

**ARYA COLLEGE OF ENGINEERING AND RESEARCH CENTER,  
KUKAS, JAIPUR**

# **SERVICE RULES**



**YEAR OF PUBLICATION-2012-2013**

## CONTENT

<b>S. NO.</b>	<b>NAME OF TOPIC</b>	<b>PAGE NO.</b>
<b>1</b>	BASIC ACADEMIC POLICY	<b>3</b>
<b>2</b>	APPOINTMENTS AND TERMS AND CONDITIONS	<b>4</b>
<b>3</b>	GENERAL GUIDELINES	<b>6</b>
<b>4</b>	GUIDELINES FOR FACULTY MEMBERS	<b>9</b>
<b>5</b>	GUIDE LINES FOR CONDUCTING MID TERM TESTS	<b>15</b>
<b>6</b>	ANNUAL CONFIDENTIAL REPORT	<b>20</b>
<b>7</b>	MEDICAL FACILITIES	<b>20</b>
<b>8</b>	GRIEVANCE CELL	<b>20</b>
<b>9</b>	RECRUITMENT	<b>21</b>
<b>10</b>	CLASSIFICATION OF MEMBERS OF THE STAFF	<b>22</b>
<b>11</b>	PAY SCALES	<b>23</b>
<b>12</b>	SELECTION PROCEDURE	<b>24</b>
<b>13</b>	LEAVE RULES	<b>25</b>
<b>14</b>	STUDY LEAVE	<b>29</b>
<b>15</b>	RULES FOR TRAVEL ALLOWANCES	<b>31</b>
<b>16</b>	PROVIDENT FUND	<b>32</b>
<b>17</b>	GRATUITY	<b>32</b>

# **ARYA COLLEGE OF ENGINEERING AND RESEARCH CENTER,**

## **Kukas, Jaipur (Rajasthan)-302028**

### **1. BASIC ACADEMIC POLICY:**

#### **1.1 Academic Values:**

We realize the responsibility to fulfill the students faith because the students know the role an institute plays in shaping their careers. The institute is playing an important role throughout the four years of the academic in not only shaping career but also grooming the overall personality of the students. The institute is devoted to imbibe and inculcate not only problem solving abilities, communication and presentation skills, confidence but also social and moral values to groom them into better citizens.

The institute has planned a unique methodology by utilizing all the available resources to keep the students updated with the latest in the field of Technology, around the world. The institute has developed a high powered academic development and monitoring committee comprising of the professors and HODs of each department, whose primary objective is to come out with standardized lecture notes, tutorials, question bank etc.

#### **1.2 Our Vision**

To impart quality education to the students and to work for excellence in education so as to nurture the inherent talent and make the student into a quality professional in Technical & Managerial field so as to meet all the future challenges of Global Economy.

#### **1.3 Our Mission**

To create an innovative academic environment so that student can achieve quality techno-managerial skills so as to become an excellent productive professional

who can contribute to the development and progress of the society, nation & world as a whole.

#### **1.4 Quality Policy**

The Quality Policy of institution is to provide excellent infrastructure & conducive academics for professional & technical growth of all the students and faculty members with sustained efforts and continuous improvements to meet industry expectations.

#### **1.5 Implementation of Quality Policy**

Institute is committed to provide quality education to the students to cater to the changing & challenging needs of society & industry by

- (i) Providing best inputs to the students and to develop them to imbibe the spirit of professionalism, dedication & commitment.
- (ii) Maintaining state-of-the art infrastructure & conducive environment.
- (iii) Enhancing the competence of faculty to high level & to make them adopt all modern teaching-learning process.
- (iv) Inculcating moral & ethical values among students & staff.
- (v) Collaborating with institutions & industries.
- (vi) Promoting research & development programme for the growth of economy.
- (vii) Commitment to comply with all the requirements of AICTE & RTU.
- (viii) Aiming at continual improvement in all activities.

## **2. APPOINTMENTS AND TERMS AND CONDITIONS**

There are various categories of employees at the institute. Their salary scales, qualifications and experience etc. required for appointments are given separately in this document. Normally, regular appointments particularly as faculty will be made by direct selection by inviting applications through public advertisement except appointments under career advancement scheme.

- 2.1 Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- 2.2 Every employee, appointed on regular basis against a substantive post shall sign a written agreement with the institute.
- 2.3 Every member of the staff shall employ himself/ herself honestly, efficiently and diligently under the orders and instructions of the Principal/ Designated Authority or other officers 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 aforesaid.
- 2.4 An employee is required to serve a probationary period of 1 year after which the service will be confirmed subject to satisfactory performance. The probationary period may be extended or shortened at the absolute discretion of the Governing Body . During the probationary period, the appointment may be terminated.
- 2.5 Selection and compensation of employees shall be made without distinction as to race, sex, or religion and the same shall be made on competitive basis.
- 2.6
  - a) The terms of appointment provide for termination by a notice on either side of two months for the employee working on confirmed basis, one month if working on probation and seven days for the employees on ad-hoc basis. If anybody desires to be relieved prior to the completion of the notice period he/she will be required to pay to the institute an amount equal to his / her salary and allowances for the deficient notice period. However, the Governing Body will have the right to waive the notice period.
  - b) Unless waived in part or in full by the appointing authority, there will be a probationary period for one year. At the end of the probationary period, it may be extended by the appointing authority for a period upto one year. The services of an employee on probation can be terminated without notice and without assigning any reason.
  - c) The age of retirement from the service of the institute will be as per AICTE Norm. For the faculty and others.

