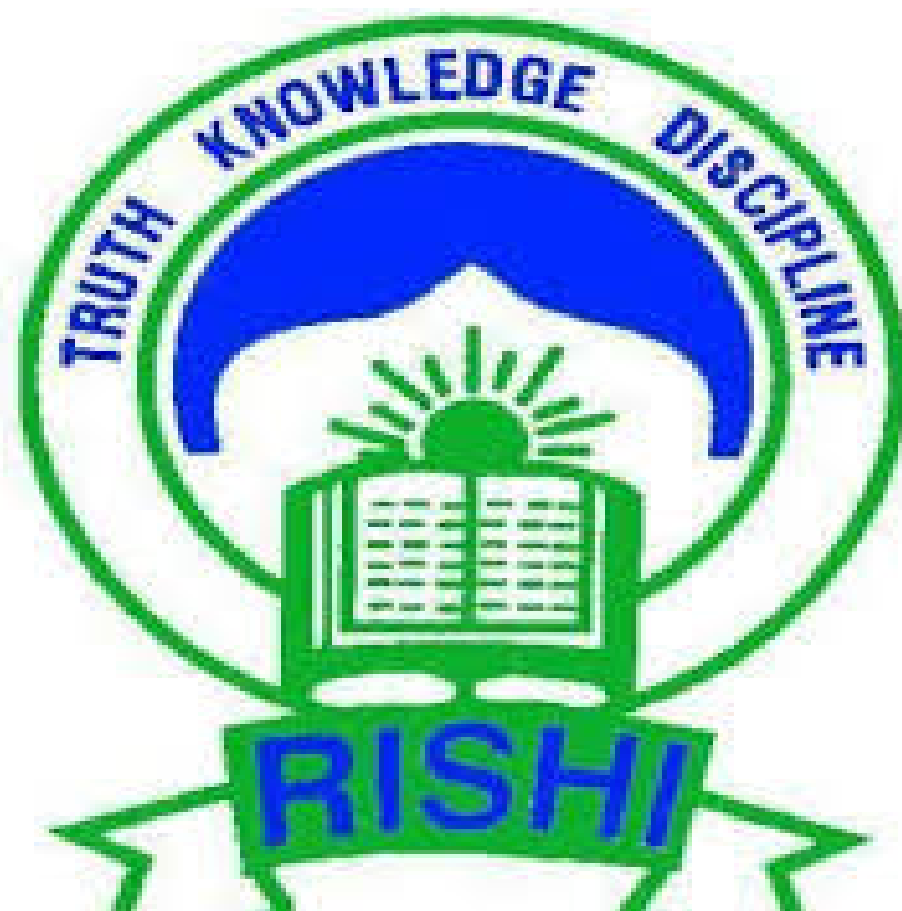


# **RISHI MS INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**



**FACULTY HAND BOOK**

**2020-2021**

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*“ The art of teaching is the art of assisting discovery”*

**-MARK DOREN**

## **RECRUITMENT GUIDELINES**

### **I. MINIMUM QUALIFICATIONS AND EXPERIENCE**

#### **(i) PROFESSOR:**

- a) An illustrious scholar with Ph.D. qualification(s) in the concerned discipline with high quality engagement in the research work with authentication of the published work of publication as books and / or research policy papers.
- b) Teaching experience in university/college, and/or experience in research at the University/National level institutions/industries of minimum 10 years which includes experience of guiding research candidates at doctoral level.
- c) Contributions such as solving important problems pertinent to the area of expertise; disseminate information gained from research to develop extramural sources of funding for research; recruit and develop graduate students. Innovation, design of new curricula and courses and enhancing the teaching learning process

#### **(ii) ASSOCIATE PROFESSOR**

- a) Good academic record with Ph.D. or M.tech in the concerned/ allied/ relevant disciplines .
- b) A Master' s Degree of minimum 55% (or an equivalent grade in a point scale wherever gradingsystem is followed).
- c) Excluding the period of Ph.D. research a minimum of 5 years of experience of teaching in an academic position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with authentication of the published work of publications as books and / or research papers
- d) Contribution to educational innovation, administrative work, such as sitting on committees ranging from curricula development, enhancing teaching learning process, to guide doctoral candidates and research students.

