspapers / Job Portals from time to time or as and when required by the management.
- 14.1.3 Management can receive the CVs through Employee referral system. On receipt of Bio-Data / CV of the candidate, CVs are to be shortlisted and candidates called for interview.
- 14.1.4 After clearing the preliminary interview the candidate shall conduct a demonstration (demo) class before the selection committee followed by technical and personal interviews.
- 14.1.5 The appointment offer specifies a negotiated period within which the candidate has to join the institute, failing which the institute reserves all rights to cancel its offer of appointment.
- 14.1.6 A faculty must submit a joining report to the Chairman/ Principal/Director/ Dean Academics/Dean Administration/ HODs either through the Joining Letter /Email.
- 14.1.7 An employee must need to fill up the Joining Form (**Annexure-II**) with two recent passport-sized color photographs, photocopies of certificates and testimonials.
- 14.1.8 All new faculty members remain under probation for a period of six month / one year from the date of joining as specified in the appointment letter.
- 14.1.9 The faculties shall be issued with ID Cards which they need to put on through-out the day in the college premises.

14.10 TERMINATION OF SERVICE BY NOTICE:

During the probation period an employee shall not leave or discontinue his/her service in the Institute without giving prior notice in writing to the Principal/Director of his/her intention to leave or discontinue the service. The employee shall be considered as having abandoned employment if he/she remains absent for more than a period of eight-days without any intimation.

Provided however the Management may consider the case of such absence favorably if the explanation of the employee with regard to the absence is felt to be on genuine grounds

- 14.10.1 In case of abandonment of service by the employee, the Management shall proceed to recover dues if any from the employee & take any other action as deemed proper
- 14.10.2 Termination of service in respect of an Adhoc or a Temporary employee can be made by giving him/her notice to that effect for a period of one month or by giving salary of one month in lieu thereof
- 14.10.3 In case of Termination of service of a permanent employee two months' notice or payment of two months' salary in lieu thereof shall be mid.
- 14.10.4 In case of voluntary leaving of service a Temporary or an Adhoc employee has to give one month's notice or deposit one month's salary in lieu thereof.
- 14.10.5 A permanent employee intending to leave service has to give two month's notice or deposit two month's salary in lieu thereof.

14.10.6 The appointment authority may terminate the services of an employee, if the employee indulges in gross misconduct and or works against the interest of the Institute

14.10.7 Every employee shall retire from service on completion of Fifty-Eight years of age However the Governing Body may on the recommendation of the Principal/Director and the Chairman reappoint the retiring person for a period not exceeding two years in exceptional cases on the basis of consolidated salary.

14.2 GENERAL CODE OF CONDUCT:

14.2.1 A faculty member is perceived by the outside world as a responsible member of the Institute. It is desired that a faculty should exercise necessary discretion in divulging any information relating to the Institute.

14.2.2 People at large are observing a faculty member as a distinguished member of SIT and a faculty member's general conduct and behavior in public should be in keeping with the expectations.

14.2.3 The faculties are expected to maintain cordial and professional relation with other faculty & staff members of the Institute.

14.2.4 Teaching is a noble profession and SIT is an equal opportunity employment provider. Hence a faculty should not make any distinction among faculty members, students and colleagues on account of their caste, creed, religion, language or sex.

14.3 IDENTITY CARD:

The faculty members shall need to put on the Identity Cards through-out the day in the college premises.

14.4 CONFIDENTIALITY:

Faculty members must use good judgment when discussing college business, student behavior or achievement. No college employee shall reveal personal information concerning any student, except under judicial process.

14.5 LEAVE RULES:

Definition:

- "Chairman and Managing Trustee (CMT) means Chairman, SIT, Bhubaneswar.
- "Principal/ Director" means Principal/ Director , SIT, Bhubaneswar.
- "Year" means Academic year starting from 1st July and ending at 30th June.
- "Faculty" means all teaching staff of SIT Bhubaneswar.
- "Authority" means "Principal/ Director" to whom powers have been delegated.
- "Leave" means absence from duty with prior permission of competent authority.

