

STAFF HAND BOOK

DEPARTMENT OF SCIENCE AND TECHNOLOGY

GOVERNMENT OF BIHAR



STAFF HAND BOOK

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CHAPTER I INTRODUCTION

Our aim is to impart good education with accent to develop the total personality of the students with the emphasis on moral values. We, in this institution will strive hard to shape the students in such a way that they will be an asset to the community and nation at large.

QUALITY POLICY:

DST is committed to provide quality education in engineering and technology, to transform the youth into committed technical personnel for the social and economical wellbeing of the nation with integral development of personality and character building.

VISION:

To bloom into a centre of excellence for technical Education and pace setter in rural India with its quality processes and procedures interwoven with freedom of flexibility, molding professionals of superior quality dedicated to the progress and development of humanity.

MISSION:

To prepare the students to see beyond geographical limits and belong to a new age of acquisition and application of Technology, meet the challenges of the changing world thereby contributing to the socio-economic welfare of the country with due concern to the marginalized, inspired and guided by gospel values.

MOTTO:

Where perfection is the tradition

The Faculty

The faculty and staff are committed to mould a new generation of the students who will be harbingers in Technical advancement.

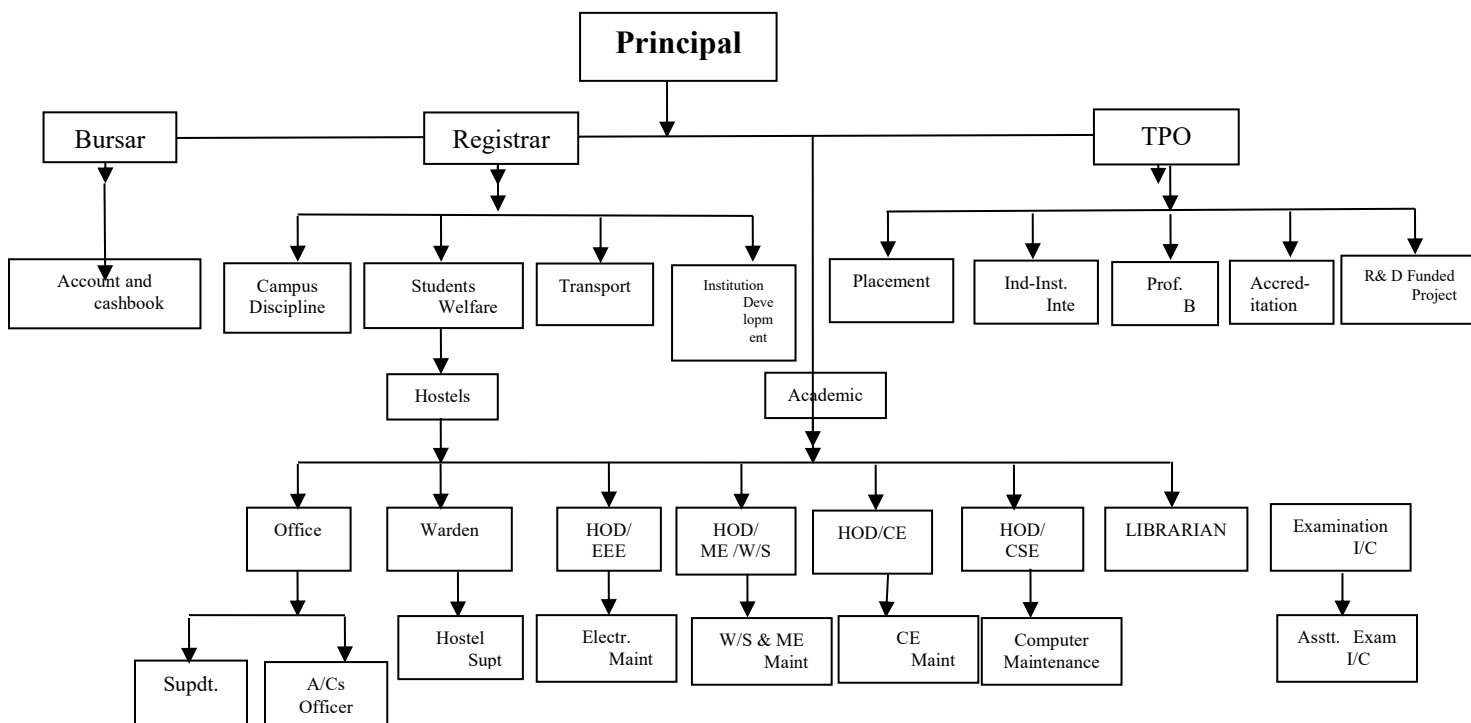
ACCREDITATION:

The colleges are preparing to be equipped so as to present itself for accreditation. Hence all members of staff are expected to put in maximum effort to lift the Institution and the Department in which they are working to the highest possible level of excellence.

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ORGANIZATIONAL CHART



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CHAPTER II JOB DESCRIPTION

Objective: To ensure mutual respect and freedom for everyone and be role models to student community.

2.1 REPORTING FOR DUTIES ON TIME

1. College working hours are, normally from 9.00 a.m. to 5 p.m. However, those who have academic, administrative, examination or any other such work shall follow the 8 a.m to 4.15 p.m or 10 a.m to 6.15 p.m timing or any other timing as directed by HOD/Principal/Director /Principal Secretary.
2. A six day working schedule from Monday to Saturday is followed except second and fourth Saturdays. Classes are scheduled from 9.00 am to 4.10 p.m.
3. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
4. Anyone coming late / leaving early for more than 60 minutes on 2 occasions in a month may be allowed by Hod/Principal/Director /Principal Secretary.
5. Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from HOD/Principal/Director /Principal Secretary and register his/her absence (i.e. OUT and IN timing Register kept at gate).
6. Staff members shall compulsorily wear College ID while in the College premises.
7. Staff members shall submit their investment details to the Account Section before 7th January each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
8. Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/Principal on standard Discipline Report
9. Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms. Please refer appendix A for Mobile policy
10. All members of staff are expected to present themselves in decent attire. Clothes like sleeveless tops, T-shirts etc. are not permitted. Earrings, pony tails/long hair, bangles etc. are not permitted for gents.
11. Faculty and staff shall communicate to each other and with students only in English.
12. As a security measure, members of the staff who need parking facility in campus shall give their names and the registration number of the vehicle to the security Supervisor. Refer Vehicle policy appendix B.
13. Staff members may arrange meeting of any kind with permission/request to HOD/Principal/Management only.

2.2 THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY

2.2.1 General

- a) The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.

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- b) All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- c) The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than **40 hours a week**, of which teaching-contact hours should be at least as follows as per AICTE norms:

1.	Principal	4 hours / week
2.	HOD / Professor	8 hours / week
3.	Associate Professor	12 hours / week
4.	Assistant Professor / 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.

- a) Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- b) Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- c) The Faculty Member must strive to prepare him/ 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.
- d) Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

2.2.2 IN DEPARTMENT

- a) The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- b) The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization
- c) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal/ Director/ Principal Secretary in academic, co-curricular or extracurricular activities.

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- d) Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the software as soon as the classes/laboratory hours are over.
- e) 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 and tutor must be informed with appropriate alternate arrangements suggested.
- f) The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- g) The Tutor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.
- h) To give counseling to the students if needed.
- i) To bring the students misbehavior in the class to the knowledge of the Tutor/HOD/Principal.
- j) To carry out the administrative works of the department given by the HOD concerned.

2.2.3 IN CLASS ROOM TEACHING

- a) Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan.
- b) The Faculty Member should get the lesson plan and course file - approved by HOD and Principal.
- c) The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject .The course file consists of preface, previous year university question papers, notes, hand outs, PPT, test/exam question papers, three model answer scripts for each test/exam (top, middle and bottom), Assignment plan, topics and copy of assignment, feedback analysis report etc. The teaching faculty has to get verified their course file by their HOD at least once in a month and submit it to the concerned HOD within three weeks of the last instruction day of the concerned semester.
- d) The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- e) The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- f) The Faculty Member should engage the full period and should not leave the class early.
- g) Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the attendance register and at the attendance software.
- h) The Faculty Member should make use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students asking doubts / questions.
- i) The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.

- j) The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
- k) In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
- l) The Faculty Member shall give all possible pattern (5-marks and 15 –marks) questions of each unit to the students.
- m) The Faculty Member should interact with the class tutor or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- n) The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- o) The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- p) The Faculty Member should make himself/ herself available for doubt clearance.
- q) The Faculty Member should motivate the students and bring out the creativity / originality in the students.