Other service conditions will be subject to such norms and executive instructions of the Rajasthan Technical University / Government of Rajasthan and the institute as may be in force from time to time.

- 2.7** An employee shall not without the previous permission of the Governing Body in the case of Director / Principal and in case of teaching and other staff of the Director/ Principal respectively be engaged directly or indirectly in any trade, business or occupation or any other remunerative or non-remunerative work.
- 2.8** Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties of the College.
- 2.9** The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- 2.10** Besides appointments in regular scale, the appointments of the faculty and staff may be made on fixed terms on ad-hoc or contract basis. These appointments will carry a lump sum salary or salary in the scale. Fixed term appointees are eligible for vacation and it is admissible to one who has completed minimum service of one semester. In case a fixed term appointment gets converted into a regular appointment for various terminal purposes, the continuity of service will be reckoned from the date of the commencement of the term of appointment.

### **3. GENERAL GUIDELINES**

#### **3.1 Every Employee Shall**

- i) Be punctual in attendance and in respect of his/her class – work and also for any other work connected with the duties assigned him/her by the Director / Principal / Vice Principal, Head of Department.

- ii) Abide by the rules and regulations of the institute and also show due respect his / her higher authority.
- iii) On every working day sign the staff attendance register, and punch his finger at the time of arrival and to the time of leaving the institute located at the gate and be ready at least, five minutes before the commencement of classes.
- iv) Be responsible for the discipline of students even outside the classrooms. Since supervision during the break or off time is vital for the protection of the property of the institute and its students employees may, from time to time, be allotted such duties to maintain discipline and orderliness at the institute.
- v) Be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipments etc. under their care. The appropriate authority should immediately be informed of any damage cause or any repairs/replacements that may be required.
- vi) Ensure that no student indulges in ragging. Canvassing and/or cause harassment of any kind to other student by what so ever name called, as it is strictly prohibited under law.
- vii) Not through any act of omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace dignity and harmony of the institute.
- viii) At all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his/her official dealings.
- ix) At all times be courteous in his / her dealings with other members of the staff, students and members of the public.

**3.2** Unless otherwise stated specifically in terms of appointment, every employee is a whole – time employee of the institute, and may be called upon to perform such duties as may be assigned to him/her by the principal or his/her higher officer, beyond scheduled working hours and on closed holidays, and Sundays. These duties inter alia shall include attendance at meetings of committees to which he/she may be appointed by the institute.

- 3.3** An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he /she must be present at the place of his / her duty. Unless otherwise stated, all employees of the institute are required to work effectively for at least 40 hours per week.
- 3.4** Except for valid reasons and / or unforeseen contingencies no employee shall absent himself / herself from duty without prior permission of the designated authority.
- 3.5** All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration of the youth and other learners committed to their care.
- 3.6** All employees are expected to behave according to the ideals of national integration showing love, concern respect to all without any discrimination whatsoever of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and / or termination from service.
- 3.7** Every employee shall strive to instill in the students under his / her care a high sense of values, social conscientiousness, and pride in their Institute and loyalty to the country. It is the sacred duty of all the employees to work for intellectual, moral social and physical developments of all students.
- 3.8** An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- 3.9** Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.



**3.10** If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he/she shall settle the account within 21 days from the date of drawal of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be advance shall be adjusted from his salary.

**3.11** All correspondence addressed to an employee or by him/her or by the institute including press and other such copies of correspondence, all voucher, books including all notebook containing all notes or records or prices of other data and apparatus, samples and /or other goods belonging to the institute, circulars and all other papers and documents of any nature whatsoever, relating to he institute s affairs which shall come into his / her possession in the course of his / her employment , shall be the absolute property of the institute and he /she shall, at anytime, during service or termination there of or upon his/her leaving the services of the institute for any reason whatsoever deliver up the same to the institute on demand and without claiming any lieu thereon.

**3.12 Taking part in Politics and Elections**

i) No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he / she subscribe and aid or assist in any manner any political movement or activity.

ii) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.

iii) Provided that an employee of the Institute qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

**3.13** Employee shall only be relieved from their duties after resignation at the end of the semester or upon fulfillment of their notice period whichever is latter. For this purpose, end of semester shall be defined as the time when all attendance, marks project evaluations are submitted to the appropriate office.

Employees relinquishing their job are required to get NOC from all concerned departments.