#### **(iii) ASSISTANT PROFESSOR**

a) Ethical academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an university.

b) Expected to make a strong contribution to teaching, research and service, to maintain and develop activities relevant to their profession or discipline. Continuously improve the own teaching and learning, including developing a comprehensive teaching portfolio, and contributing to the continuous development.

## **II . SELECTION PROCESS**

- a) The overall selection procedure shall comprise transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions
- b) Selection panel consist of Internal and External panels.
- c) Through a seminar the ability of the applicants for teaching through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage with certificate verification will be done by Internal panel with principal, Academic director, Subject experts, Senior academicians as members.
- d) External panel comprises of Duly constituted committee nominated by Osmania University.

## **III. SERVICE AGREEMENT**

- a) A service agreement should be executed between the faculty and the college management at the time of recruitment and a copy of the same should be deposited with Principal.
- b) As a part of the service agreement/Record the self-appraisal Self appraisal format approved parameters include workload, feedback from students, result, other contributions to the department, FDP attended, conferences attended, papers presented in conferences, books, journals, short term training programs attended, etc.

## **IV. WORKLOAD**

In an academic year workload of the faculty in full employment should be more than 40 hours a week for 30 working weeks with 180 teaching days. It should be necessary for the faculty to be available forat least 5 hours daily in college for which necessary space and infrastructure should be provided by the College. Direct teaching-learning process hours should be as follows:

**Assistant Professor**

**16 hours**

**Associate Professor and Professor**

**14 hours**

Professors who are involved actively in extension activities and administration a relaxation of two hours in the workload will be given. Per week a minimum of 6 hours may be allocated for faculty for research activities.

## **PAY AND OTHER ALLOWANCES**

As per regulation the basic compensation includes fixed pay, variable pay and other pay benefits. The following are the details:

### **I. FIXED PAY**

Fixed pay is guaranteed to all the staff members over and above the AICTE pay scale.

### **II. VARIABLE PAY**

For every single activity the faculty takes part from the normal teaching this pay is essential. Along with a letter of appreciation additional credits are given as rewards to each of the activity

### **III. DEDUCTIONS:**

As per norms Professional Tax would be deducted. If anybody wants exemption, the college will provide free consultancy and all necessary documents for the same.

#### **I. FIXED PAY-**

##### **i. PRINCIPAL**

The basic is as per norms from time to time.

##### **Other Allowances**

Principal allowance, Research allowance, Conveyance allowance.

##### **ii. PROFESSOR**

- Basic fixed as per as per norms from time to time.
- For having Ph.D., M.Tech and B.Tech all from IIT's or from the top ten universities of US, UK, France and Germany, five additional increments
- For having only Ph.D. and M.Tech from IIT' s or from the top ten universities of US, UK, France and Germany, four additional increments.
- For having only Ph.D. from IIT' s or from the top ten universities of US, UK, France and Germany, three additional increments
- For having only M.Tech and B.Tech from IIT' s or from the top ten universities of US, UK, France & Germany, two additional increments

- For having only M.Tech's from IIT' s or from the top ten universities of US, UK, France and Germany, increments
- For having only B.Techs from IIT' s or from the top ten universities of US, UK, France and Germany, one additional increments

## **Publications**

- For every two articles published in the international journal and for five articles in national journals one increment is awarded. These publications shall be with the staff for being the first author. For being the second author they will get half of the allowance sanctioned and for being the third author one third of the sanctioned amount .

## **Other Allowances**

- Research allowance, an annual grant towards attending Seminar/workshop /Training programme and. an annual grant towards taking professional memberships and subscriptions of journals are given.
- If the faculty member presents a paper in conference (International/National) and is selected for publication half of the publication amount will be covered by the management.