2.2.4 In Laboratory

- a) 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.
- b) Whenever possible, additional experiments to clarify or enlighten the students must be given.
- c) The lab observations/records must be corrected then and there or at least by next class.
- d) Allow the students inside the lab only on submission of the required records written up to date.
- e) To give crystal clear instructions.
- f) To attest the readings of the experiment. To let the students know the percentage of error he/she commits for every experiment.
- g) To sign the manual /rough record before the end of each practical class.
- h) Faculty conducting practicals / projects shall be responsible for the respective labs during their practical hours.
- i) Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However, faculty can suggest changes in these matters with the consent of the HOD.
- j) In order to prevent theft, faculty members are advised to take the following action.
 - i) Before starting the practical's/projects, students shall be asked to check the PCs/equipments etc. and report in case of any missing items/irregularity to the lab In-Charge.
 - ii) As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
 - iii) Students shall not be permitted to carry bags into the labs.
 - iv) In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

2.2.5 Student – Faculty Rapport

- a) The Faculty Member should have a good control of students.
- b) As soon as the Faculty Member enters the class, He / She should take attendance by calling their Name. 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 Tutor, HOD.
- c) The Faculty Member should act with tact and deal with insubordination by students maturely.
- d) The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.
- e) **Counselor Teacher/Mentor shall be appointed for each division (group of 60 Students)**

2.3 DUTIES AND RESPONSIBILITIES OF CLASS TUTOR:

Objective: To help students in their pursuit of knowledge and to maintain a close watch and build rapport with students and parents.

- a) To ensure that every student is well supported to fulfill his/her learning potential
- b) In order to monitor the progress and quality of students, appraise them and consult their parents.
- c) To encourage the students to learn beyond the syllabus contents.
- d) Give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
- e) To maintain student discipline in the class as per the college policies.
- f) To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree
- g) Address students' queries.
- h) Meeting the parents of students, especially defaulters.
- i) To inform the HOD about making alternative arrangement for lectures and practical's when a faculty is absent.
- j) To produce and update student handbook, department brochure for placement/consultancy and updating of information on college website pertaining to the Class
- k) To lead an effective induction programme and value added course for student's in consultation with HOD.
- l) To produce the assessment plan for every semester well in advance
- m) To manage the production and dissemination of reports to students, parents, College Management, Kannur university, NBA, AICTE and other governing bodies from time to time
- n) Implement the actions based on the minutes of class committee meetings.

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- o) Cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
- p) Arrange PTA meetings and all common functions of the college to represent the class.
- q) Take charge of any special projects assigned by the management from time to time.
- r) Make sure students of the department are regularly attending class and coming to the college in time in proper uniform.
- s) Make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
- t) Be the academic leader of the designated class in the Department.
- u) To lead the development and maintenance of appropriate standards and quality assurance (including NBA) in the delivery of course materials, assignment and question paper setting and its valuation.
- v) To monitor the semester progress regularly based on approved semester and assessment plan

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- w) To arrange industrial visits and guest lecturers for students to improve their learning experience in the consultation with HOD
- x) To encourage the students to participate in technical competitions conducted outside the college.
- y) To maintain the desired academic standards in the assignments and tests administered in the class
- z) Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
- aa) Prepare a subject wise list of the final attendance (APC), practical and lectures together and make forwarded to Principal within 3 days of a semester closing in the prescribed format through HOD.
- ab) Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- ac) Arrange class committee meetings as per DST norms.
- ad) Any other duty the HOD/ Director/ Principal/Principal Secretary may assign.

2.4 DUTIES AND RESPONSIBILITIES OF THE LABORATORY /WORKSHOP INCHARGE AND LAB ASSISTANT

2.4.1 Laboratory and workshop Objective: *To help students analyse Evaluate & Create themselves through experiments, what they learn in the classroom*

- a) To maintain the Dead Stock Register and Consumable Registers.
- b) To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- c) To plan for the procurement of equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
- d) To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- e) To organize the laboratory for oral and practical examinations.
- f) To hold those responsible for any breakage / loss etc. and recover costs.
- g) To ensure the cleanliness of the lab and switch off all equipment after use.
- h) Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Bursar for necessary action.
- i) The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- j) Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute
- k) All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.

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- l) Lab Assistants in coordination with Lab In-charge should display (i) List of Equipments/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- m) Any other duty as may be assigned by the faculty in charge of lab /HOD/Principal/Director /Principal Secretary from time to time.

2.4.2. In order to prevent theft/damage, the Lab In-charge shall take the following action:

- a) Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD through faculty in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- b) Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- c) If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

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CHAPTER III GENERAL GUIDELINES/POLICIES

3.1. RULES AND REGULATIONS OF INTERNAL EXAMINATIONS

The Examination Cell (Internal) of the College headed by Coordinator of Examination who will be a Senior permanent faculty nominated by the Principal on the basis of potential of the person on rotation basis. **The Principal of the college shall be the Chief Coordinator, Examinations.**

The Coordinator of Examination will create his/her own team with the approval of the Principal of the College. The team shall consist of Departmental Examination Coordinator; the number of persons to be nominated shall depend on the quantum of work in the Examination Cell. An Office Assistants will be deputed by the Principal to the examination cell who will be under the Coordinators to carry out the work related to internal examinations (preparation of invigilators list, time table, notices, seating arrangement, exam hall preparation etc)

3.1.1 General guidelines

- a) Follow only the typical question paper format with common instructions printed. The nature of question paper should be precise. Paper setter should design question paper such that the questions:
 - i. are unambiguous
 - ii. Are written in simple and meaningful words.
 - iii. are asked for appropriate marks
 - iv. Cover the entire Modules prescribed for the Exam OBE Model.
- b) Marks allotted to a question or sub-question shall and indicated on the right side of that question or sub-question.
- c) The questions shall be serially numbered as 01, 02, 03, 04 05 & 06.
- d) The number of sub-questions, shall be restricted to six and numbered as a, b, c, d, e ,f and g
- e) There shall be six questions 5 marks each without choice and four questions 15 marks each with double choice as per the University exam Pattern.
- f) Format of the Question Paper for Printing a. Both sides of the papers shall be used for printing. b. Additional sheets may be used for printing if the contents of the question paper exceed two A4 size papers. Additional sheets shall be stapled with the main sheet.

3.1.2 Appointment of Paper Setters and Examiners

- a) Paper setting of IE-I, IE-II ,IE-III and IE-IV shall be done normally by the concerned faculty who is teaching the course.
- b) If multiple faculty members are teaching a single course, then they together shall setup the question paper and inform the department exam coordinators DEC about the same.

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- c) In case of deviations, the Head of the concerned department shall do alternative arrangement and inform COE.
- d) The concerned faculty who is teaching the course shall follow all paper setting related guidelines from COE.
- e) COE may appoint a competent external / internal paper setter in place of the course faculty teaching the course.
- f) A committee shall be constituted for the purpose of quality checks on question paper setting and evaluation, appointed by Principal and the committee shall report the anomalies, if any to Principal.
- g) As per the academic schedule, the faculty member, teaching a course shall set the question papers for each of examinations in that semester.
- h) A scheme of marking, giving distribution of marks for different points in the question, shall be prepared by the paper setter for the guidance of examiners assessing the answer books. In case of numerical problems, solutions of the problems with distribution of marks for different stages shall be given in the scheme of marking
- i) The concerned faculty who is teaching a course shall forward the question paper to [Internal Quality Assurance Cell for ensuring the quality](#).
- j) If the concerned teacher is not available due to some reason or unable to set the question paper or cannot be given the work of paper setting, the HOD shall arrange for alternative faculty who shall do the paper setting and all related work.
- k) The faculty who has set the question paper should submit the solution in a separate sealed envelope as and when demanded by COE.
- l) Quality assurance cell forward the approved question paper to concerned HOD and HOD forwarded to Chief **Coordinator of Examinations**.
- m) The concerned faculty shall maintain secrecy of the question paper and shall be responsible for the same.
- n) The exam cell take printout of question paper and kept in sealed packet .The coordinator shall keep all packets in the exam cell and use each packet as per the examination schedule.

3.1.3 Conduct of Examination

- a) The examinations for U.G./ P.G./Diploma Programmes shall be conducted in accordance with the Academic Rules and Regulations for U.G./ P.G./Diploma courses respectively and also as per the Examination Schemes for the various Programmes as per academic calendar of DST
- b) The valued answer book for theory course shall be shown to students and ISE component for lab course shall be shown to students

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- c) For other evaluations such as seminar, Project etc, where ISE is the only component of evaluation, ISE component shall not be shown to students.
- d) There shall be four internal examinations during each semester for every theory course and shall be conducted as per the schedule indicated in the academic calendar. The weightage of each exam is as per norms.
- e) Absence in an examination will mean zero marks scored
- f) Internal Examination shall be as per examination scheme of the syllabus. In case of deviations the faculty must inform the module numbers on which the question paper is based.
- g) Internal Examination (IE) shall be conducted centrally.
- h) Seating arrangement shall be made centrally by examination cell taking into considerations the total number of students appearing for the examination.
- i) The appointment of the required number of invigilators shall be done by examination cell centrally as per the examination schedule. These invigilators shall be from among the faculty or competent support staff recommended by DEC of respective department/COE.
- j) Invigilators shall distribute the question papers at beginning of the examination. He/she shall check the identity cards of the students; check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on front page of answer books and then shall sign on the answer books of the students. He shall then obtain the signature of the students on the attendance Performa and maintain the attendance record of the students of his/her block.
- k) Invigilator shall check the general discipline in the block during the conduct of examination and report the cases of indiscipline, misbehavior and copying to the examination coordinator for further necessary action.
- l) At the end of the examination, invigilator shall collect the answer books from the students and arrange them sequentially as per examination seat numbers of the students, separately for each course, and hand over it to DEC in the exam Cell. The concerned faculty shall collect the answer books from respective DEC within one day from the date of examination.
- m) IE for lab courses and project shall be conducted as per the examination scheme and schedule.