Leave cannot be claimed as a matter of right. When the exigencies of work so require discretion to refuse or revoke or curtail leave is reserved by the authority competent to sanction the leave.

14.5.1 CASUAL LEAVE (C.L.)

- i) An employee is entitled to avail 12 days Casual Leave in a calendar year.
- ii) Casual Leave is meant to meet the emergencies like temporary indisposition, illness/death of near relations, performance of religious rites, obtaining medical advice, meetings/escorting/seeing off wife or children at distance railway station/port and adjustment of family business etc
- iii) An employee entering into service midway in a year or whose term of appointment does not cover a full calendar year is entitled to CL proportionate to the period of his/her service
- iv) Casual Leave cannot be suffixed or prefixed to any kind of leave.

- v) Employees are entitled for month-wise proportionate leave.
- vi) Leave shall be sanctioned for a maximum length of 4 days at a stretch in a month subject to eligibility.
- vii) Casual Leave cannot be granted on vague and general grounds like "URGENT WORK or certain ceremony". The specific purpose for which leave is required must be stated in the leave application

14.5.2 Casual leave also cannot be granted in case where some other form of leave is applicable.

All applications for C.L. on anticipated case under ordinary circumstances be submitted at least 3 days prior to the date of availing leave. Absence in anticipation of sanction shall not be condoned unless the necessity for the leave could not have been foreseen. In such a case the nature of sudden emergency must be definitely stated.

14.5.3 EARNED LEAVE (E.L.)

- a. Every employee who has completed 12 months or one year of continuous service shall be allowed during the subsequent calendar year earned leave with wages for a number of the days as one day for every 20 days of work performed during the previous calendar year subject to a maximum of 12 days in a year.
- b. E.L can accumulate up to a maximum period of 120 days in case of both teaching and non-teaching staff.
- c. An employee is entitled to surrender 30 days of EL. at a time once in period of 2 years with approval of the Chairman provided, he/she has more than 90 days of such leave. Provided however, in case an employee resigns his/her jobs he/she shall not be entitled to encashment of leave at his/her credit.
- d. EL. will be granted for a minimum period of 3 days including Sunday and holidays failing in between.
- e. EL can be availed only after receiving the sanction order.
- f. E.L. can be suffixed or prefixed to any kind of leave except C.L
- g. After availing E L the employee concerned has to submit joining report.
- h. If an employee retires on superannuating/prematurely/voluntarily or dies while in service he/she or his/her heirs or nominee as the case may be shall be entitled to leave salary in lieu of quantum of EL due at his/her credit Immediately before retirement/death.

A retired employee re employed shall also be entitled to the above benefits at the time of leaving the Institute finally if he/she has completed three years continuous service except on death cases. In case of death normal rule shall be applicable as prescribed for the other employees

14.5.4 HALF PAY LEAVE (SICK LEAVE)

- a) An employee is eligible to get 16 days half pay leave in a calendar year after completion of one year of service. On medical grounds half pay leave can be commuted to full pay leave
- b) Half pay leave can accumulate up to 180 days.
- c) While applying for half pay leave on Medical Grounds for a period of more than 6 days (commuted to 3 days), an employee is required to attach medical certificate from a Registered medical practitioner with his/her leave application and at the time of reporting and joining duty after recovery, a fitness certificate is required to be submitted or else he/she shall not be allowed to join

14.5.5 MATERNITY LEAVE

Every woman employee in employment continuously for not less than 6 months shall be entitled to maternity leave with full wages for 12 (Twelve) weeks preceding delivery and 12 weeks after delivery. Maternity leave for a period not exceeding six weeks on full pay may be granted in case of miscarriage including abortion

- i) Maternity leave shall be supported with medical certificate
- ii) Maternity leave is admissible up to two children.
- iii) It can be combined with EL & S L. but not with C.L

