

STAFF SERVICE RULES

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Institute of Technology & Management

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The Shri Krishna Education Society, GIDA, Gorakhpur was formed and got registered under Societies Act of Uttar Pradesh with Registered No.: 273/2000-2001 dated 02-09-2000. Under the aegis of the Society, Institute of Technology & Management is established at GIDA, Gorakhpur Uttar Pradesh in the year 2001.

The following are the service rules of the College.

1. Academic Department:

- 1.1. The Institute offers B.Tech, B. Pharm and MBA programmes as approved by the relevant statutory bodies in addition to the Administration wing (Office of the College) of the College:
- 1.2. The Governing Body shall have the authority to reorganize or abolish the existing departments or establish new academic departments under the rules of AICTE with concurrences from AKTU.

The Institute will have the following cadres to assist the Director in running the Administration.

1. Deans
2. Heads of the Departments
3. Faculty (Professor, Associate Professor, Assistant Professor)
4. Non Teaching Staff

2. The published service rules, policies and procedures with year of publication-2018

Service Rules

The faculty service rules are framed to ensure effective utilization of human resource for improvement of academic and overall performance

1. The appointment order is issued by the Secretary of the Society.
2. Faculty salary is provided as per AICTE norms.
3. Resignation will not be accepted in the middle of the academic year.
4. One month notice is mandatory for resignation in all cases to enable the institution to make alternative arrangements.
5. Based on faculty performance, they will be honoured with promotions and increments

Procedures

Procedures for teaching faculty

1. Staff members should enter the college and give biometric attendance at principal office between 9 a.m and 4:30 PM.
2. Lesson plan for teaching the subject should be prepared by the teaching staff based on the academic schedule and should be submitted to the HOD and principal for approval
1. The staff should be prepared the note of lesson as per plan and submit the same of the HOD before the commencement of every semester.
2. All the teaching staff should follow The academic schedule and daily schedule of activities issued from the principal s office Before taking class They should prepare well
3. They should enter into the class on time and leave the class only after the bell.
4. While taking attendance, mark the students who are absent correctly and avoid overwriting.
7. They should conduct Internal tests and examination as per the academic schedule and time table
8. They should evaluate the answer scripts correctly and submit the same to the HoDs within four days from the date of test.
9. The copies of the mark list should be submitted to HOD.
10. The practical class should not be cancelled at any cost.
11. Staff should correct the observation notes and value the records periodically.
12. The staff Incharge for the project work should submit the details regarding the title of the project work no. Of student in the batch name of the guide in time of the HOD
13. The staff should instruct The student to keep the area in and around the classroom as well as respective laboratories.
14. The teaching staff should interest to come with proper dress, identity cards and shoes.
15. They should check and warn the students note to involve in any immoral activities.
16. The teaching faculty members are responsible for problems in the classroom irregularity of students etc. They should maintain complete discipline among the student.
17. The teaching staff comes across any problem relating to students discipline and conduct it should be reported to the HOD immediately and then to the knowledge of the principal.
18. Memo will be issued to those who
 - a) Are irregular
 - b) Do not follow the rules and regulation
 - c) Do not discharge the duties properly
 - d) Issuing of 3 memos will be viewed seriously
19. Principal must be informed in advance by the department in charge about the requirements for the labs, library etc. for the forthcoming year.
20. The staff shall ensure his/her presence in Department during institute time.

21. Male staff member should wear formals, shirts properly tucked in, along with tie, Shoes.
22. Female staff members should wear saree, overcoat.
23. Teaching staff have to work hard with dedication and involvement. They are expected to discharge their duties as per the guidelines given above without any deviation or shortcoming. The student' problem should be sorted out immediately at the grass root level itself.
24. The teaching faculty, in addition to their regular academic work is expected to actively participate in training and placement of students, publication of papers, organizing conferences/seminars/workshops and undertaking funded research projects. The college grants ODs for this purpose.
25. Appreciation will be there with rewards to the teachers who are identifies as the best teachers.

Procedures for Non-Teaching Staff:

7. Staff member should enter the college and sign in the Attendance Register at Director/Principal's office between 9 a.m. and 4:30 pm at the Department and Director's office.
1. Non-teaching staff are responsible for keeping all the equipment, machinery, computer, items, and furniture in the Laboratory /work place neat and clean, and also to keep all the papers, files, etc., in order. They should discharge their duty with care and involvement and should stick to the daily schedule of activities issued from the Director/Principal's office.
2. Director must be informed in advance by the staff through HoD, about the requirement for the office/Laboratory, etc.
3. The staff shall be in his/her seat. They are not supposed to go to the other areas during the working hours and chat with other staff members or students.
4. The staffs are expected not to take leave without proper reason. For genuine reasons they can avail a maximum of 14 days leave per year with the leave application duly submitted and leave sanctioned in advance.
5. Male staff members should wear formals, properly tucked in, shoes.
6. Female staff members should wear saree.
7. Staff is responsible for problems and irregularities in the working place. Any kind of indiscipline, irresponsibility, damage caused to the college property due to negligent act will be viewed seriously.
8. Memo will be issued to those who
 - a) Are irregular
 - b) Do not discharge the duties properly
 - c) Do not discharge the duties properly
 - d) Issuing of 3 memos will be viewed seriously.