3.1.4. GUIDELINES/INSTRUCTIONS TO THE INVIGILATORS

- a) Appointment of invigilation's for both theory and/or lab examinations shall be made six days before the commencement of IE.
- b) It is mandatory for the faculty members of the college to accept the appointment as Invigilator.

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- c) Coordinator Examination shall receive the sealed packets of printed question papers for each course from the DEC one day prior to the commencement of exam.
- d) On each day of examination, Coordinator Examination shall open the required number of packets of question papers at least 30 minutes before the start of examination. Prior to opening, however, he/she shall sign on all the packets indicating the date and time of opening the packets. He/She shall then take out the required number of question papers from the packets and arrange to distribute them in required quantity to the invigilators.
- e) Coordinator Examination shall hand over the required material to the invigilators, at least 20 minutes before the start of the examination.
- f) Invigilator: One invigilator for a block of 25- 35 (maximum up to 40) students subject to maximum two per class room.
- g) Invigilators, additional invigilator, shall be appointed centrally among the faculty of all departments. Depending on the need and availability, COE may change the number of staff for conducting examination.
- h) A faculty member who handled the class for theory / lab /workshop in a semester shall take at least two duties during internal exam.
- i) The competent support staff who handled the lab /workshop in a semester shall take at least two duties during internal exam.
- j) The invigilators shall enter the examination hall at least 15 minutes before the start of examination.

He/She shall,

- a) Ask the students to keep their books, note books, and their written materials at the front of the hall/outside the hall. Enter correct seat numbers; use only blue ink for writing.
- b) Check whether the students have occupied their seats as per the seating arrangement.
- c) Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
- d) Distribute the question papers to the students at the beginning of the examination,
- e) Check the identity cards of the students and sign on their answer books, if all details are correct,
- f) Take the signature of students on the attendance proforma, mark „AB“ for absent students and maintain the attendance record of his/her examination hall,
- g) Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,
- h) Maintain general discipline in the classroom by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students.
- i) Report cases of misbehavior, indiscipline, malpractices and copying cases of students to the

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SI for further necessary action,

- j) Give warning to the students to tie their supplements, 10 minutes before the end of examination,
- k) Collect the answer books from the students at the end of examination and arrange them sequentially as per the examination seat numbers of students for each course separately,
- l) Hand over the answer books to Exam cell.

3.1.5 Procedure for Reporting of Malpractice

- a)) When a case of malpractice is detected at an examination center by any Invigilator/Teacher/Squad member, he/she shall immediately seize all documents and materials concerned which are suspected to be the evidence of the malpractice and detain the candidate and send intimation to the exam in charge along with written report of the invigilator of that examination hall and a written statement from the candidate.
- b) 2) If the candidate refuses to hand over the incriminating material, or destroys or runs away with the material, the facts shall be brought to the notice of the principal and the matter may be recorded and duly witnessed by one members of the supervisory staff.
- c) 3. If the candidate refuses to give a written statement, the candidate shall be asked to record in writing the reason for his refusal to give a written statement. If he refuses to do even that, the facts shall be recorded and signed by any one Squad member /exam in Charge witnessed by the invigilator.

3.1.6 .Guidelines/Instructions for Examiners

- a) It shall be mandatory for every faculty of the College, to assess the answer books of his/her course or answer books of other courses as instructed by The Principal/HOD, within stipulated time.
- b) All the assessment of a course shall be done by the concerned faculty.
- c) Collect bundle of answer books from office in-charge (assessment); count all the answer books in the bundle. If any difference in number of answer books is found, the examiner shall get it clarified immediately from office in-charge (assessment).
- d) Collect question paper and solution/scheme of marking of the course from office in-charge (assessment). If a copy of solutions/scheme of marking is not available, he/she shall prepare solutions/model answers and claim the bill for that
- e) Award step-wise marks for each answer
- f) Write the total marks in double digits (e.g. 01, 02, 12 etc) in the space provided on the front page of the answer book.
- g) The assessed answer books shall be scrutinized further. "Scrutiny" shall include checking for un-assessed answers, totaling of marks, and transfer of marks to main page, blank pages scratched etc. In case of any corrections, it shall be brought to the notice of concerned faculty. The faculty shall do required correction and enter the marks.

- h) Concerned Course faculty /Coordinator shall prepare and display the marks of Internal examination of respective course, as per academic calendar. He/ She shall allow the students to see the evaluated answer books of SE's after assessment. She/he shall enter the final marks in TCS ION of SE's within ten days after the last date of completion of concerned internal exam.
- i) All assessed answer books shall be preserved till the internal marks finalized / university exam results published by the concerned faculty.
- j) The concerned Faculty shall display the marks of Internal Assessment of Lab Course to the students at the end of each semester. He/She shall enter the final marks in TCS ION within ten days after the internal lab exam.
- k) The tutor shall publish the internal mark of the semester in the last working day

3.2 CONSULTANCY, R&D AND TEACHING ASSIGNMENTS

1. The College encourages its teachers to take consultancy and in-house R&D assignments. The teacher shall undertake such assignments When the College is approached for such help and the College assigns such engagement to the particular teacher or when the teacher himself/herself is approached by the outside agency for such help. In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Director/Principal Secretary in writing.
2. A teacher, who has been approached for giving guest lecturers in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
3. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis
4. The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
 - Where it is a project or R&D type assignment, testing, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
 - In all other cases like consultancy assignments, it shall be 70:30 (30% to College).

3.3 INCENTIVES FOR PUBLISHING PAPERS

As a part of the continual quality improvement policy of the college, it has been decided to give incentives to the staff members publishing papers in conferences and journals as per the following guidelines.

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- Rate of incentives ○ National conference – Rs 1000/- ○ International conference – Rs 2000/- ○ National Journal – Rs 2000/- ○ International Journal – Rs 3000/-
 - International Journal with an impact factor more than 3 – Rs 5000/-
- To claim the above incentives, a hard copy of the paper published in the proceedings/journal clearly indicating the affiliation of the author as a staff member of DST has to be submitted along with the application.
- Faculty members who are pursuing PhD on part time external basis may claim only 90% of the declared incentive when they mention the author affiliation as research scholar.
- Prior permission shall be obtained from competent authority for sending papers.
- In the case of conferences, oral presentation is needed and poster presentation will be having only 50% weightage and hence the incentives for poster presentation in national and international conferences will be Rs500/- and Rs1000/- respectively.
- In case of more than one author for the paper, the first author will get the full credit and the subsequent authors can claim 50% of the incentive.
- In any case the number of authors per paper shall not exceed four to claim this incentive.
- The maximum amount that can be claimed by a staff member in this regard is restricted to Rs25000/- per year.
- To prepare the manuscripts of text books, author may claim an advance amount of Rs 10000 for which shall be return to the college within 12 months.

3.4 TRANSPORTATION POLICY & RULES

1. The college provides limited bus transportation facility to students who live more than 10 kms away from the college in certain predetermined routes.
2. Bus facility is offered to eligible students at the discretion of the college management and cannot be claimed as a right by any student or parent.
3. All students who wish to avail the college bus facility should register their names with the account office on the date announced in the beginning each academic year.
4. Bus pass will be issued to the eligible students only on recommendation of 'Bus mangers' in the prescribed format and after paying the full bus fees.
5. Transport fee for full year will be charged even if a student leaves the transport facility in between the session.
6. Staffs who wish to avail the college bus facility should register themselves with the account office.
7. No person shall be allowed to travel in the bus without express permission of the college authorities concerned in writing. Bus mangers are authorized to disallow travel by any person without proper authority.