14.5.6 STUDY LEAVE

- a) Study leave may be granted to staff members for higher studies leading to
- b) Doctorate or postdoctoral course. 2. Duration of such leave may be same as the duration of such course
- c) This leave can be applied for by a staff member who has completed a period of three (3) years of service
- d) An employee may be granted study leave for a maximum period of three years provided he/she executes a bond to serve the Institute for at least a period of five years after completion of study leave. The employee will be entitled to half pay during the period of study leave against which he/she has to submit PDC for the same amount.
- e) The person is required to submit the monthly progress report for drawing his/her salary and after completion of study/research, a certificate from the institute/guide where and under whose guidance he/she had undertaken research work.
- f) In case an employee decides not to serve the Institute after completion of study leave he/she shall have to deposit the entire salary which has been paid to him/her during the period of study leave A bond to this effect will have to be executed by the employee before he/she is allowed to proceed on study leave.
- g) On joining the institute after study leave, the remaining half of the salary due during the leave period, will be paid in equal instalments over the promised period of service as per bond.

14.5.7 DUTY LEAVE

Duty leave shall be granted to the teaching staff for Academic pursuits/consultancy for a period of 15 days in a calendar year (not more than 8 days in a semester) This leave shall be allowed for the following purposes:

- a) Presentation of papers in National/International seminars/conferences
- b) Attending summer school/winter school/refresher course etc.
- c) Attending AICTE/UGC/Govt. sponsored seminars/workshops etc.
- d) Attending University i.e. for working as supervisor and evaluation of answer papers. Non-teaching staff may be sent for official work as and when needed

14.5.8 EXTRA-ORDINARY LEAVE (E.O.L)

- a) May be granted to an employee who has worked for a period not less than three years.
- b) May be granted to an employee without any wage/salary
- c) EOL can be granted when no other leave is due to employee and the employee consumed the entire leave at his/her credit.
- d) EOL may be granted to an employee for a maximum period of six months when the management /leave sanctioning authority is satisfied that a situation has arisen where the employee is not able to take the strain of service and is in extreme need of leave to meet the eventuality
- e) The period of E O.L shall not be taken into account while granting annual increment

14.6 : Other Terms and Conditions:

- 14.6.1 The provisions of these rules are applicable to all faculties of this institution.
- 14.6.2 The leave cannot be claimed as a matter of right. The sanctioning authority concerned may however consider the sanction of leave keeping the interest of the institution in view. Due weight should also be given to the genuineness of the leave applied for.
- 14.6.3 The year means academic year i.e. 1st July to 30th June. Officers/ officials joined in the middle of the year shall be entitled to leave proportionate to the period of employment during the calendar year.
- 14.6.4 Sundays & public holidays availed as leave in combination with other leaves shall not be counted for CL only.

- 14.6.5 The CL is not to be treated as absence from duty. No leave of any kind can be granted to faculty under suspension.
- 14.6.6 Faculty during leave is prohibited from taking any other service/ employment.
- 14.6.7 For all other type of leave other than CL & EL, the recommendation of the principal/Director along with the proposal of alternative arrangement for management of the works during the period of Leave is necessary.
- 14.6.8 Every unauthorized/unapproved leave is subjected to debit of 1.5 CL or proportionate deduction of salary in lieu of CL.
- 14.6.9 Willful absence from duty after expiry of leave will be treated as misconduct leading to disciplinary action.
- 14.6.10 Work in official holidays can be compensated as additional CL. For entitlement of such CL, applications with proper authentication and approval have to reach the HR within 2 working days.

Relaxation: Secretary/ Vice Chairman reserve the right to relax any or all of the above provisions as per the circumstances without assigning any reason thereof.

14.7 Faculty Coming late / Going early:

- 14.7.1 The faculty shall remain present for not less than 7:00 hours per day in the college.
- 14.7.2 As per norms, the expected working hours in the college for a faculty are 42 hours for six days of duty in a week.
- 14.7.3 The faculty, who is coming late / going early / deputed on OD, should get prior permission from appropriate authority.
- 14.7.4 The faculties are required to give biometric thumb impression at arrival and at the time of departure from college. Where log for either in or out is not available, the same shall be taken as 4 hours or half day presence in the college.
- 14.7.5 If a faculty fails to get prior permission on coming late / going early / deputation on OD, he/she should intimate the appropriate authority, the reasons of such irregularity within 3 days.
- 14.7.6 A faculty shall compensate the short fall if any, within seven days of its occurrence.