9. Staff discharging their duty with dedication will be appreciated, encouraged and honoured with increment.

Procedures for leave and Related matters

1. Leave/Vacation

a) Causal Leave CL:

The faculty members are expected not to take leave without proper reason. For genuine reasons, they can avail maximum 14 days leave per year at the rate of one day per month with the leave application duly submitted and leave sanctioned in advance. In case of emergency, they can opt for 3 days CL continuously. The faculty members are expected not to take leave on Saturdays and Mondays. The staff may be called for explanation if they fail in their duties in aspect and subsequently action will be taken.

b) On-duty leave OD

- Examination Duty for AKTU Examinations: Max.10 days per semester-eligible faculty member (S) shall be permitted as per the order received from the Zonal office.
- External Examiner Duty for AKTU Examination- eligible faculty members shall be permitted as per the order received from the zonal office.
- Central Evaluation Duty for AKTU Examination – approved Evaluation shall be permitted as per the order received from the University.

c) Medical Leave : upto 5 days in a year.

d) Compensatory leave (CCL):

Staff members are eligible to avail CCL in lieu of working for the institute / Management on Sundays/ general holidays.

e) Permission:

The faculty members shall avail a permission for 4 and ½ hs per month to attend an urgent work in the end or start of any working day, without affecting their academic work.

f) Vacation:

- Faculty members who have more than 2 years of experience in our Institution are eligible for a VL of up to 2 weeks during summer /winter

3. Participation in Conferences / Seminars / Workshop and FDPs.

- Each member of faculty shall avail 5 day on duty leave to participate in Conference / Seminar / Workshop / FDP in a semester.
- Faculty members with postgraduate or doctoral qualification shall present / publish papers (each faculty at least one paper per year) in National / International Conference of Journals.

4. Organizing Conferences / Seminars / Workshop and FDP and Guest lectures

- Each Department shall Organizing at least one conferences / Symposium / Workshop / FDP, during every academic year. HODs and faculty member shall take initiatives to generate fund for organizing the Conference / Symposium / Workshop.
- Every Department shall conduct at least 2 Guest lecture / Special lectures per year to important student with knowledge beyond syllabus
- College shall sponsor Rs.50000/- per year to each Department for organizing Guest lecture special lectures, Seminar or FDP, etc. to meet the expenses of honorarium and travel for experts.

5. Encouraging faculty member to pursue Higher Studies

- Faculty members who have completed 2 years of experience , demonstrating satisfactory level of academic performance and interested in pursuing Higher Studies on Part-Time basis shall submit an application to the Director seeking permission for registration .
- The college shall grant 12 ODs per year to the Ph. D scholars to meet their Supervisors for any discussion related to their research, writing the course work examination at the end of the first/second semester. The faculty member who is on the verge of completion of his / her research work and ready to submit the thesis , shall request for a special leave as the case may be to enable him/her prepare and submit the thesis.

6. Maternity Leave

6 months of maternity leave with 3 months' salary is granted for women faculty members.

Recruitment Procedure:

1. The sanctioned strength of each course is noted down as per the AICTE Norms.
2. The number of required staff is identified taking into account the available student strength also in each course .For the requirement of staff, requisition is made to the authority for selecting new faculty.
3. For recruiting new faculty. Advertisement is given in newspapers and also in media.
4. The applications received are scrutinized and information sent to the shortlisted candidates through the e-mail/ phone.

5. The number of candidates responded to the advertisement are shortlisted keeping in view the AICTE Norms for qualification and experience depending upon the post.
6. The staff selection committee for the selection of candidates is constituted
7. On the day of interview the registered candidates are interviewed by the selection committee based on different parameters.
8. After personal interview, the appointment orders are issued to the selected candidates, signed by Secretary.
9. The appointed candidates join duty as per the notification of the appointment order.

Promotion policy:

1. The College follows AICTE norms for qualification and experience in respect of promotion of faculty members.
2. In addition, due consideration is given to academic performance and overall contribution by the faculty members.
3. Additional increments are offered to staff members who excel in academics.
4. Well defined performance appraisal form comprising the details about results produced, students feedback, guiding projects, their contribution to the department and college, publication of papers in journals, presenting papers in conferences, attending FDP/STTP/ Workshops / R&D projects received, is collected at the end of the academic year from each faculty and evaluated their performance.
5. Based on their performance in the academic year, they are suitably rewarded and honored.