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8. Hostellers and day scholars without bus pass are strictly not permitted to travel in college bus
9. Two staffs members from each bus are designated as 'Bus Managers'. They are responsible for overall discipline and conduct of students in the Bus
10. Bus managers are expected to maintain the contact data of all passengers of their bus and that of the management authorities
11. In case of emergency, and unexpected events Bus managers to inform management representative and or take any prudent action as the situation demands.
12. The Bus managers have the authority to assign seats to students and other passengers.
13. Bus manger may report to the management if any trip is made without a minimum of 33%regular passengers.
14. Intimation regarding cancellation of a trip will be notified to the concerned 'Bus managers' and passengers to the extent possible.
15. Staffs are requested to sit in the seats allotted to them and to take care of the students.
16. College bus charge will revised periodically based on the various operating expenses.
17. Normally College buses will be available to the already existing routes on all official working days. However, trip could be adjusted if number of passengers are very less.
18. During the university examinations transportation facility will be available irrespective of the strength of passengers.
19. Passengers will be picked up and let off at designated stops only.
20. The time schedule and the stages of trip can't be altered in any situation unless prior permission is secured.
21. Bus will not wait for any passenger. Passengers are expected to be at the designated stops/stages before time.
22. Getting bus pass doesn't ensure the passengers any reserved seat.
23. Girl and boy students are expected to occupy separate seats in the bus. Mixed seating by students is strictly prohibited.

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24. Passengers must be possession of valid bus pass and is required to produce it as and when asked by any staff.
25. Music is not played in the bus until further information.
26. As college bus is an extension of the institution, all the code of conduct and rules of the college are equally applicable in the bus with special reference to use of mobile phone with headset and proper dress code.
27. College doesn't encourage any form of celebrations in the bus or during the travel(birthday, sendoff etc.,)
28. Students are expected to wait in orderly lines and allow faculty to board the bus first. In similar manner students are expected to wait for staff members to disembark first.
29. Students must board and leave the bus carefully and courteously without shoving and pushing.
30. Students shall not extend their arms, head or any other part of their body out of the bus window nor shall they extend clothing or other articles through the bus windows.
31. Throwing articles within the bus or out of the windows at any time will not be condoned.
32. Excessive noise (loud talking, screaming, whistling, etc.) by students is not allowed.
33. Harmful or dangerous articles (explosives, fireworks, matches, cigarettes, lighters, knives, etc.) are prohibited.
34. Students shall not write upon, disfigure or cause damage to any part of the inside or outside of the bus. Students are to take care of the bus; if not, damage will be charged to the offender, and as a minimum with loss of bus riding privileges until damage is paid.
35. Students shall behave in such a manner as not to jeopardize the safe operation of the bus.
36. The use of profane, vulgar or other unacceptable language or gestures will not be tolerated.
37. Eating or drinking on the bus and littering are strictly prohibited.
38. Any other misconduct which may distract the driver from safe operation of the bus will not be tolerated.

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3.5 MOBILE PHONE POLICY

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

1. Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.
 - a) Students are not permitted to use mobile phones within the campus.
 - b) Students who are staying in college hostels should not bring the mobile phones to the college.
 - c) Day scholars carrying mobile phones to the college shall deposit the same in the designated place before 8.55 AM and can collect the same after 4.10 PM.
 - d) The mobile phones shall be kept in silent mode / off while depositing in the designated place.
 - e) All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
 - f) Students violating the above rules will be fined an amount of Rs 1000/- and the confiscated mobile phones will be returned to the students only after the completion of their course.
 - g) Staff members are allowed to use mobile phones in their respective cabins.

3.6 BIOMETRIC ATTENDANCE POLICY

The purpose of this policy is to establish guidelines to improve efficiency in monitoring the attendance, leave records and over all working environment by Biometric Based Attendance Monitoring System (BBAMS) .This policy is applicable to all staff members who work under normal working hours.

The rules that will be followed for operation of the system as follows:

1. The Biometric Based Attendance Monitoring System (BBAMS) will be maintained by Principal. Whereas the matter of attendance and related policy will be dealt in office.
2. The term staff used in these rules would include all the teaching non-teaching and other staff of DST.
3. Adequate numbers of machines have been installed to avoid long queue and inconvenience during office opening time. All the staffs of DST would be able to mark their attendance in any of the machines installed near Administrative officer room, Office, HOD Office Civil. In case, if any of the machine is not functioning, the staffs may mark their attendance in any other machine installed in DST.
4. All staffs will be required to mark their arrival and departure time in the Biometric Based Attendance Monitoring System machine without any exception.
5. The office timings are from 09:00 AM to 05:00 PM with 50 minutes of lunch break from 01:10 PM to 02:00 PM and these are to be scrupulously observed.
6. The Academic timings are from 09:00 AM to 04:10 PM with 50 minutes of lunch break.

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7. Arrival in the office after 9.00 AM or departure from office before 04:10/ 5.00 PM will be reckoned as half day Leave subject to other rules mentioned herein. In exceptional cases like consultation with doctors hospitals/attending social obligation, etc., late coming in the morning/early departure in the afternoon up to one hour (maximum,) will be allowed twice in a month subject to the condition that prior intimation/approval of the immediate superior officer has been obtained.
8. Any academic staff availing half-day Casual Leave in the forenoon will make arrival entry in the BBAMS not later than 1.00 PM (190 minutes prior to exist time) and the staff availing half-day Casual Leave in the afternoon will make departure entry in the BBAMS after 12:10 PM. For office staff availing half-day Casual Leave in the forenoon will make arrival entry in the BBAMS up to 1.00 PM and the staff availing half-day Casual Leave in the afternoon will make departure entry in the BBAMS after 12:40 PM.
9. Attendance reports would be available on intranet on daily basis and concerned staffs shall get their attendance regularized within two days from the date of absence.
10. In case, any staff is to visit local offices for official purposes and situation is such that such staff would not be able to mark attendance in the system either in the morning or evening, prior intimation regarding it would be sent to principal in proper channel through e-mail as mentioned the details above.
11. All installed machines and corridors leading to these machines shall be under 24hours surveillance through CCTV cameras. Disciplinary / legal action shall be taken against any staff found to be tampering with the attendance monitoring system / surveillance system.
12. Further, a consolidated monthly statement in this regard would be sent from the office by every 24th of a month.
13. It must be ensured by the controlling officer / staff concerned that duly recommended leave applications of any nature are sent to concern sections promptly through HOD. The sections in the office shall ensure that all such leaves for a month are duly sanctioned by 22nd of the month will be entrained only for calculating the monthly salary of the following month. The leave applied after the stipulated date and regularization of miss punch or early / late going etc after the 22nd of the corresponding month will be entertained for next month salary with a special request.

3.7 BUDGET AND PROCEDURE FOR PROCURING LAB CONSUMABLES, VALUABLES AND STATIONERY:

3.7.1 Budget

Soon after the last working day of an academic year, the staff in charge of each lab should assess the requirement of lab consumables for the next academic year taking into account the consumption in the previous semester. The HOD of the department concerned has prepared a detailed Budget for

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the next academic year to the management and submitted to Management through principal. A copy of approved budget should display in the internal Notice Board

3.7.2 Non-Consumables

1. The HOD as soon as realizing the need for the equipments (including furniture) for the next year/SEMESTER has to initiate a proposal to the Management for the procurement of the same, through the Principal with a copy of approved Budget
2. After the approval, the Management will call for quotations.
3. On receipt of quotations the HOD has to prepare a comparative statement.
4. If required, vendors may be called for negotiations by the Management.
5. The purchase order will then be issued to the selected vendor by the Management.
6. A copy of the purchase order will be sent to the Principal/HOD of the concerned department by the Management.
7. After purchases are over and received by the Department, HOD has to certify that the items are received in good / working condition.
8. The details should be entered into the consumables / no consumable stock register as the case may be and HOD may recommend for passing the bill for payment within a week of the receipt of the consumable / non-consumables. Bill may be sent to the Director through the Principal.

3.7.3 . Stationery

1. Soon after the last working day of an academic year , HoDs' should assess the requirements of stationery needed for the administration of their Department (including ISO related works)
2. After consolidation of the requirements and after the approval, the Management will take action for the bulk purchase of the stationery needed for the entire Institution.
3. After procurement, the stationery required for each Department will be distributed by the Store keeper.
4. Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. has to be given by the HOD to the office well in advance (at least 10 days before the proposed date.) While preparing the special indent, the actual use of stationery during previous similar occasion should be taken into account as a basis.
5. As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be returned to the office by the HOD concerned. (the stationery obtained for a specific purpose shall not be used for normal work of the Department)

3.7.4 MAINTENANCE OF STOCK

1. In case of laboratory, the following stock registers have to be maintained
 - A. Consumables stock register
 - B. Non-consumables/valuables stock register
 - C. Other register(s) based on the requirement of the Department concerned.
2. The staff in charge for each lab is responsible for the proper upkeep of the material in the lab besides maintaining the consumable and non-consumable stock register of each lab. Each entry should be signed by the staff in charge of the laboratory, Lecturer in charge of verification and the HOD concerned.