14.8 Absence without intimation:

- 14.8.1 If a faculty remains absent from the college without prior intimation/approval of appropriate authority, the absence shall be treated as a day on leave without pay. However, in case of unavoidable circumstances, the faculty should intimate his/her absence with a mail/application confirming his/her inability to attend the duties.

15 TA & DA RULES:

- 15.1 These rules may be called the Synergy Institute of Technology (SIT) TA & DA rules.
- 15.2 These rules apply to all faculties under the administrative control of SIT. Payments claimed under these rules shall be subject to submission of detailed feedback / report with justification to the authority within 7- days of completion of tour otherwise, the advance amount will be recovered from his/her salary.
- 15.3 Actual traveling allowance means the actual cost of bus / train fare and DA for the journey made by the employee. No other allowance except DA is admissible to the employee on Journey or on tour. Bus fare / Train fare should be supported with the tickets along with the reservation charges. The tour performed by the employees shall be by the shortest and cheapest route.
- 15.4 A daily allowance is a uniform allowance for each day of absence on duty from headquarters, which is intended to cover the ordinary daily expenses by employee in consequence of such absences.

- 15.5 Daily allowance may not be drawn for any day on which a SIT employee does not reach a point more than 8 K.M. from his headquarters or return to headquarters from such point. Daily allowance shall not be allowed to any employee inside Bhubaneswar in any working days. However, any staff allotted duty in Bhubaneswar for office work with permission from competent authority shall be allowed food allowance @ Rs. 40/- provided he/she is availing lunch facility in the college canteen in working days. In case of holidays food allowance of @Rs. 40/- is permitted inside Bhubaneswar for office work with permission from competent authority.
- 15.6 Daily allowance may not be drawn for continuous halt of more than 10 days at any one place, provided that the competent authority may grant generally or in individual exemption from the operation of this rule, if it is considered in the interest of the SIT work.
- 15.7 For the purpose of calculating the traveling allowance, the SIT employees are divided into 4 grades.
- Grade I: Employee having salary above Rs. 30,000/-
 - Grade II: Employee having salary above Rs. 20,000/- below Rs. 30,000/-
 - Grade III: Employee having salary above Rs. 10,000/- below Rs. 20,000/-
 - Grade IV: Employee having salary below Rs. 10,000/-.

- 15.8 For journeys inside and outside state, daily allowance are admissible on the following categories as follows:

<u>Grade</u>	<u>Inside State</u>	<u>Outside State</u>
Grade I	200	280
Grade II	200	280
Grade III	150	220
Grade IV	150	220

(N.B : The amount shown including tea, water, lunch, dinner, snacks, breakfast etc.)

- 15.9 When no official accommodation is made available to the employees of SIT, they will be entitled to reimbursement of accommodation charges of a single room accommodation in lodging suitable to his status besides the daily allowance, as per the following:
(Note: Accommodation charges under this rule shouldn't be sanctioned unless the authorities are satisfied with reference to the voucher (Lodging Bill) produced by the employee.)

<u>Sl.No.</u>	<u>Grade</u>	<u>Inside State</u>	<u>Outside State</u>	<u>Metro City</u>
1	Grade I	500	800	1000
2	Grade II	400	700	850
3	If 2 people accompany the same tour	700	1000	1200
4	Grade III	300	600	700
5	Grade IV	350	550	650
6	If 2 people accompany the same tour	400	600	800

However, if the faculty arranged his/her own accommodation 50% of lodging charge (without any bill) will be permissible provided the destination does not belong to his home town / native place. Further, if the faculty move to his home town/native place 50% of lodging charge shall be payable. However, no DA will be allowed.