## **iii.ASSOCIATE PROFESSOR**

- Basic salary is fixed as per norms from time to time.
- For having PhD, M.Tech and B.Tech all from IIT' s or from the top ten universities of US, UK,France and Germany, six additional increments
- For having only M.Tech & B.Tech from IIT' s or from the top ten universities of US, UK, Franceand Germany, five additional increments
- For having only M.Tech from IIT' s or from the top ten universities of US, UK, France andGermany, three additional increments
- For having only B.Tech's from IIT' s or from the top ten universities of US, UK, France andGermany, two additional increment

## **Publications**

- For every article published in the international journal and for three articles in national journals one increment is awarded. These publications shall be with the staff for being the first author. For being the second author they will get half of the allowance sanctioned and for being the third author one third of the sanctioned amount.
- If the faculty member presents a paper in conference (International/National) and is selected for publication half of the publication amount will be covered by the management.

## **Other Allowances**

- An annual grant towards attending Seminar/workshop / Training programme, an annual grant towards taking professional memberships and subscriptions of journals.

## **iv. ASSISTANT PROFESSOR**

- Basic salary fixed as per norms based on experience and qualification increments are considered.
- For having only M.Tech&B.Tech from IITs or from the top ten universities of US, UK, France andGermany, five additional increments
- For having only M.Tech from IITs or from the top ten universities of US, UK, France and



Germany,three additional increments

- For having only B.Techs from IITs or from the top ten universities of US, UK, France and Germany,two additional increments.

## **Publications**

- For every article published in the international journal two increments and for every two articles in national journals one increment is awarded. These publications shall be with the staff for being the first author. For being the second author they will get half of the allowance sanctioned and for being the third author one third of the sanctioned amount.
- If the faculty member presents a paper in conference and is selected for publication half of the publication amount will be covered by the management.

## **Other Allowances**

- An annual grant towards attending Seminar / workshop /Training programme and An annual grant towards taking professional memberships and subscriptions of journals

## **II. VARIABLE PAY**

### **i) PROFESSOR**

#### **a) Additional Responsibilities**

For being the Head of the Department, an additional monthly allowance. The HoDs have to fulfill the responsibilities like Allocate the subjects to the faculty members well in advance before commencement of the semester/year, Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format, to co-ordinate with the teaching and non teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department, Submit a monthly report to the HR Department in order to become eligible for HoD Allowance.

#### **b) Research Work**

- For every student guided for Ph.D for a maximum period of three years or from the beginning of the actual research work till the end of research work monthly allowance is given/-.
- A one-time allowance for every M.Tech being guided is given. This M.Tech student shall be faculty from the same college where the professor is working.

### **ii) ASSOCIATE PROFESSOR**

#### **a) Additional Responsibility:**

For being the Head of the Department, an additional monthly allowance. The HoDs have to fulfill the responsibilities like Allocate the subjects to the faculty members well in advance before commencement of the semester/year, Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format, to co-ordinate with the teaching and non teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department, Submit a monthly report to the HR Department in order to become eligible for HoD Allowance.

#### **b) Research Work**

- A one-time allowance for every M.Tech being guided is awarded. This M.Tech student shall be faculty from the same college where the professor is working
- An annual research grant for a maximum of three years, if registers for Ph.D will be given.

## **PROMOTION / INCREMENT CRITERIA FOR PROMOTION / INCREMENT**

- . Promotion to the cadre of professor is either through the university selection committee or governing body only.
- Staff members belonging to the other disciplines shall be promoted as associate professors based on the university selection only.
- Ph.d holders having minimum of 5 years experience shall be promoted as associate professors irrespective of their discipline and selection by the university
- Staff members belonging to all branches may be promoted as associated professors on completion of 5 years of service provided.
- These promotions are need based i.e. to fulfill the cadre ratio required as per aicte norms.
- While promoting staff to higher cadre, due to weight age shall be given feedback, involvement in extra -curricular activities and administrative responsibilities, self appraisal by HOD and Principal, results, contribution to research and publications.
- Experienced candidates working in reputed institutes may be given pay protection without insisting on fulfilling the above norms.
- Increments are based on Appraisal and publications as prescribed for different levels.  
In extraordinary case the management may take decision of promoting/ giving an increment to the person premature, based on strong merit based recommendation

## **PERFORMANCE APPRAISAL**

- Performance analysis forms an important part of faculty development in the organization. Performance appraisal is prepared by faculty members on their own and evaluated by HOD and Principal. Achievers or high scorers in Performance appraisal are rewarded through letter of appreciation and increments. Low achievers who get a score of less than 50 will be counselled by HOD first. If no improvement shown in a semester, they will be given a warning and issued a memo.