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3. The staff in charge is nominated among the members of the Department. He/she will be in charge of the concerned laboratory of the department. At times, it is seen that Technical Assistant is taking final decision about receipt of stock. It should be avoided.
4. Whenever a new staff member takes over the staff in charge of a lab, he/she should take charge of the laboratory from his/her predecessor after verifying the entries of the stock registers. If there is any discrepancy, the fact should be reported immediately through the HOD to the Principal.
5. If a staff member who is in charge of a particular lab is on long leave, HOD should make alternate arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the HOD has to report the fact to the Principal.
6. Any breakage or damage of an item during its use should be immediately recorded in the stock register against that item in the remarks column. This should include the reason for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage. In case of expensive items, the matter should be reported to the Principal immediately for the recovery of the breakage fees. For inexpensive items, the breakage fee should be collected after the practical classes are over for the concerned semester.
7. Similarly, loss of any item shall also be recorded in the register and reported to the Principal for recovery of the cost from person responsible for the loss.
8. After the recovery of the costs and on the specific orders from the Principal the item lost / damaged has to be removed from the stock register.
9. If any old item is beyond repair and cannot be put into the use, the same can be condemned after obtaining approval from the Principal. This has to be entered in the stock register.
10. No transfer of an equipment / material from one lab to another lab (even within the same Department) should take place without prior permission of the Principal. As and when such a transfer is made a note should be made in the respective stock register of the laboratory against the item regarding the date of issue, date of receipt and other relevant particulars.
11. If any equipment is not functioning within the guarantee period, the company may be pulled up for rectification and it must be set right at the earliest.
12. Periodic service and maintenance of equipments / machineries is a must.

3.7.5 STOCK VERIFICATIONS

1. Surprise checks on stocks have to be carried out by the HOD in his/her Department at least once in a year. Principal or any member of the Management may also conduct surprise checks.
2. Apart from surprise checks, annual verification has to be carried out by the staff members deputed by the Principal from other Departments as per Bihar Financial Rule.
3. Discrepancy, if any, noticed during stock verification should be reported to the Principal immediately for further action.

3.8 ACADEMIC AUDITING

Objective Academic auditing covers Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, laboratory experiments, practical assignments, mini projects and conduct of practical classes and their evaluation. The Academic Monitoring report & Class Tracker Shall be uploaded on Google Spread Sheet on daily basis.

There are two types of audit academic audit and ISO audit. The audit is mainly focused on

1. Adherence to the Academic calendar and semester plan ,
2. Functioning of class/course committees
3. Schedule of class and Faculty Time Table
4. Attendance of students
5. Quantity & Quality of Assignments/ Internal Exam Questions
6. Subject/ practical coverage as per course plan
7. Evaluation of internal exams/ assignments with sample
8. Evaluation of students performance in practical classes
9. Performance of students in Internal exams and Award of internal evaluation marks
10. Maintenance of course diary and Course File
11. Performance of students in the previous semester
12. Faculty evaluation by students
13. Information on progress of students to their parents
14. Feed backs from students and stake holders

3.8.1 INSTRUCTIONS TO INTERNAL QUALITY AUDITOR

QSP procedures should be followed very strictly during the auditing process:

1. The internal Auditors shall study the quality system documents before going for the audits
2. Deviations/Non-Conformities deficiencies if any shall be identified and recorded in NonConformance Report with the respect to the specific requirement
3. TheAuditee or his Representative shall write down the proposed corrective/preventive action and the proposed date of completion of the NCR found on the Non-Conformity report and return it to the Internal Auditor.

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CHAPTER 4

SERVICE RULES AND REGULATIONS

The rules that will be followed as follows:

4.1 RECRUITMENT OF REGULAR FACULTY

- 1) Recruitment shall be done as per the norms of Bihar Government stipulated in rules of Bihar Engineering Education Services/ Bihar Polytechnic Education Services.
- 2) Number of vacancies both teaching and non teaching is notified by Principal/ HOD/ Designated Authority based on student strength / resignations or separations of staff members, to the Director for requirement of guest faculty.

4.2 RECRUITMENT OF GUEST FACULTY

- 1) Screening of applications received is done by the respective Department Head.
- 2) Short listed candidates are informed through call letters/e-mails /over telephones from the office
- 3) At times, Walk- in interviews is also conducted for immediate postings.
- 4) The minimum qualification as per AICTE Regulations and as per the norms of Bihar Government stipulated in rules of Bihar Engineering Education Services/ Bihar Polytechnic Education Services.
- 5) All the teaching staff shall be paid AICTE scale of pay
- 6) Interview Committee consists of Principal/Designated Authority, and respective Heads of the Department
- 7) Direct interview is conducted for senior posts.
- 8) On completion of the interview, the selection committee will record its final recommendations with signature of every member present. The selection committee may recommend suitable advance increments for exceptionally outstanding candidates who are to be appointed as Assistant Professor, Associate Professor and Professor. Recommendations of the selection committees will be placed before the Director of DST, along with details of sanctioned posts, for final approval and subsequent issue of appointment orders by the Director.

4.3 Service Conditions for the Staff:

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. 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.
3. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in

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any trade, business, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal /Director or his nominee.

4. Any Guest staff member, on appointment, except on contract/regular, shall be for a period one year. Regular Staff Shall be on Probation for two years.
5. A member of the staff shall have his / her service separated by giving one month notice or one month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months notice or three months salary must be given. But during the close of academic year, one month notice is sufficient for separation from service of DST for permanent staff. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester. However, the management reserves the right to waive the notice period or the compensation thereof.
6. A service file for keeping the record of service of staff shall be maintained by Principal in respect of each employee of the College. All activities of an employee in his/her official position shall be recorded in this service file.

4.4 PROMOTION POLICIES

1. All promotions shall be considered as per norms of AICTE.
2. The Director shall appoint a committee for promotion, by the Government Notification.
3. The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, **subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.**
4. The staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the prescribed no of years of service including probation in the present position and should have obtained AICTE prescribed qualification.
5. The following information is required in the CV for reappointment and promotion of candidates:
 - Educational background
 - Academic and other relevant employment history
 - Awards and appreciation if any
 - Research and/or creative works, publications journal , conference proceeding , text book publications etc
 - Teaching accomplishments: List classes taught with results , List any textbooks, study guides, manuals, workbooks, or electronic media, produced for student or class use, mentor list Etc
6. All cases of promotions satisfying the above norms and those prescribed by the AICTE will be considered, subject to the requirement of the department.

4.5 SEPARATION OF SERVICES OF AN EMPLOYEE

1. Principal/Designated Authority shall have the right to take necessary action as per CCA rule & Bihar Government Service Rules on charges of misconduct.
2. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Principal has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal.
3. The Director shall have the power to separate the services of a member of the staff of the college, for any of the following reasons:
 - i. Serious misconduct and willful negligence of duty;
 - ii. Gross insubordination;
 - iii. Physical or mental unfitness; and
 - iv. Participation in any criminal offence involving moral turpitude. The services of a temporary employee are liable to be terminated at any time without assigning any reasons whatsoever.

4.7 CODE OF CONDUCT

1. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
2. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
3. Staff members should get prior permission from Management / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.
4. 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 15 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.
5. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
6. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.
7. No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or local bodies take part in any other election as independent or on any party ticket.
8. No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.

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9. An employee shall not, without the knowledge and approval of the Principal & Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
10. The following acts of commission/omission shall be treated as misconduct.
 - A. Failure to exercise efficient supervision on the subordinate staff.
 - B. Insubordination or disobedience to any lawful Order of his/her Superior Officer.
 - C. Gross negligence in teaching or any other duty assigned.
 - D. Any act involving moral turpitude punishable under the provisions of the IPC.
 - E. Intemperate habits affecting the efficiency of the teaching work.
 - F. Failure on the part of an employee to give full and correct information regards his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer

4.8 PERFORMANCE APPRAISAL OF EMPLOYEES & INCREMENTS:

All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format as per departmental orders. Sustained good performance will be a requirement for internal promotion, Selection to higher posts etc. Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments

1. Paper publication -Journal/conference,
2. Patent –Apply/sanction,
3. Project –Apply/sanction
4. Testing/consultancy
5. Conduct/coordinate –Conference/seminar/FDP/TEDx /Hackathon/Workshop/any similar event.

4.9 DISCIPLINARY PROCEDURE

1. Any teacher who is violating the code of conduct defined in this chapter of this manual will be subjected to appropriate disciplinary action by the Principal/Director.
2. If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
3. The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.
4. If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation such as detailed enquiry etc
5. He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
6. On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

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7. The course of action for disciplining a teacher shall be under the following categories:
Memo and Censure.
 - Warning in writing, with recovery of monies, where financial loss is involved in the act.
 - Suspension from work without remuneration.
 - Dismissal or discharge from service.
8. Any staff member receiving more than two memo or warning will be given punishments. Where the punishment proposed is in this categories Principal/ Director shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

4.10 GRIEVANCE PROCEDURE

1. The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
2. The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal, Director/Dean, Principal Secretary and Director.
3. The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
4. The grievance committee shall: have a member secretary, to monitor the proceedings meet once every month on a stipulated day and time
5. Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
6. The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
7. The grievances shall be redressed immediately by the committee and by the Director/Correspondent.
8. The Member-Secretary shall record and maintain the minute's the meetings.