## **4. GUIDELINES FOR FACULTY MEMBERS**

**4.1** Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Governing Body.

**4.2** Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.

The faculty members are awarded incentives for the same in the following categories:

a) Rs.5100/- for publishing an article or a paper in a Journal/ publishing a book.

b) Rs. 2100/- for paper presentation in an International Conference.

c) Rs. 1100/- for paper presentation in a National Conference.

### **4.3 Award Policy:**

Best faculty award of Rs. 2100 is given in each semester Awards of Rs. 2100 are also given to faculty members for best results. Sitable awards are also given for outstanding achievements from time to time.

**4.4** The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

### **4.5 A faculty member may be issued a show cause notice or terminated if he/she:**

i) Knowingly or willfully neglect his / her duties.

ii) Propagate through his / her teaching lesson or otherwise, a communal or sectarian out look, or incite or allow any student to indulge in communal or sectarian activities.

iii) Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.

- iv) Indulge in or encourage any form of malpractice connected with the examination or any other activity of the institute.
- v) Show negligence in correcting term or assessments or exam work of the students .
- vi) While being present at the institute , absent himself / herself, except with the prior permission of the Director , from class which he /she is required to attend provided that where such absence without leave or without the prior permission of the Principal is due to reasons beyond the control of teacher, it shall not be deemed to be a breach of discipline and or the code of conduct, if on return to duty, the teacher has applied for and obtained , ex-post facto, the necessary sanction for the leave availed.
- vii) Accept or give private tuition to any student of the institute or any other person without the written permission of the Director.
- viii) Prepare or publish any book commonly known as guides, or assist, in their publication other than under authority of the instate obtained though the chairman
- ix) Enter into any monetary transaction with any student or parent: nor shall he / she conduct his / her personal matters in such a manner that he / she is to incur a debt beyond his /her means to repay.
- x) Accept or permit any Member of his / her family or any other person acting on his / her behalf to accept any gift or receive advantage from any student, parent or any person with whom he/she has come into contact by virtue of his / her being in the employment of the institute.
- xi) Groupism of any kind should be absolutely avoided. Faculty members found indulging in such activities will be subject to discipline proceedings.

#### **4.6 Department:**

- i) The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- ii) The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.

- iii) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD/Principal in academic, co-curricular or extra curricular activities.
- iv) Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
- v) 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.
- vi) The Faculty Member should make himself / herself presentable.
- vii) The Faculty Member should show no partiality to any segment / individual student.

#### **4.7 Class Room Teaching:**

i) The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 36 hours a week, of which teaching-contact hours should be at least as follows:

- |                                     |                 |
|-------------------------------------|-----------------|
| i) Principal                        | 4 hours / week  |
| ii) Professor                       | 8 hours / week  |
| iii) Associate Professor            | 12 hours / week |
| iv) Assistant Professor/SL/Lecturer | 16 hours / week |

For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour.

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/Institution.

ii) Once the subject is allotted, the Faculty Member should prepare the lecture hour wise lecture plan and the course file.

The course file consists of preface, previous year university question paper, lecture notes, hand outs, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), etc.,

- iii) The Faculty Member should get the lecture plan and course file-approved by HOD and Principal.
- iv) The Faculty Member's Diary Must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- v) The Faculty Member should refer to more books apart from textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.
- vi) The Faculty Member should go to the class at least 5 minutes before and enter the class without delay at the scheduled time.
- vii) The Faculty Member should engage the class full 55 minutes and should not leave the class early.
- viii) The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what students are going to learn in another 2 minutes, then explain the lecture well up to 45 minutes and in the last 3 minutes conclude and say what we will see in the next class.
- ix) The Faculty Member should cultivate to include humor in the lecture, to break the monotony.
- x) Should practice/rehearse the lecture well before going to the class.
- xi) The Faculty Member should make use of PPTs. Models etc., as teaching aids.
- xii) The Faculty Member should encourage students to ask doubts/questions.
- xiii) The Faculty Member should get the feed back from students and act/adjust the teaching appropriately.
- xiv) The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
- xv) 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.
- xvi) The faculty members is serviced to make entries of student attendance and log book in I- College software immediately after the classes.
- xvii) The Faculty member should sign in the class log book every day after he/she finishes the lecture.

- xviii) The Faculty Member should interact with the class teacher or mentor and inform him/her about the habitual absentees, academically backward student, objectionable behavior etc.
- xix) The Faculty Member should always aim for 100% pass results in his/her subjects and work accordingly.
- xx) The Faculty member should regularly visit library and read the latest journals/magazines in his/her specialty and keep oneself abreast of latest advancements.
- xxi) The Faculty member should make himself/herself available for doubt clearance.
- xxii) The Faculty member should motivate the students and bring out the creativity/originality in the students.

#### **4.8 Laboratory:**

- i) 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.
- ii) Whenever possible, additional experiments to clarify or enlighten the students must be given.
- iii) The lab observations/records must be corrected then and there or at least by next class.