- 15.10 Partial DA: - Partial daily allowance shall be admissible at the graduated rates according to the period of absence from headquarters as stated below.

<u>Absence from the headquarters</u>	<u>Daily allowance allowed</u>
i. Less than 6 hours.	30%
ii. Exceeding 6 hours but less than 12 hours	60%
iii. Exceeding 12 hours, but less than 24 hours.	Full DA

Day means a calendar day beginning and ending at midnight. As per the above rules if the total period of absence exceeds 24 hours, it will be treated as absence within one day and the total entitlement of DA will be calculated on the basis of graduated rates according to the period of absence from the headquarters as stated above.

15.11 A SIT employee of Grade I and II shall be entitled to the reimbursement of actual expenses up to a maximum of Rs 600/- per day, at any place of halt outside the state, on production of receipt. However, the management may relax the upper limit in exceptional circumstances. For Grade III & IV, faculty the limit shall be a maximum of Rs. 300/- per day only.

15.12 **Mileage allowance by road (other than by public motor services)**

- a) By own Car Rs. 4.50/- per K.M
- b) By own Motor Cycle / Scooter Rs. 2.50/- per K.M.
- c) By own moped Rs. 1.50/-per K.M.

15.13 For journey by train, entitlement of class for the following categories is as follows:

<u>Grade</u>	<u>Travelling in Train</u>
Grade I	2 tier A.C (with Res. Charge)
Grade II	3 tier A.C (with Res. Charge)
Grade III & IV	2 nd Sleeper Coach (with Reservation charge)

Variations may be allowed subject to approval of the competent authority.

16. Doubt Clearing Class:

The college takes utmost care in seeing to it that the students are benefitted even after the college hours. Our able and well qualified team of faculty conducts Doubt- Clearing Classes beyond the regular college hours. Doubt clearing classes provide for the special attention necessary to some students who grasp the concepts slowly or need support for understanding the concepts taught on the day. These classes are conducted in a tutorial system to enable such students to share their views and ideas without hesitation and clarify their doubts for better command on any subject.

16.1 Role of faculty

16.1.1 It is the responsibility of the faculty to inform the students about class time and venue.

16.1.2 The faculty should arrange the classroom in a way that maximizes interaction; e.g. students could be seated in a circle or horseshoe shape that maximizes the amount of eye contact students can have with each other.

16.1.3 The faculty may also use this class time to obtain informal feedback from students.

17. Proctor System:

17.1 Objective:

The main objective of proctor system is to know the students individually and to help the assigned students to deal with the problems they face during their stay in the college, suggest ways and means to alleviate them and maintain written record of the same in the booklet.

17.2 Instruction to Proctor(s) and Reviewer(s):

17.2.1 Do's

- 17.2.1.1 The proctor should meet the students individually at least once in TWO WEEKs to update the contact details of the students and their parents, discuss their problems / prospects and make a record of the same in the Proctorial handbook.
- 17.2.1.2 Discuss the reason for absenteeism from class/lab and counsel students.
- 17.2.1.3 Discuss the reasons for absence from any internal examination/assessment with the student and bring this to the knowledge of his/her parents.
- 17.2.1.4 To assess whether the student is making optimal use of the available extracurricular activities, personality development programs, and professional courses being offered by the college and encourage them to make use of these.
- 17.2.1.5 Report student's academic performance to parents after each internal assessment and in the university exam, including back papers, if any.
- 17.2.1.6 A proctor must act as an academic guardian so that students feel relaxed mentally and can discuss and find solution to their problems in a congenial environment.

17.2.2 Don'ts

- 17.2.2.1 The proctors are not intended to solve all difficulties of the students or to suggest changes in the system to accommodate student's/ parent's views. They are therefore not to commit any thing which does not fall in line with the existing rules and protocols of the college.
- 17.2.2.2 The proctors should not pass any adverse comments against anybody, particularly against any student in the presence of another student.
- 17.2.2.3 This handbook is a property of the college and its content should not be shared with any person not related to the college.