## **NORMS FOR AVAILING LEAVES**

With the JNTUH guidelines the rules and regulations regarding the number of teaching days and leaves shall be as prescribed by the college from time to time.

The following norms concerning utilization of leaves apply to all the staff members

- The extent of Leave entitlement is calculated on the basis of calendar year.
- During the initial period of six months from the date of appointment staff members are not entitlefor Leave of Absence with pay (LWP). They can avail sick leave as per the norms.

- A faculty who is in his first year of service can utilize one Casual leave(Leave with pay) for every two months. The entire leave available will be given to the faculty who have completed one year of service at the beginning of the calendar year.
- All the faculty members must make sure substitute/adjustments of their classes to the HOD one day before taking leave.
- Faculty members should not apply leave on opening or closing date of holidays. In such cases, all the days will be treated as leave in loss of pay.
- The faculty members has to take prior special permission from the Academic director and concerned HOD for leave more than three days at a time .
- Leave is subject to prior discretionary sanction of Principal, which depends on the demands of work situation, more so during the peak period, except in case of sick leave.
- Sick leaves cannot carried over to the next year.
- The Principal is the sanctioning authority for approving the leaves in case of all the faculty members.
- The staff shall use a prescribed application form, which shall consist of information about the transfer of duties during leave, including the arrangement of lecture and laboratory sessions to be handled. Prescribed application form consisting of information about arrangement of lecture and laboratory classes, transfer of duties during leave to all the faculty member which includes signature of faculty, HOD, Principal and substitute faculty signature.

#### **i) Casual leave(leave with pay (LWP))**

Each faculty (all categories) is eligible for Eight Casual Leaves (LWP) in one calendar year. In the first year of service the faculty can use one Casual leave after two months of service whereas in case offaculty who have completed one year Eight Casual leaves(LWP) can be used from the beginning of the calendar year.

#### **ii) Earned leaves (EL):**

Each faculty is eligible for 2 Earned Leaves(EL) with prior permission.

#### **iii) Medical / sick leaves**

All categories of faculty members are entitled for a maximum of two days of sick leaves which include sickness of the self and the dependents.

##### **● Procedure of applying for sick leave**

A medical certificate is to be submitted by the faculty members to avail sick leave along with a prescribed application form and inform the sickness either in advance or immediately after the sickness.

**iv) Absence from work place on duty**

- When a staff is away from workplace due to any work assigned by the institution, which is approved by the Principal, will be treated as Absence – on duty. The staff who is proceeding on such assignment shall duly follow the procedure as applicable for leave of absence with pay.

**v) Maternity leave**

After the probation period (one year service) with the institution the lady faculty are entitled to avail maternity leave for three months with pay. For maximum of two times or for a maximum of two children lady faculty are eligible to avail maternity leave. After availing the maternity leave the lady faculty has to serve the institution for minimum one year else 3 months salary will be forfeited.

- **Procedure of applying for Maternity Leave**

The staff shall use a prescribed application form, at least three months in advance before the maternity leave is to be taken and shall give alternative measures to be taken to adjust the duties and responsibilities. The maternity leave under no circumstances shall be extended (even as Leave in Absence without Pay). The maternity leave cannot be extended under any circumstances. At least three months in advance the faculty member must submit the prescribed application form before the maternity leave is to be taken and shall give alternative measures to be taken to adjust the duties and responsibilities.

**vi) Leave in absentia**

Any absence from the duty without prior permission from the Principal will be considered as leave in absence..

- **Procedure of using Leave in Absentia**

The staff who at any point of time is unable to attend duties due to emergency work shall inform the Principal at least 3 Hours before the college opening timings and discuss alternative arrangements made if any.

**vii) Leave in exceptional cases – long study or sick leave**

In the exceptional cases where it is imperative for the faculty to go on leave for higher studies or if a faculty has fallen sick and requires a long leave to be granted, in such cases the organization may give special consideration to avail long study or sick leave. For the grant of this leave the faculty should have served the organization for a minimum at 2 years

- **Procedure of using long study or sick leave**

Faculty intending to utilize the long leave needs to give a written application, to the head of the institution much in advance.