#### **4.9 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 not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/test.

Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative/Centre Superintendent. (HOD concerned in the case of midterm test).

The test papers must be corrected and marks awarded within seven days from the date of examination. The checking of answerbooks will be done in the central examination room.

The faculty members should be very 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.

#### **4.10 Student - Faculty Report:**

The Faculty Member should have a good control of students.

As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual 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 teacher/HOD.

The Faculty Member should act with tact and deal with insubordination by students maturely.

The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

## **5. GUIDE LINES FOR CONDUCTING MID TERM TESTS**

### **5.1 General**

- i) Mid Term tests shall be conducted as per Academic Calendar issued by college separately. The Academic Calendar prescribes the units to be covered for each mid term test.
- ii) Faculty must ensure that for each mid term test, the units prescribed are thoroughly completed well in time.
- iii) Each mid term test will be of 40 marks. The duration of first and second mid term test will be 2 Hrs. and 3 Hrs, respectively.

- iv) In case a particular subject is taken by more than one faculty, HOD must ensure that each faculty covers the units in same sequence and with same contents so that at the time of test, there is no difference in unit coverage between different sections.
- v) For first year, the question paper for same subject shall be common for all branches.
- vi) It is further proposed that for 1st year, students shall be divided into two group (A and B). Two question papers (A and B) shall be set. Which paper goes to which group shall not be known to any body beforehand, it will be decided randomly only at the time of distribution of paper.

## **5.2 Guidelines for Setting Question Paper**

- i) Total syllabus prescribed for the particular test shall be covered.
- ii) The paper shall be set on the pattern of RTU examination.
- iii) In setting paper, due weightage should be given to numerical problems (To follow RTU Pattern).
- iv) For the 2 Hrs. paper, 4 questions of 10 marks each and for 3 hrs. paper 5 questions of 8 marks each shall be set. Normally, it is expected that each question shall have two parts (a) & (b) in line with RTU pattern.
- v) In each question choice shall be given as per RTU pattern.
- vi) Not more than one question shall be set for “short notes”. In the short note question, 3 out of 4 short notes shall be required to be answered.
- vii) The paper shall be set by faculty teaching the subject. A soft copy of the paper in prescribed format should be submitted to HOD who will review the paper and ensure that all the norms for paper setting are followed. After review, HOD shall electronically forward the paper to Examination Incharge.
- viii) In case more than one faculty takes a subject, each faculty shall set the question paper and HOD shall randomly change the contents to prepare the final paper.
- ix) The paper must reach the Examination-incharge 5 days before the start of mid term test.



- x) Complete confidentiality shall be maintained by the paper setters and others handling the paper subsequently.
- xi) Examination center shall get the papers printed under complete care to ensure total confidentiality.
- xii) After printing, the papers shall be stored in Strong Room with proper seals.
- xiii) The papers shall be taken out by exam center incharge on the day of the examination with permission from principal.

### **5.3 Guidelines For conducting Exam**

- i) Question papers shall be opened only 20 minutes before the start of the examination and distributed to invigilators by Exam. Incharge 5 minutes before start of exam.
- ii) No Student/invigilator should be allowed to carry cell phone into the examination hall.
- iii) No students shall be allowed to enter exam hall 5 minutes after the start of exam.
- iv) No student shall be allowed to go for water or to wash room in first 30 minute of start of exam.
- v) No student shall be allowed to leave exam hall 30 minutes and 45 minutes before the end of exam in case of 2 hrs and 3 hrs paper, respectively.
- vi) It is the responsibility of the invigilators to count and collect answer sheets from examination centre.
- vii) Exam center shall keep a strict record of blank and used answer sheets including supplementary answer sheets.
- viii) No person shall keep used and/or unused answer sheet (including supplementary) with him in office or at home for checking/or any other purpose.
- ix) The exam attendance sheet should be signed with date by invigilator and no blanks should be kept in this sheet.
- x) The exam attendance sheet and blank main answerbooks and remaining question paper shall be collected by exam centre after 30 minute of start of exam.

- xi) Invigilator statement shall be properly filled and no entry should be left blank. It should be signed (with date & time).
- xii) At the end of the exam, the invigilators shall count used and unused answer sheets (including supplementaries) and immediately hand over them to exam center.

#### **5.4 Eligibility For Examination**

- i) A student who is not able to take mid term test must give an application to HOD in advance or as soon as possible stating the reason of not taking exam. If HOD is satisfied with the genuineness of the case and also if the attendance of student is satisfactory, HOD may recommend the case to principal with his specific recommendation. All such cases must be sent to Principal with in one week of mid term tests.
- ii) Exam. Incharge after permission from Principal, shall then fix a suitable date to conduct the test for such students.