17.2.3 For Reviewers

- 17.2.3.1 HODs are expected to review and submit all the booklets once in a month and submit the report to the Dean (Development) with copy to the Principal/Director in the prescribed format.
- 17.2.3.2 Dean(s) are to verify at least 20 Nos. of hand books every month (randomly Selected) and report the outcome to the principal/Director in the prescribed format.

18. FACULTY DEVELOPMENT:

18.1 Rules for Attending Seminar, Conference and Workshop

The employees of the college shall be encouraged to attend Seminar/ Conference/ Workshop as under:

- 18.1.1 An employee permitted to attend Seminar/ Conference/ Workshop shall be given duty leave for the duration of Seminar/ Conference/ Workshop.
- 18.1.2 The teaching staff may be permitted to attend Seminar/ Conference/ Workshop even if he has not contributed any research paper in the Seminar/ Conference/ Workshop, but in the opinion of the Principal/Director of the college his participation in the Seminar/ Conference/ Workshop is in the interest of Academic system of the college and the college will be benefited from his participation in the Seminar/ Conference/ Workshop.
- 18.1.3 If a teaching faculty is the **FIRST** author of the research paper contributed in the Seminar/ Conference/ Workshop, he/she may also be paid full/ partial registration fee and travel expenses, based on the recommendation of Director of the college.
- 18.1.4 In case teaching faculty is not the first author of the paper, the NOC from all other authors whose names appear before his name shall be required. The non-teaching staff shall be permitted to attend Seminar/ Conference/ Workshop only if he has contributed any research paper in the Seminar/ Conference/ Workshop.
- 18.1.5 In case non-teaching staff is not the first author of the paper, the NOC from all other authors whose names appear before his name shall be required.

- 18.1.6 A teaching faculty can avail one such grant per semester (two in a calendar year) within the country. A non-teaching faculty can avail one such grant per calendar year.
- 18.1.7 A teacher may be sponsored to participate once in two years and a non-teacher once in three years in International Seminar/ Conference/ Workshop.
- 18.1.8 For a particular Conference etc. the maximum number of faculty of a particular department will be four at a time on “first come first serve” basis.
- 18.1.9 In a financial year the maximum number of participants to Conference etc. will be permissible without disturbing the normal academic process.
- 18.1.10 The period of absence for attending Seminars, Conference etc. shall be treated as “on duty” subject to the provisions laid down in Leave Rules of COLLEGE.
- 18.1.11 “On duty” leave will be for the period of Conference/Seminar/Workshop/training program and for required journey time from COLLEGE to venue and venue to COLLEGE.
- 18.1.12 Funds are only granted to faculty members who have participated in Seminar/ conference/ Workshop for 2nd time in the calendar year.
- 18.1.13 College will not provide any increment if there will be zero paper publication in a calendar year.

18.2 Eligibility for attending Seminar/ Conferences and technical training / Workshop

A faculty of COLLEGE may be granted financial assistances under the scheme for attending academic conference etc.

- a) A paper has been accepted for presentation;
- b) When invited by the organizers to chair a session/ section of the Conference or to deliver lecture as a guest speaker or to act as the Rapporteur of the Conference. In this case the person concerned may not contribute a separate paper of his own.

Enhancing Staff Development: The staff in an Engineering Education institution fall under two categories:

Technical Staff: The Technical Staff in laboratories and workshops needs to be trained in their functional areas including operation and routine maintenance of both the existing and new equipment. They also need training on workshop instructions, upkeep of institutional services, etc. The training can be organized within the institution or at the supplier/manufacturer premises or at reputed technical training institutions. The technical staffs also need to be motivated and encouraged to go for training and to use the newly acquired expertise for the benefit of students and the institution.

Administrative Staff: The Administrative Staff also needs training in respective functional areas, particularly in the use of modern office equipment, software, office automation, maintenance of records, procedures, etc. The training should also cover motivation for time and material efficiency, and friendliness towards faculty and students. The training may preferably be organized within the institution with the help of suitable organizations.