### **viii) Study leave**

After completion of one year service or with a commitment that they would continue for a minimum of one year after utilizing the study leave the faculty members are eligible for a study leave with pay for 15 days.

- **Procedure of using study leave**

The staff intending to utilize the study leave is required to inform the Head of the Department / Head of the Institution regarding the alternative arrangements made during their absence along with a signed note from the faculty who agreed to take the sessions during that period and a letter of commitment.

### **ix) Marriage leave**

Maximum of three days leave with pay will be given if there is marriage of the faculty along with a gift amount of Rs 5,000/- will be given by the management.

### **MONTHLY LEAVE REPORT**

The monthly leave statement of all the leaves utilized by different faculty members signed by the principal and administrative officer is required to be sent to the director before 25<sup>th</sup> of every month which will be forwarded to the accounts department for the processing of salaries.

### **REPRISAL**

Leaves taken / availed against the normal procedure prescribed is considered against the norms agreed and necessary disciplinary measures will be initiated.

### **PROCEDURE FOR RELIEF FOR RESIGNATION:**

- Faculty are not allowed to submit resignation in the mid of the semester.
- As per the service rules, faculty members are expected to give one month prior notice before a resignation.
- To ensure compliance faculty must deposit the original certificates like 10<sup>th</sup> or equivalent, 12<sup>th</sup> or equivalent, MBA, B.Tech, M.Tech, B.Sc and M.Sc/ M.Phil/Ph.D
- Institute must reserve the right to relieve the staff at any time during the notice period.

### **CODE OF CONDUCT**

Teaching is the prior criteria of the faculty, and their contribution shall shape the character and career of each and every student. In a vast way this shall change the entire nation's impression at large. The staff must maintain harmonious relations with other staff members and the students. The staff must contribute to the development of the college. All the staff is expected to make efforts to make efforts to develop themselves through training programs and



workshops

## **I. PROFESSIONAL CODE OF CONDUCT**

Every faculty member shall abide by the Code of Conduct framed by the college and the following lapses would constitute misconduct.

- Any lapses in performing his/her duties as assigned by the college from time to time.
- Behavior of the faculty must be with care and affection towards the students more than being authoritative and commanding.
- Except for the lunch hour, the faculty is expected to be present in the department and the academic areas of the campus.
- The lecture must be given in a moderate tone and speed and majorly in the language English.
- To timely evaluate the answer sheets and make a cordial and in depth discussion with the students is mandatory.
- Faculty must maintain high levels of punctuality and professional ethics.
- Discrimination of any kind, including harassment against student on political grounds, race, color, region, gender, disability, marital status, pregnancy, medical condition or any other are UNACCEPTED.
- Accepting gifts or other favours from the students is strictly prohibited.
- Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his / her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the college.
- Refusal to carry out the decisions by appropriate administrative and academic bodies or functionaries of the college without giving reason.
- Indulging in Plagiarism of any sort within the legal meaning, interpretation and expression of the term.
- Faculty should summon or invite parents to the campus only on the recommendation of college discipline committee
- Faculty should present the lecture in the allocated time and should leave the class only after class is over.
- Faculty should take attendance in the first 5 minutes of commencement of the period.
- No punishment like Dismissal from class or making them stand outside the class rooms is seldom allowed.
- Faculty to threaten students in the name of marks is strictly not encouraged.
- Faculty are not allowed to use mobile phones in the class or examination hall.
- As per the rules the staff members are asked to adjust their classes and show consent of

the

substitute professor to the HOD before taking leave or going in a leave,

- The staff members violating the rules or pull off the above procedure of code of conduct shall be treated as unauthorized with a LOSS OF PAY

## **II. DRESS CODE FOR FACULTY**

Gentlemen : tucked in shirts and shoes

Ladies: sarees/ salwar kurta and decent attire in 2 days a week

Identity cards are mandatory to the faculty to display, at all times when they are in the campus.