#### **5.5 Guidelines For Checking of The Anser Sheet**

- i) Centralized checking of answer sheet shall be done in a prescribed room and during prescribed hours to be notified by exam center.
- ii) Exam center shall issue a bundle of answer sheets of one section at a time and take back the bundle after checking by the faculty. The faculty checking the answer sheet shall also fill-in (in redink) the marks scored by each student and sign in the sheet with date.
- iii) Faculty checking the answer sheets shall apply a uniform system in awarding marks and shall ensure complete impartiality.
- iv) Faculty shall essentially give specific notings/marking in answer sheet to pin point the mistakes committed by the student.
- v) All answer sheet shall be checked within 10 days of examination held.
- vi) Marks awarded shall be recorded at the end of each question attempted. All marks awarded inside the copy must also be filled in the box on front page of copy and total also be mentioned.
- vii) All entries in the award sheet shall be filled in by faculty and signed with date.

viii) It is the responsibility of the faculty to ensure the correctness of the marks filled including total in the award sheet. Faculty should cooperate with the exam. centre in cross verification of marks.

### 5.6 Guidelines For Conducting Internal Lab Exam

- i) Internal examination will be held only once per semester during regular timetable hours as specified in the academic calendar.
- ii) Before start of exam, the lab incharge shall ensure that all equipments are in working order and all components/ consumables required are available.
- iii) During internal practical exams the marks shall be awarded based on any two of the following three components:
  - (a) Practical performance
  - (b) Viva Voce
  - (c) Quiz
- iv) Weightage of internal practical exam and other components is as follows. Assuming a lab to be of 100 marks, the distribution of marks will be as given below. For laboratories having maximum marks as 75 or 50 the marks for various components may be proportionately changed.

<b>Maximum Marks of Lab:- 100</b>						
Internal Evaluation Component 60%					Univ. Pract. Exam. at the end of semester (40%) M.M. 40	
Evaluation throughout the sem.				Internal Exam 15%	Exam. 25%      Viva 15%	
Attendance	File	Performance	Viva			
10	12	13	10	15	25	15

- v) The internal marks (60% component) must be submitted to HOD within three days of the conduct of internal practical exam. HOD will in turn send internal component marks of all labs to exam incharge within one week.
- vi) Marks list should be filled in ink and properly signed with date and time.
- vii) The exam attendance shall also be signed by invigilator. No blanks shall be left in attendance sheet.

### **5.7 Post Test Activities**

- i) Mid term marks shall be displayed on notice board.
- ii) Mid term copies shall be shown during normal class hours.
- iii) Specific time and date shall be fixed in advance for showing copies and this schedule shall be put on notice board.
- iv) Before showing copies, the faculty must explain answers to the questions asked and point out common mistakes done by students.
- v) Proper care should be taken to ensure that students do not alter any thing in answer sheet during this process.
- vi) Any discrepaners/errors pointed out by the students must be attended to/disposed off by the faculty. Revision in the marks shall be intimated in writing to exam center through respective HOD. The answer sheets shall then be returned to exam center directly by the faculty.
- vii) On declaration of RTU result, HOD must analyse the results and compare internal & external marks (University Component) and prepare a report for submission to Principal.

## **6. ANNUAL CONFIDENTIAL REPORT:**

- 6.1** All the staff members are required to submit their Self Appraisal Report at the end of every academic year in the prescribed format.
- 6.2** The Head of the institution shall write confidential report for all staff and submit to the chairman for approval.

## **7. MEDICAL FACILITIES:**

The College is running a Medical Centre inside the campus and a Medical Assistant is appointed who is attending the Medical Centre. He/She takes care of the students and staff for minor ailments. A Registered Medical practitioner also visits the Medical Centre on part time basis. On emergency, the medical practitioner will be called to the campus to attend to the patient. An ambulance is available all 24 hours for the purpose of taking the patients when needed to the nearby hohospital at Amer/Jaipur for treatment.

## **8. GRIEVANCE CELL**

The employees and students of the Institute are welcome to submit their appeals or grievances if any to the Grievance Cell for review and redress. Women Grievance Cell specially takes care of the grievances submitted by female employees and girl students.

## **9. RECRUITMENT**

All appointments on the staff of the Institute shall be made only by the GB of the Institute through its Chairman or authorized by the GB.

Appointments with or without grades, in the institute will be created on Ad – hoc Temporary, Regular and Permanent basis by the GB as per the requirement of actual manpower, from time to time. The manpower requirement shall be ascertained on the basis of the desirable norms prescribed by AICTE or the appropriate authority from time to time. Additional posts may also be created, as required, for the extension of specific projects and or research and development activities.

The appointment of the principal and all other teaching faculty members shall be made by the GB through its chairman after ratification of his/ her appointment by the selection committee constituted in accordance with the provisions of affiliating university for the purpose. However pending approval of their appointment by the selection committee , the chairman GB may at his discretion , appoint the principal and or members of the teaching faculty on a temporary basis, on such terms and conditions he deems fit.

All other appointments shall be made directly by the chairman of the GB on the recommendation of the principal. The chairman of the GB reserves exclusive right however, to accept or not accept any or all recommendations made by the principal in respect of any appointment.