18.3 Amount to be paid/ reimbursed:

18.3.1 Research paper publication

The faculty member those who have published / will publish research paper as per below criteria may be sanctioned Rs. 5,000/- for first author and Rs 3,000 for 2nd author/ correspondence author as one time incentive

- i. Non-paid Journal
- ii. Scopus index UGC, SCI and Springer Else ever

This practice will be reviewed on yearly basis from the beginning of the session

2. Further those faculty members have attended International National conference and presented the paper they may be paid registration fees with a maximum of Rs. 5000/- or Rs 1,000/- for conference publication provided the publication is made in Springer Else ever ISTE.

3. Further those who are preparing prototype/ product development of research work and filed patent the college will provide fund limited to Rs. 10,000/- or more subject to submission of details of work.

4. Those faculty members writing book chapter as 1st author and published in reputed publisher like Taylor and Francis or any International publishing house they may be paid Rs 2000-as incentive for one time only in case of 2nd author she he may be paid Rs 1,000/-.

5. The faculty members to publish books (Text book / Research Book) in reputed National/International publisher (minimum page 150), a token amount of Rs 10,000/- or the actual amount whichever is less for manuscript preparation to be sanctioned.

The serial no 1,3,4,5 should be recommended by a committee consisting of Principal /Director and two members one inside & one outside

N.B: All Publications must be in the name of SYNERGY INSTITUTE OF TECHNOLOGY BHUBANESWAR

18.3.2 Conditions:

- i. The faculty and staff must submit his / her proposal through the Dept. Heads/Principal /Director of college along with the following documents and the application complete in all respects should reach office ordinarily 30 days ahead of the commencement of the Conference/ training program for consideration.
- ii. The circular or letter of invitation issued by the organizer of the Conference/training programs, etc. from time to time.
- iii. An abstract of the paper to be presented in the conference etc. and the letter of acceptance, if already available.
- iv. Name, place and duration of the Conference/training programs etc. in which the paper is proposed to be presented.
- v. Letter from the Organizer of the Conference, Seminar, etc. inviting the faculty to chair a Session / Section of the Conference or as a special speaker or as a Rapportear.
- vi. The nature of financial assistance needed from the Institute
- vii. Number of Conference/training programs etc. attended during the financial year (April to March).

18.3.3 Accountability:

The faculty and staff after undergoing training are expected to:

- a) Prepare a report on the training undertaken and the experience gained. The report should also include the aspects that can be used to improve the teaching-learning process, enhance / improve research, improve equipment utilization and, make administrative and financial functions more efficient.
- b) Share their experience with students and other faculty/staff of the institution through seminars.

18.3.4 Only one seminar / conference / workshop per academic year is allowed for **Associate Professors / Asst. Professors / Sr. Lecturers / Lecturers.**

18.3.5 Two seminars / conferences / workshops per academic year are allowed to Professors.

18.3.6 TA & DA as per existing rules shall continue to be paid, if not paid by the invitee organization.

8.4 Post-Visit Presentation in Department

18.4.1 Immediately on return of a faculty member to SIT Campus after participating in Seminar / Conference / workshop, the department concerned must arrange a presentation by the said faculty to the departmental faculty members. A technical report and/or attendance need to submit on the date of joining.

18.4.2 Other departmental faculty members who are interested may be invited to attend the same.

18.5 Consultancy work:

18.5.1 Consultancy work without use of Institute facilities: 70% of the total earning to be distributed to Investigators, technical and other staff on the recommendation of PI.

18.5.2 Consultancy work involving use of Institute facilities: 30% of the total earning to be distributed to Investigators, technical and other staff on the recommendation of PI.

19. LIBRARY FACILITY TO FACULTY MEMBERS:

19.1 Maximum number of books that stands issued to a faculty at any point of time should not exceed 07 (Seven). The limit can be extended with due permission from the Principal/Director.