## **III. USAGE OF COURSE DAIRY**

Every faculty member is expected to maintain the course dairy offered during the semester of the year

1. Syllabus
2. Lecture planning
3. Lecture notes of the concerned course

## **CODE OF PROFESSIONAL ETHICS**

- They must disseminate the knowledge through teaching and research.
- Devote themselves to develop their competence as faculty.
- They must encourage students for exchange of ideas.
- They must dedicate high quality standards in teaching to ensure motivation to the students.
- General counseling is a must for the students therefore the faculty must take required actions
- Contribute to the development of educational policy
- Treating the colleagues with respect and working with them in a cordial manner.
- Being truthful about their qualification.
- Assisting the newcomers to the profession.
- Take up responsibility for ethical practices.
- Respect the confidential matters and information on colleagues
- Violation of guidelines by the faculty shall be taken into consideration and for further actions
- A disciplinary committee should be informed regularly if any ill activity is predicted.

## **FACULTY AND THEIR RESPONSIBILITIES:**

Teaching is the prior criteria of the faculty, and their contribution shall shape the character and career of each and every student. In a vast way this shall change the entire nation's impression at large. The staff must maintain harmonious relations with other staff members and the students.

The staff must contribute to the development of the college. All the staff is expected to make efforts to make efforts to develop themselves through training programs and workshops. Every faculty should see that there is no incompatibility between his precepts and practice. The profession further requires that the faculty should be calm, patient and communicative by temperament and amiable in disposition.

1. Faculty are expected to complete their allotted syllabus portions in time.
2. Faculty are supposed to take responsibilities for producing good results, in the subjects that are dealt.
3. Faculty are expected to maintain decorum, and set good example for students inside or outside the class hours.
4. Faculty must monitor the groups attached to their subject and mentor the students.
5. Must act like a counsellor and facilitator or guide to ensure the learning process effectively.
6. Assignments, Tests, Seminars and Project work should be maintained with proper report on each student's progress.
7. Faculty must respect the opinions and promote positive environment in the classrooms and the campus.
8. Faculty have to treat students with respects as individuals and provide counselling regularly.
9. Seek to make professional growth continuous through study and research;
10. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the college such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of college examinations, including supervision, invigilation and evaluation.
11. Participate in extension, co-curricular and extra-curricular activities including community service.

### **I. Faculty and the students**

#### **Faculty should:**

- (i) Consider the right and dignity of the student in expressing his/her opinion;
- (ii) Observe the difference in aptitude and capabilities among students and seek to meet their individual needs;

- (iii) Motivate the students to enhance their attainments, grow their personalities and at the same time contribute to community welfare;
- (iv) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (v) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (vi) Aid students to develop and understanding of our national heritage and national goals; and
- (vii) Refrain from inciting students against other students, colleagues or administration.
- (viii) Encourage the students to involve in research works, seminars, paper publications.

## **II. Faculty and colleagues**

### **Faculty should:**

- (i) Respect and treat all the members in the same manner as they wish them to be treated
- (ii) Contribute essential assistance for the professional betterment
- (iii) Avoid from lodging unsubstantiated allegations against colleagues to higher authorities; and avoid from allowing consideration of caste, creed, religion, race or sex in their professional endeavour.

## **III. Specific duties of HOD**

- Should ensure all the classes are held as per the time/table and make alternate arrangement for the class work of professors absent on that day.
- Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation lecture plans.
- The register must be forwarded by him/her of every month to the director.
- Should convene the meetings of faculty twice in a fortnight to review academic and other departmental activities.
- Should arrange for guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge.
- Must monitor the students development and problems through feedback and counseling.
- Senior faculty members are requested to keep a strict watch on the students indulging in ragging

## **IV. Duties of lab-technician:**

- Any unexpected breakdown of lab machines must be reported immediately to the respective teaching staff in Charge

- Damage caused to the lab equipment by students due to mishandling must be reported to the concerned staff for further actions to be taken.
- All maintenance work must be carried out and recorded as per the schedules given by the lab in charge.
- To ensure the proper maintenance of first aid facilities and fire fighting equipment.
- Adjust lab hours to technician, who is familiar with the lab when absent.
- Ensure the proper working condition of the machines and then allow students use.
- Ensure all procurements are recorded properly in stock registers.

**V. Duties of lab incharge:**

- Prepare a plan of maintenance schedule at the beginning of each semester and make sure it's carried out in a proper manner.
- Lab in charge should take necessary steps to procure additional equipment required throughout the course completion.