The selection committee will judge the suitability of all the candidates for the position concerned. Letters of confirmation in service shall only be issued by the chairman GB at his discretion, in special cases.

Every appointment whether ad- hoc, temporary, contractual or part time will be made for a specific tenure and all such appointments shall become invalid from the date specified in their appointment letter/ contract. Such appointments, may however , be extended, subject to a written confirmation of such extension by the chairman GB only, for such period as he written confirmation of such extension by the chairman GB only for such period as he may deem fit failing which , no extension shall be considered valid and binding on the institute.

Every appointment made at the institute shall be reported to the GB at its next meeting.

### **9.1 Probation**

Appointment of all employees will ordinarily, be made on probation for a period of one year, in case of unsatisfactory performance, the period of probation of an employee may be extended for such periods of time by the Chairman GB, if recommended by the principal.

The GB shall have the power to extend the period of probation of any employee of the institute for such periods as may be found necessary provided that if after the period of probation, the official is not confirmed, and his/ her probation is also not formally extended, he/ she shall be deemed to have continued on a temporary basis and that his / her services may then be terminable on a month s notice or on payment of a months salary thereof.

### **9.2 Re-employment**

All appointments to posts under the institute shall ordinarily be made on probation after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the service rules till the end of the month in which he attains the age of sixty five year s.

Provided that where the GB considers that in the interest of students and for the purpose of teaching and guiding the research scholars, any members of the academic staff should be re-employed, it may re-employ such a member as may be considered appropriate in the circumstances of each case.

## 10. CLASSIFICATION OF MEMBERS OF THE STAFF

The members of staff of the institute shall be classified as :

**10.1 Academic** – which term shall include Principal, Vice Principal Professor , Associate Professor , Assistant Professor, Placement and Training officer, Visiting Faculty , Workshop Superintendent, Teaching Assistant, Sports officer and such other academic post s as may decided by the GB .

**10.2 Administrative** – which term shall include Registrar ,Accounts Officer, Audit Officer, Doctor and other Medical staff, Stores officer Store Keeper, Wardens / Matron and such other administrative and other staff as may be decided by the GB .

**10.3 Cleaning and other Staff-** Which term shall include security guards, gardeners sweepers , electrician, skilled and unskilled attendants peons etc . and such other staff as may be decided by the GB.

## 11. PAY SCALES:

11.1 For the faculty of Arya Institute of Engineering & Technology (AIET) Normally, the pay scales of the faculty will be as per the recommendations of AICTE and as approved by the state Government.

11.2 The existing structure of the scales in Arya Institute of Engineering & Technology (AIET).

Sr. No.	Category	Revised Pay Scales (in Rupees)
1	Assistant Prof.	15600-39100+ 6000 AGP
2	Associate Professor	37400-67000+9000 AGP
3	Professor	37400-67000+10000 AGP

11.3 On completion of one year, in the scale, the due increment will be released.

11.4 Incentives for Higher Qualifications in Arya Institute of Engineering & Technology (AIET)At the time of recruitment as Assistant professor advance increments may be admissible to those who hold higher degrees as under:

- (a) Two increments will be admissible to those with M. Phil or M.E. / M. Tech.

(b) Five advance increments for those possessing Ph. D degree.

(c) A teacher will be eligible for three advance increments as and when he / she acquire a Ph.D. Degree in his / her service career.

**11.5 Increment is performance based and will not be less than 3% of basic pay.**

## **12 SELECTION PROCEDURE:**

All the vacancies of faculties and senior positions in the category of other staff will be advertised at the national level/prominent newspapers. The selection will be done on the basis of competitive merits which shall be judged by a selection committee comprising of (Particularly for faculty) the Managing trustee, University representatives, Concerned Heads of Departments and Two or three subject experts and principal of the College.

The following is the Selection criteria on various posts

<b>Programme</b>	<b>Cadre</b>	<b>Qualifications</b>	<b>Experience</b>
Engineering Technology	Assistant Professor	BE/ B. Tech. and ME/ M. Tech. In relevant branch with first class or equivalent either in BE/B. Tech. or ME / M. Tech.	
	Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and Ph. D or equivalent, in appropriate Discipline post Ph. D publications and guiding Ph. D Student is highly desirable.	Minimum of 5 Year experience in teaching / research / industry of which 2 year post Ph. D experience is desirable
	Professor	Qualifications as above that is for the post of associate professor, applicable post Ph. D Publications and guiding Ph. D student is highly desirable	Minimum of 10 years teaching / research / industrial experience of which at least 5years should be at the leave of Associate professor . or Minimum of 13 year experience in teaching and / or Research and / or industry .