4.11 LEAVE

4.11.1 General

1. Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
2. **Leave Application:** The leave application shall be submitted well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged

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3. The lab staff shall make alternate arrangements/internal adjustments to keep the students engaged. The same must be informed to concerned tutors and HOD's. Casual Leave, out station duty and Duty Leave application should be submitted to the Principal. All other leaves forward to Director for sanctioning through proper channel.
4. No leave can commence unless it has been sanctioned: Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action besides penal deduction.
5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.
6. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing. An alternative arrangement for class work has to be informed to the HOD.
7. Continued absence of more than days stipulated in Bihar Government Service Rules, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

4.11.2 Kinds of Leave:-

The staff members are entitled to enjoy the leave benefits as per Bihar Government Service Rules.

4.11.3 CASUAL LEAVE (CL)

The staff members are entitled to enjoy the leave benefits as per Bihar Government Service Rules.

4.11.4 DUTY LEAVE (DL)

1. An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave.
2. Duty leave may be granted for one or more of the following purposes:
 - a. To deliver academic lecture
 - b. To work on behalf of the College or to attend technical workshops/ symposium of National/International level.
 - c. To read/present a research paper in a Conference/ Symposium of National/International level.
 - d. To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the Government.
 - e. To inspect academic institutions attached to a statutory body or a University recognized by the Government.

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The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:-

1. There exists a written request from the competent authority.
2. The paper has been accepted for presentation and a communication to this effect received in writing/mail.

4.11.5 OUT-STATION DUTY (OD):

1. OD will be granted when staff members are required to go out on official duties as approved by the Principal/Designated Authority. When staff members go for examination work for Universities other than SBTE/AKU University, OD will not be granted.
2. Number of days on OD is limited to 14 days for a year at the rate of 7 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff unless approved by the Designated Authority. This limit is applicable to conduct of University Practical Examination, Theory Examination and paper Valuation, Viva voce, Synopsis submission & DC meeting. However, this limit is not applicable to centralized valuation camp.
3. Head of the Department has the power to distribute the outstation duty among the faculty members so as not to exceed the allowable limit per semester.
4. Staff members are permitted to go on 'On Duty' for academic works of the colleges such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, Resource person for other colleges and other committee/ Council formed related to the works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the H.O.D. and the Principal. Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D. The teacher availing O.D. is permitted to enjoy the remuneration given by the University or any other academic bodies.
5. In all the cases, prior written permission has to be obtained from the Principal through HOD.
6. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

4.11.6 COMPENSATION DUTY LEAVE

It is the policy of DST that staffs is expected to work on holidays in case of events of institutional importance/necessity without any special compensation. However under special circumstance compensation duty leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. Director, Principal, Principal Secretary and H.O.D concerned of the college. Such approval of CDL rests solely at the discretion of the Principal/Designated Authority.

Approved CDL

- a) Can also be combined with C.L.
- b) This leave must be availed within three months from the day of the duty carried out.
- c) C.D.L. can be availed as full day only

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4.11.7 STUDY LEAVE

The staff members are entitled to enjoy the Study leave benefits as per AICTE provisions in consonance with Bihar Government Service Rules.

4.11.8 MATERNITY LEAVE / MEDICAL LEAVE

The staff members are entitled to enjoy the Study leave benefits as per AICTE provisions in consonance with Bihar Government Service Rules.

CHAPTER 6

FORMS AND FORMATS

	Peer observation Policy	Policy No: DST/HR/P05/11-12
	Policy Version:1.0	Date of approval:

1	Introduction
	The purpose of this policy is to encourage teaching faculty to engage the students in an adaptive mode to promote student centered and activity based teaching learning process. This policy is applicable to teaching staff of DST.
2	The policy

STAFF HAND BOOK

	Policy of the college is to promote a peer observation system among the teaching fraternity to enable peer support and course correction in class room teaching. • All the teaching shall identify and report to the HoD, name of a colleague who will observe and comment on his/her class room teaching in terms of content, delivery and effectiveness. • By the end of the first month of every semester, the first round of observations must be over and the report shall be submitted to the principal through HoD. The same process shall be repeated in the last month of the semester to assess the impact. • The forms relating to this process is attached as annexure.
3	Related information
4	Annexure
	Annexure 1 – Peer support for learning & teaching through observation Part A Annexure 2 – Peer support for learning & teaching through observation Part B Annexure 3 – Peer support for learning & teaching through observation Part C

STAFF HAND BOOK

ANNEXURE 1

FORM P05/01

PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION

PART 1: PRE-OBSERVATION MEETING

The faculty being observed should complete this form in preparation for a short meeting with their peer observation group / observer prior to the session to be observed.

Peer Observation Group:

1. Name & Department

2. Name & Department

Details of Teaching / Learning Session to be observed:

Observed:

.....

Observer:

Day/ Date / Time:

.....

Group / Location:

Type of Session / Duration:

.....

No of Students:

Topic / Title of Session:

.....

What are the objectives for the session (both for you and for the students)?

What would you like feedback on? (e.g. use of visual aids / the white board, your voice, interaction with the students, pace, use of examples, use of new techniques etc.)

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Are there any factors which the observer needs to be aware of? (e.g. problems relating to the group or individual students, you are trying out something new etc.)

PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION

PART 2: OBSERVER'S COMMENTS

The observer should complete this form during / following the observation (in preparation for meeting with the lecturer and giving feedback).

- Observed positive things about the lecture:

- Things that can be improved in future:

- Any other Comments / suggestions:

STAFF HAND BOOK

PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION PART

3: POST OBSERVATION MEETING - REFLECTION & DISCUSSION

This form should be completed and signed by both the observed and the observer following discussion of Part 2.

Date / Time / Location of meeting:

The following have been discussed:

- The comments noted in Part 2 (Observer's comments).
- Feedback or good practice that could be shared with others.
- Possible ways that things could be developed & improved.
- The peer observation process.
- Proposals for future staff development.

Agreed points (if any) to be forwarded to HoD:

Signature – Observer:

Signature – Observed

Note: Copies of Part 1 and Part 3 should be passed to the HoD. Part 2 is confidential and can be retained by the faculty.

Faculty Appraisal Report

Name :
Designation :
Qualification :
Department :
Date of joining DST & designation :
Date of joining the present post
Temporary / Probation / Permanent :

(a) Details of qualification up-gradation

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(b) Instructional work (odd & even semesters data)

Semester & programme	Subject code and title	Hours / week			Class / batch strength	Internal Test result		Exam pass percentage
		L	T	P		Overall average	Number got < 50%	

(c) Participation in STTP, workshop, seminar, symposium, conference training etc

Nature of activity	Organized by	Duration	
		From	To

(d) Activities organized (workshop / symposium / seminar / FDP / STTP /conference etc)

Activity	Title of activity	Duration		Local / national / international	No. of participants	Major sponsors, if any
		From	To			

(e) Industrial training programme/visits organized

Activity	Title of activity	Duration		Local / national	No. of participants	sponsors, if any
		From	To			

(f) Curricular & co-curricular (Tutor, lab / centre in-charge, college / dept. time table, ISO etc)

STAFF HAND BOOK

Details of position held	Period	Specific achievements, if any

(g) Extra curricular (NCC / NSS / Staff advisors / Staff advisor of clubs/ Hostel /Personal tutor/ Industrial visits / sports / games etc)

Details of position held	Period	Specific achievements, if any

(h) Academic supervisory work (UG project guidance)

Degree	Name(s) of student(s)	Co-guide if any	Title of the project	Current status

(i) Special lectures delivered (STTP, workshop, seminars, conferences etc)

Date(s)	No. of hours	Organization / institution	Type of programme

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III Research

(a) Development of New department laboratory / centre / experimental setup etc

Details of activity	Nature of work	Current status

(b) Fund generation activities

(Proposals to funding agencies, testing, consultancy etc)

Nature of activity	Concerned agency	Fund generated / applied / sanctioned	Current status of activity

(c) Project Guidance

Sl. No	Name of student	Title of project	Project objectives	Co-guide, if any	Current status

(d) Research papers published in Journals

Title of the paper	Co-author(s) if any	Name of the Journal & Publisher	Vol & No	Month & Year

(e) Publication of Books

Title of the Book	Co-authors if any	Publisher	Month & year	Price

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(f) Details of Professional society activities

(g) Details of special achievements & awards Any other relevant information (regarding service to college, academic work, professional development & service to community)

Date

Signature

STAFF HAND BOOK

(To be filled by HoD)