19.2 The Faculty reading room is in the Reference Section of the Library and is open in the designated hours.

19.3 Through the digital library, the faculty members can have access to different online magazines, journals and books.

19.4 The library subscribes to a substantial number of national and international journals pertaining to different branches. It helps the faculty members towards paper publication and carrying out research and development activities.

19.5 Every faculty should spend a minimum of 5 hours a week in the library. He/she should sign and date the register maintained and put his/her biometric impression for this purpose.

20. INTERNET FACILITY TO FACULTY:

20.1 35 computer systems are reserved for faculty members.

20.2 Faculty members can use these systems everyday from 10.00 AM To 5.00 PM.

20.3 All department systems are connected to network. As such all faculty members can avail themselves of 24 hours Internet facility.

20.4 24 hours Wi-Fi Internet facilities are available to faculty members on campus and hostels.

21. DOS AND DON'TS FOR FACULTY STAFF:

21.1 DOS:

21.1.1 Remember that as a faculty member you have many roles to play, viz., that of a faculty vis-à-vis your students, that of an academician for carrying out other functions like research, examination or other duties as assigned to you from time to time.

21.1.2 Remember that people at large are observing you as a distinguished faculty of SIT and your general conduct and behavior in public should be in keeping with the expectations.

21.1.3 Remember that taking classes is your primary responsibility and you should be regular, punctual and diligent in discharging this duty. Under no circumstances should you absent yourself from classes/institute without prior permission of the competent authorities. Attendance is a statutory requirement and that students may be debarred from appearing at the university examinations if it falls short of the minimum requirement of 75%. Attendance Record must be maintained in the proper format with date and signature of the faculty concerned.

21.1.4 It should be remembered that English is the official language of SIT. Hence English should be used as the only medium of instruction and communication.

21.1.5 Please prepare well in advance for a class so that you can deliver a quality lecture. You may use teaching aids for elucidation and circulate soft copies of your class-notes.

21.1.6 Take class tests, give home assignments to the students and be transparent regarding their performances so that the results at the end of the term do not come as a shock.

21.1.7 Please discuss with the HOD and the Librarian regarding availability or otherwise of sufficient copies of text and reference books.

- 21.1.8 Remember to return books issued to you from the library in time so as to set a good example for others to follow.
- 21.1.9 Remember that the students are entitled to submit a feedback about you in the prescribed format and exerting any influence in this regard is a disqualification.
- 21.1.10 Remember that if you are entrusted with laboratory work, you must ensure that the equipment is in good running condition at all times and the students conduct experiments as per the stipulations of the syllabus.
- 21.1.11 Please discuss with your HOD if you require any assistance regarding procurement of spare parts, consumables, chemicals or other resources required for smooth functioning of that part of the laboratory you are responsible for.
- 21.1.12 Remember that you may be assigned examination duty from time to time by the Examination Section in consultation with your HOD. Please find out your exact role from the Examination Section and carry out the same to the letter and spirit.
- 21.1.13 You may be assigned other duties like that of external examination duty, representing the institute in seminars /conferences, or other events in consultation with your HOD. These must also be carried out in a proper manner.
- 21.1.14 Student issues of any kind that falls within your domain or comes to your notice must be addressed with all sincerity either through personal intervention or by informing to appropriate authority.
- 21.1.15 A faculty must at all times remain in touch with the students to feel their pulse.
- 21.1.16 Please obtain clearance from all concerned before leaving the college for good.

21.2 DON'TS:

- 21.2.1 Don't take part in any activity on or off the campus that might tarnish the image of the institute in any way.
- 21.2.2 Don't fail in time management which may lead to inability in your part to discharge all your roles equally well and prevent you from being recognized as a successful faculty.
- 21.2.3 Don't make any statement to the Press or other outside agencies about any incident or development at SIT without being authorized to do so by the competent authorities.
- 21.2.4 Don't make any distinction among your students and colleagues on grounds of caste, creed, religion or sex.
- 21.2.5 Attempts at hiding facts for gaining cheap popularity with the students must be avoided.

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