	Principal /Director	Qualifications as above that is for t5he post of professor, as applicable Post Ph. D publications and guiding Ph. D Student is highly desirable	Minimum of 10 years experience in teaching / Research /Industry out of which at least 3 Year shall be at the level of professor. Or minimum of 13 year experience , good academic record and books / research paper publications/IPR / patents record shall be required as deemed fit by the expert members of the selections committee. If the experience in industry is considered, the same shall be at managerial level equivalent to professor level with active participation record in devising / designing developing, planning executing, analyzing , quality.
--	---------------------	--	---

## NOTE:

**The staff members of AIET deputed for any training program / conferences/seminar/workshop etc. during the academic year (July to June) has to serve the institute at least for one year after completion of training. In case he /she resigns from the post before completion of the one year, the recovery of the salary & other expenses paid to him / her for training /deputation period would be made. This will be applicable from 2011-2012 academic sessions.**

## 13 LEAVE RULES

**13.1 Leave is privilege and not a right:** Leave cannot be claimed as a matter of right. The discretion to refuse, postpone, curtail or revoke leave of any description or to recall to duty any employee already on leave is reserved with the authority competent to grant it. Not-with-standing above the leave will be generally granted unless the exigency of services so demand.

**13.2 Leave application:** The leave application will be submitted on prescribed format well in advance and will not be availed of without obtaining prior sanction of the competent authority.

**13.3** Leave applied without class arrangement and other necessary arrangements for discharging the assigned duties may not be sanctioned and if sanctioned may be revoked.

**13.4** In case an employee is compelled to absent himself/herself from duty on account of unforeseen circumstances without obtaining prior sanction he/she should inform HOD of the Department or the Director/Principal over phone and submit the application of leave on the day of resuming duty.

**13.5 No leave can commence unless it has been sanctioned:** Mere submission of leave application does not authorize an employee to avail leave applied for. The availing of leave without sanction makes the employee liable to disciplinary action besides penal deductions.

If the employee absents himself/herself from duty without proper sanction/ex-post-facto sanction the period of absence will be construed as absence without leave and will amount to loss of pay for the period of absence.

**13.6 Limitation for Availing Leave:** Leave of any kind cannot be granted for a period more than 4 days including holidays at a time except under exceptional circumstances and with sufficient reason.

**13.7 Information about Leave:** An employee prior to proceeding on leave shall intimate leave address to the competent authority and shall keep the authority informed of any change in address from time to time during the leave period.

**13.8 Kinds of Leave:**

**(a) Festival and Holidays:** Festival and Holidays as notified by the affiliating University, the State Government and approved by the Governing Body will generally be published in the month of December for the following calendar year. The list of Holidays will be inclusive of National Holidays of 26<sup>th</sup> January, 15<sup>th</sup> August and 2<sup>nd</sup> October.

**(b) Casual Leave:**

- (i) All employees are eligible for 12 days of casual leave per year @ 1 day per month during the Academic Year from 01<sup>st</sup> July to 30<sup>th</sup> June.
- (ii) Probation period staff members are allowed to take leave after completion of the respective months only.
- (iii) Permission for short leave not exceeding three hours on any working day may be granted at the discretion of the designated authority.
- (iv) If the number of permissions for short absence exceeds 2 in a month, it shall be considered as one day CL for 2 permissions and two days CL for 4 permission and so on.

**(c) Vacation Leave:**

These rules govern the availing of vacation leave. The maximum duration and number of days shall be decided by the Principal/Designated Authority.

- (i) Vacation Leave (VL) is applicable to the members of the Faculty (teaching staff) as well as nonteaching staff with eligible service.
- (ii) The total number of VL days for members of faculty (teaching staff) is limited to 4 weeks, for a continuous service of 12 months in the institution.
- (iii) However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for winter or summer vacation, or any other festival period to ensure smooth functioning of the institution.
- (iv) A staff member becomes eligible for VL only after rendering a continuous service of one full academic year as on 30<sup>th</sup> June ie. From 01<sup>st</sup> July of a calendar year to 30<sup>th</sup> June of the following academic year.
- (v) However, in special/deserving case, VL can be sanctioned after 6 (six) months of continuous serve, including the following vacation period, on pro rata basis.

(vi) If any staff member is prevented from availing VL in interest of the college by the orders of the Principal/Designated Authority, he will be suitably compensated. Such compensation/consideration rests solely at the discretion of the Principal/Designated Authority.

(vii) While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

(viii) **Vacation Leave:** For Non-Teaching Staff

The number of days of VL for Non-Teaching Staff is restricted to maximum 14 days per year which should be availed within the corresponding year and will be given to only those with eligible service.

**(d) Leave With Loss of Pay:**

(i) Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If the quantum of LOP is more than 10 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.

(ii) If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service.

(iii) Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break-in-Service.

(iv) Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing VL in the semester in which the second break in service occurs.

**(e) Maternity Leave Rules:**

(i) A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum

of 30 (Thirty) days, subject to prior approval of the Principal/Designated Authority.