Faculty name :

Employee No.:

Department :

I. Teaching effectiveness (max points 50)

Sl. No	Subjects handled	Target pass % (A)	Actual pass % achieved (B)	Effectiveness Index (EI)
Average EI				

When $B > A$, $EI = 50$ When $B < A$, $EI = (50 - (A - B))$

II. Administrative activities (max. points 5)

		List 5 major activities	Points allotted	Points earned
	1		1	
	2		1	
	3		1	

STAFF HAND BOOK

	4		1	
--	---	--	---	--

III. Academic activities (max. points 20)

A	Teaching Effectiveness additional parameters		Points allotted	Points earned
	I	Student Feedback (10 max)		
		a) Punctual	2	
		b) Well prepared	2	
		c) Encourages students to ask questions	2	
		d) impartial to students	2	
		e) Maintains discipline	2	
	II	HoD Feedback(10 Max)		
		a) Course plan, model question paper, evaluation pattern etc	1	
		b) Course material, teaching aids for class handling, Assessment plan	1	
		c) Test question papers quality	1	
		d) Assignments / tutorials / seminar	1	
		e) Guiding student projects	1	
		f) No. of hours handled / guest lecture	1	
		g) Effective class room management	1	
		h) Extra technical care for students (such as helping students to present papers outside the college)	1	

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		i) Indirect feedback from students through PTA meeting and class committee meeting etc	1	
		j) Extent of syllabus coverage (based on class notes of students)	1	
	III	Internal Test results (10 max)		
		a) Cumulative weighted average of test marks (Target > 70%)	6	
		b) Average percentage of students securing less than 50% in the tests (target 20%)	4	

B	Service to college (10 max)		Points allotted	Points earned
	I	Curricular (6max)		
		a) Tutorship	2	
		b)lab / Center in-charge	2	
		c)STTP / EDP/Industrial visits organized	1	
		d) Workshop / symposium / seminar / winter / summer school / non-formal programmes organized/Accompanying students for activities outside the college	1	
	Ii	Co-curricular (2 max)		
		a) Association staff advisor/Professional body activity	1	
		b) Administrative work assigned by Principal / Management	1	

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	Iii	Extra curricular (2 max		
		a) NSS / NCC / – Advisor / coordinator	1	
		b)Placement / competitive exam preparation support	1	

IV. Research activities (max. points 5)

	I	Fund generation			
		Conferences organized (organizing secretary / coordinators) (whenever more than one faculty is involved the credits will be shared equally by all concerned)	National	2	
			International	3	
	Ii	Industrial Training activities			
		a) Training work	1		
		b) Consultancy work	1		
	Iii	Paper Publications			
		a) Papers – national Journal	1		
		b) Papers – National journal	Referee d Journal	Non- refereed Journal	
			1	1	
		c) Papers – International journal	2	1	
	Iv	Successful Guidance of main projects (2points per project)			
	V	Special Achievements award			
		a) National award per award	1		
		b) International award per award	2		

Total Points

HOD

Principal

STAFF HAND BOOK

Course File Contents

1. Syllabus
2. Course Objective
3. Course Outcome
4. Lesson Plan
5. Content beyond Syllabus
6. Assessment plan
7. Semester Plan
8. Assignment Questions
9. University Q P
10. Series Q P
11. Sample Assignments
12. Sample Answer Scripts
13. Notes
14. Sessional Marks
15. Soft copy of PPTs
16. Report by Faculty **DUTY ARRANGEMENTS BEFORE RELEAVING THE DUTY/SERVICE**

Name of the Staff Member:

PRN Number:

Department:

Subjects Handling

Semester	Subject Code with Name	Modules Covered	Modules to be Cover

STAFF HAND BOOK

Additional Duties for the last Academic Year and its Duty Exchange

SL NO	DUTY	DATE OF DUTY ARRANGEMENT	DUTY HANDED OVER WITH	SIGNATURE OF THE STAFF
1				
2				
3				

DUE CLEARENCE UNDER DEPARTMENT

TUTOR S3:

TUTOR S5: TUTOR

S7:

DEPT. LIBRARY INCHARGE:

STAFF SECRETARY:

HOD OF THE DEPARTMENT:

Tutor

HOD

STAFF HAND BOOK

LESSON PLAN

NAME OF
THE STAFF
MEMBER:

DEPARTMET :

SUBJECT
WITH
CODE:

CLASS:

SI NO	TOPIC	PLANNED DATE	ACTUAL DATE	NO.OF HRS	REMARKS

REFERENCES:

DATED SIGNATURE OF THE STAFF MEMBER:

HOD

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<i>Series Test</i>			<i>Year/Semester</i>	
<i>Subject</i>			<i>Branch</i>	
<i>Date of Exam</i>			<i>Duration</i>	
<i>Starting time</i>			<i>Max. Marks</i>	
PART A				
		Answer All Questions		

Question No		Marks	CO	PO	level
1		5			
2		5			
3		5			
4		5			
5		5			
6	PART B	5			
7		15			
	OR				
8		15			
9		15			
	OR				
10		15			

STAFF HAND BOOK

REVISED BLOOMS TAXONOMY CHART

LEVEL 1-Remembering		LEVEL 2-Understanding		LEVEL 3-Applying	
Exhibit memory of previously learned material by recalling facts, terms, basic concepts and answers		Demonstrate understanding of facts and ideas by organising, comparing, translating, interpreting, giving descriptions and stating main ideas		Solve problems in new situations by acquiring applied knowledge, facts, techniques and rules in a different way	
Keywords	Questions	Keywords	Questions	Keywords	Questions
Choose	What is...?	Classify	How would you classify...?	Apply	How would you use...?
Copy	Where is...?	Ask	How would you compare...?	Act	How would you show your understanding of ...???
Define	How did -----Happen?	Compare	How would you contrast...?	Administer	
Describe	Why did.....?	Contrast	Rephrase the meaning...?	Articulate	
Discover	When did.....?	Classify	What facts or idea show...?	Assemble	What approach would you use to...?
Draw	How would you show....?	Demonstrate	What is the main idea of..?	Build	
Duplicate	Who were the main.....?	Describe	Which statement supports..?	Calculate	
Enumerate	How is.....?	Differentiate	Explain what is happening...?	Change	How would you apply what you learned to develop..?
Examine	How would you explain...?	Discuss	What is meant....?	Chart	
Find	How would you describe...?	Distinguish	What can you say about...?	Carry out	
How	Can you recall..?	Exemplify	Which is the best answer...?	Choose	
Identify	Can you list the three...?	Express		Combine	What would result if...?
Label	Who was...?	Explain		Complete	
List		Extend		Compile	
Locate		Generalize		Compose	
Match		Illustrate		Construct	
Memorize		Indicate		Create	
Name		infer		Develop	Can you make use of the facts to...?
Omit		Interpret		Demonstrate	
Quote		Locate		Design	
Recall		Paraphrase		Discover	
Relate		outline		Experiment	What elements would you choose to change...?
Recognise		Recognise		Execute	
Reproduce		Relate		Employ	
Retrieve		Rephrase		Formulate	
Select		Restate		Generalize	
Show		Report		Hypothesis	
Spell		Select		Identify	
Show		Show		Invent	What facts would you select to show..?
State		Summarise		Illustrate	
Tabulate		Translate		Interview	
Tell				Interpret	
What				Integrate	
When				Locate	
Where				Manipulate	What questions would you ask in an interview with
Which				Make use of	
Who				Model	
Why				modify	
Write				Operate	
				Organise	
				plan	
				Prepare	
				Produce	
				Put into practice	
				Rearrange	
				Relate	
				Report	
				select	
				Schedule	
				Show	
				Sketch	
				Simulate	
				solve	
				Substitute	
				Teach	
				Utilize	
				use	
				Write	

STAFF HAND BOOK

COLLEG LOGO

COURSE FILE (THEORY)

Name of the Faculty: _____

Department: _____

Subject Code: _____

Subject Name: _____

Year, Branch & Section _____

Semester: _____

COLLEGE LOGO

COURSE FILE (LABORATORY)

Name of the Faculty: _____

Department: _____

Lab subject code: _____

Lab subject Name: _____

Year Branch & Section: _____

Semester: _____

STAFF HAND BOOK

COLLEGE LOGO

FEEDBACK TO FACULTY MEMBERS (Theory)

Part A (To be filled by the Faculty members)

Name of the

Faculty.....

Code & Name of the Subject

.....

Part B (To be filled by the External Academic Auditor) Comments from External Academic Auditor

	Name of Record	Comments
☐	Attendance Register	
☐	Internal test Question Papers (Standard of question paper & allocation of marks)	
☐	Test Answer scripts (Corrections carried out & marks assigned)	
☐	Assignments(Corrections carried out, distribution of marks & marks assigned)	
☐	Any other Remarks	

EXTERNAL ACADEMIC AUDIT

Signature & Date:

Conducted by:Institution.....