- (ii) Any additional leave beyond the above will be reckoned as leave on LOP.
- (iii) An employee can avail ML only on two (2) occasions in her entire service period.
- (iv) The ML sanctioned shall be availed on a continuous basis and can-not be availed in installments.
- (v) The decision of the Principal/Designated Authority will be final in sanctioning of ML.

**(f) Out-Station Duty (OD)**

- (i) OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc. as approved by the Principal/Designated Authority. When staff members go for examination work, OD will not be granted.
- (ii) In addition to the above a faculty member is eligible for 05 days OD to participate in Conferences, Seminars, Workshops, etc., including paper presentation. Such leave will in general be granted by the Principal on the recommendation of HOD, if he is satisfied that teaching work will not be affected.
- (iii) The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

**(g) Earned Leave and its encashment: -**

Casual leave not used and accumulated up to 30<sup>th</sup> June each year will be converted into earned leave and can be encashed by the faculty members.

**(h) Medical Leave: -**

Each employee is entitled to a maximum of 6 (six) days sick leave during one calender year on production of a Medical certificate from a Doctor or a registered medical practitioner.

## **14. STUDY LEAVE:**

Study leave may be granted to a permanent whole time teacher to pursue a special line of study or research directly related to his/her work in the University or to make special study of the various aspects of University/ organization and method of education. The period of study leave should be limited to 3 years, but 2 years may be given in the first instance extendable by one more year, if there is an adequate progress as reported by the research guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department.

- 14.1 The study leave shall be granted by the Governing Body on the recommendation of the concerned head of the department. The leave shall not be granted for more than 3 years in one spell, save in very exceptional cases in which the Governing Body is satisfied that such extension is unavoidable on academic grounds and necessary in the interests of the Institute.
- 14.2 Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to returns to duty after the expiry of study leave.
- 14.3 Study leave may be granted not more than twice during one's career. However, maximum study leave admissible during the entire service should not exceed five years.
- 14.4 No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the Programme of research without the permission of the Governing Body . When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Governing Body to treat the period of shortfall as Ordinary leave has been obtained.
- 14.5 Subject to the provisions of sub-clauses (7) and (8) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the Governing Body.

- 14.6 The amount of scholarship, fellowship or other financial assistance to a teacher who is granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship / fellowship would offset against pay only if the fellowship is above a specific amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- 14.7 Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half pay leave, Extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed at the discretion of the teacher. The teacher who is selected for a higher post during study leave will be placed in that position and get the higher scale only after joining the post.
- 14.8 A teacher granted study leave shall on his/her return and re-joining the service of the university/affiliated College may be eligible to the benefit of the annual Increment which he/she would have earned in the course of time if he/she has not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- 14.9 Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed within 12 months of its sanction. Provided that where study leave granted has been so cancelled the teacher may apply again for such leave.
- 14.10 A teacher availing himself/herself of study leave shall undertake that he /she shall serve the Institute for a continuous period of at least two three years or as decided by the Governing Body / Managing Trustee to be calculated from the date of his/her resuming duty after expiry of the study leave.

## **15. RULES FOR TRAVEL ALLOWANCES**

15. 1 All members of the staff are eligible for travel allowance, when deputed

On official duty as per the order of the Principal.

15. 2 The Travel allowance eligible for various categories are indicated below

<b>Grade</b>	<b>Total emoluments</b>	<b>Entitlement</b>
<b>I</b>	Rs.15000/- and above	A.C.Bus/ Rail II AC
<b>II</b>	Rs.10,000/- and above but less than Rs.15,000/-	Deluxe Bus/ Rail III AC
<b>III</b>	Below Rs.10,000/-	Ordinary Bus/-Rail Sleeper

15. 3 Lodging and boarding expenses will be reimbursed at actuals on production of bills / vouchers.

15. 4 Higher class of travel or accommodation is permissible only on special sanction.

15. 5 Air fare shall be approved only on special occasions and on prior approval.

15. 6 Travel shall always be made only by the shortest route.

15. 7 If cancellation is made on order from the sanctioning authority, cancellation charges shall be reimbursed.

15. 8 Travel claim / settlement shall be made within 5 days after completion of travel.

15. 9 If the cancellation is made by the staff, the advance drawn if any should be immediately refunded within one day.

15. 10 DA shall be calculated at the rate of 50% for 5hrs to 12 hours and 100% for more than 12 hours. No DA shall be paid for period less than 5hrs.

15. 11 Expenditure towards local travel, telephones, porter charges etc. if any, shall be reimbursed at actual on producing of the bills/vouchers.(If bills are not available )

15. 12 Any other expenditure involved shall be reimbursed subject to eligibility and approval by the Governing Body .

## **16. PROVIDENT FUND**

The provision of Provident Fund is admissible only after an employee has completed 6 year of service in the institute .It is paid with contribution from the Governing Body as per the P. F . norms.

## **17. GRATUITY:**

Gratuity is admissible after the employee has completed 10 year of service in the institute. Five day salary for each year of completed service is



payable as gratuity on retirement/ resignation as per the rules of the institute.