STAFF HAND BOOK

COLLEGE LOGO

FEEDBACK TO FACULTY MEMBERS (Laboratory)

PART A (To be filled by the Faculty members)

Names of the Faculty Members

.....

(Write the names of all Faculty members handling the same lab)

Code & Name of the Subject

.....

Part B (To be filled by the External Academic Auditor) Comments from External Academic Auditor

	Name of Record	Comments
☐	Attendance register	
☐	Lab Manual	
☐	Lab Observation Book	
☐	Record Note Book	
☐	Any other Remarks	

EXTERNAL ACADEMIC AUDIT

Signature & Date:

Conducted by:Institution.....

STAFF HAND BOOK

COLLEGE LOGO

FORMAT FOR SHORTAGE OF ATTENDANCE

Ref. No.DST/AC/ST/2011

Date:

To

Name of the Student:

PRN:

Branch:

Department:

Semester:

Subject: Shortage of Attendance

With reference to the above, you are here by informed that you are having Shortage of Attendance in the Subject/s _____ (Code/s _____) and so far you have attended _____ Classes out of _____ as on _____ YEAR and your percentage of attendance is _____ %.

In view of the above, you are here by informed that abstaining from Classes is highly irregular and you are required to

1. Give an undertaking that you are aware of your attendance position and you would make up the shortage of attendance.
2. If you are unable to make up the shortage of attendance, and you are aware of the Kannur University regulation that you will be detained for want of attendance. (Minimum Attendance needed is 75% in each subject).
3. Meet the Principal along with your parents, to give an undertaking that he/she will initiate remedial measures to stop your unauthorized absence to the Classes.

(Appropriate format is enclosed).

Last date to respond to above said letter is _____. If you do not respond within the above said date, your name will be removed from the rolls and disciplinary action will be initiated against you

Group Tutor

HOD

STAFF HAND BOOK

COLLEGE LOGO

To
The Principal

_____ COLLEGE
Bihar.

Respected Sir,

Sub: Shortage of Attendance Ref: Your Letter No._____ Dated _____

With reference to the above, I hereby give an undertaking that I am aware of my Attendance position and have _____% Attendance in the subject/s _____ (Code/s _____) & I will make up the Shortage of Attendance.

In case, I am unable to make up the Shortage of Attendance, then I may be detained for want of Attendance and I will have no claim on the attendance. Further, I know that, I will be losing one year and I will not be permitted to write the University Examinations. In this connection, I hereby agree to meet you along with my Parents within the time limit given to me. (i.e. _____ 201).

Signature of the Student.

Name: _____

PRN: _____

Sem: _____

Branch: _____

Date: _____

I endorse the undertaking given by _____ as indicated above.

Signature of Parent/Guardian _____

Name _____

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CHRONICLE

Programme code : Dept. / Asso. / Year / Month / Date

Date : Day / Month / Year Time :

Venue: Conducted by:

Name of Programme :

Topic :

Resource
person:
(With
address)

Ph:

Participants: No.
of participants :

Name of dignitories	Official Designation	Role in the function

STAFF HAND BOOK

--	--	--

Main discussion Topic / Syllabus of the function :

Remarks:

Student in charge Name, PRN Sign & Name of Staff in charge

----- **OFFICE USE ONLY** -----
-

News published in news media : Y/N

CD/Image Ref. No.:

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COLLEGE LOGO

Request for attendance in the event of missing in-punch/out-punch

Name	
Designation	
Department	
Employee ID No	
Date on which the punch is missing	
Session	AN/FN
Reason	
Evidence for the presence in the campus on the above duration./Details of duties undertaken	
Recommendation and comments of the HoD/line manager	Certified that the employee has been present in the campus on the above date <i>before 9.00 AM/up to 4.10 PM</i> and I have verified and satisfied with the evidences produced by him/her in this regard. Comments if any:
Principal	

STAFF HAND BOOK

STUDENT DISCIPLINE REPORT FORM FOR REFERRALS TO STUDENT DISCIPLINARY COMMITTEE

COLLEGE LOGO

Date and time of incident: _____

Location of incident: _____

Alleged offence:

Name, Year, Branch and Roll No of student:

Alleged reasons for offence: _____

Impact:

Current position:

Witness statements: _____

Signature

date

Name in Block
Capitals

STAFF HAND BOOK

CAMPUS CODE OF CONDUCT

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00 a.m. to 4.10 p.m. All the students are expected to be seated in the class room/lab by 8.55 AM/second bell. The first period will begin with a prayer song which will be played through P.A System. The students shall stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
3. All the students are expected to be present in the class well -within time and late coming will attract a fine of Rs 100. Late coming will also result in loss of attendance for the corresponding hour and shall be added to the student records in CMS.
4. Students shall rise from their seats when the teacher enters the class room and shall remain standing till the teacher takes her/his seat or they are allowed to sit. Silence shall be observed during class hours.
5. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a " Thank you Sir/Miss" when the teacher leaves the class room.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
8. In the events of student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. Students can leave the campus during class hours only after getting a gate pass from the Principal/ HoD, or the tutor and after making entry in the Gate Register maintained by the Gate keeper.
10. All students shall leave the classes immediately after the last hour. Students are not to stay back in the class room/lab beyond normal working hours unless there is special permission/special class.

STAFF HAND BOOK

11. No students shall wander or gather in verandah, corridor, and staircase etc. Canteen, coffee shop, stationary store and bank to be visited only during intervals and non working hours. Unauthorized absence from the class will attract disciplinary action.
12. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid Medical Certificates.
13. Students shall come to the college in approved uniforms with formal shirts tucked into trousers with black belt and black shoes or semi covered chappels. Hawai type rubber or plastic chappals are not permitted. In addition, lady students will have a blazer over their shirts. Besides those who are in laboratories shall wear their respective lab-coats and safety shoes.
14. Students shall not make any alterations to the Uniform issued from the college without the Permission of the concerned HoD and any violation of this will attract a fine of Rs300 and shall be noted in student discipline record in CMS. Repetition of this could result in further Disciplinary procedures.
15. Students shall be in the prescribed uniform from 8.30 AM to 4.30 PM on normal working days. Students travelling in the college bus shall be in uniform during the entire duration of travel.
16. All the students are expected to attend all college functions in college uniform unless otherwise specified.
17. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
18. Students planning to make pilgrimage to Sabarimala can avail relaxation in dress code by producing a letter of intention certified by their parent/guardian. The student will be issued with a permission token to be kept along with the ID card to be shown to the authorities on demand during the period of dress code relaxation. However in labs as per safety regulations the prescribed uniforms shall be worn.
19. All kinds of tattooing, body piercing, hair styling and costumes that goes against the existing social norms and which could go against the spirit of DST academic values will be referred to the discipline committee. All male students are expected to be with well shaved face, neatly trimmed and combed hair. Any dress code violation noticed within the campus will attract a fine of Rs.300 and could initiate further disciplinary actions.

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20. As per Government rules, students (both day- scholars & hostlers) are not permitted to use vehicles in the College Campus. Day-scholars shall park their vehicles in the designated places near the entrances.
21. Students are expected to maintain silence in the academic buildings. Any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
22. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
23. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
24. Access to academic buildings beyond the above timing and on holidays without written Permission from the concerned HoD will be treated as a case of indiscipline.
25. All the students are advised to follow the DST Mobile phone policy and bring to the notice of the authorities violations if any.
26. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus, however access to these sites are permitted in hostel building during time slots specified by the hostel wardens.
27. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
28. All the class rooms shall be kept neat and tidy, personal belongings such as shoes and lab coats shall not be stored in the class rooms.
29. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited.
30. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
31. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result in personal injuries or damage to

STAFF HAND BOOK

Property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of Replacement/repair with fine.

32. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
33. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
34. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
35. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
36. On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on duty leave admissible is restricted to 10 days per semester.
37. During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
38. Appearing in all the internal examinations is mandatory for all the students.
39. The College Union will be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No.6.2.4 of Lyngdoh Committee recommendations.
40. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
41. Students shall comply with all the instructions of accompanying staff during industrial visits and educational tours. Any deviant behavior during the college organized programs will attract disciplinary action.

STAFF HAND BOOK

42. Harassing juniors, ill treating fellow students or any form of ragging is prohibited and liable to be treated as a criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
43. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
44. Pay fees, mess bills etc. in advance or in time to avoid fines.
45. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
46. Expulsion from the College is enough for expulsion from the hostel.
47. In case of any instance of noncompliance of existing rules or any observed matter/behavior that violates the code of conduct of DST, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.
48. Fine policy of DST: The money collected from the students as fine on instances of Non compliance with the rules and norms will be kept in a separate account and will be Utilized for purposes such as charity, scholarship, student co-curricular activities and Renovation/ maintenance in case of damage to property.