Oriental College of Technology, Bhopal

Service Rules and Regulations

&

Administrative Manual (2024-25)



Oriental College of Technology

Oriental Campus,Raisen Road, Bhopal M.P. – 462 022

ORIENTAL COLLEGE OF TECHNOLOGY
Oriental Campus
Patel Nagar
Raisen Road,
Bhopal-462021

To,

Authorities/ Colleagues/ Employees

I am pleased to convey that structural policies and guidelines have been developed and documented for their implementation covering various academic/ administrative activities of Oriental College of Technology (OCT), Bhopal which have an influence on the overall performance of the Institute. The policies and the guidelines have been developed in the form of a document and as a manual.

Faculty/ staff/ students of the Institute are kindly requested to follow the same in letter and spirit. They should ensure that all their programs and activities are in consonance with the guidelines, approved and authorized by the authorities of OCT.

Valued suggestions relating to various changes to the documents/ manuals are most welcome and will be incorporated from time to time.

Date: 01/07/2024

Director

ORIENTAL COLLEGE OF TECHNOLOGY
Oriental Campus
Patel Nagar
Raisen Road,
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Oriental Group of Institutions

Visionary efforts of Dr K L Thakral, an industrialist in the region, whose keen desire to provide quality professional education to the students and the learners community in general, in the main, resulted in the establishment of Oriental Group of Institutions firstly at Bhopal, at Jabalpur and Indore later. The Group offers professional programs related to Business Administration, Computer Applications, Engineering, and Pharmacy at Diploma, Graduate and Post Graduate Levels. All the programs of the Group are authorized/ recognized by appropriate academic administrative bodies at State and National Levels. Oriental University, a self financed to be University is functioning at Indore.

Oriental College of Technology, Bhopal

Oriental Group of Institutions at Bhopal and Jabalpur is managed by Chairman Shri Praveen Thakral, Son of Late Dr K L Thakral, under whose able leadership, the institutions of the Group at Bhopal and Jabalpur have reckoned themselves as "Cynosure" institutions for quality professional education in the State of Madhya Pradesh.

Oriental College of Technology, on Raisen Road, Bhopal is the flagship institution of the Group. It offers engineering programs in Civil, Computer Science, Electronics & Communication, Electrical & Electronics, and Mechanical disciplines along with emerging areas like AI/ML, Data Science, MBA at graduate and post graduate levels. It is known for its State of Art infrastructural facilities, academic performances of its learner's community and above all their demand in academic, professional and research environments.

Vision

The Institute aspires to become a pioneer in the field of engineering and research by providing quality, skilled and compatible engineers who are proficient in their domain knowledge.

Mission:

- To create awareness on cutting edge technologies to make the outgoing engineers acceptable to the employers meeting their on–job requirements.
- To develop an in-house facility for giving solutions to industrial problems.
- To inculcate professional ethics, leadership qualities, communication and entrepreneurial skills satisfying societal needs.

Quality Policy

Constantly and continuously improving the policies and procedures, matching and even exceeding the dynamic standards, governing the academic administration and delivery processes and systems, enabling the members of its learners community to receive the latest and state of art knowledge and skills, equipping them to compete with the best in diverse professional environments.

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ORINETAL COLLEGE OF TECHNOLOGY, BHOPAL

Managed by Devi Shakuntala Thakral Charitable Foundation
Registered No. 4357/97 Dated 20.02.1997
Thakral Nagar, Bhopal (M.P), 462021

REVISED SERVICE RULES 2019

The Oriental College of Technology, under Oriental Group of Institutes at Bhopal, is managed by the trust **''Devi Shakuntala Thakral Charitable Foundation, Registered No. 4357/97 Dated 20.02.1997, Thakral Nagar, Bhopal (M.P), 462021''.**

Objective

To define and document the Service Rules, regulations, duties and responsibilities of employees at different levels associated with teaching, non teaching and administrative wings of OCT.

Preamble

OCT is involved in offering quality technical and Management education at UG, and PG levels to the members of the learners' community and has employed people to manage its activities. They are faculty, who are primarily involved in teaching and learning process including carrying out research activities, technical non teaching staff who are supporting the faculty in laboratory activities and non teaching and non technical administrative staff supporting the academic administration of the Institute. Faculty have been designated as per hierarchy and so is the case with non teaching technical and administrative staffs. Guidelines are in place defining the roles and responsibilities of all its employees for offering quality services to its student community.

Faculty of the Institute spread over different departments of Engineering and MBA are appointed at Assistant Professor/ Associate Professor/ Professor Levels based on their qualification and experience apart from the cadre requirements of the Institute.

Director

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APPOINTMENTS AND SCALES OF PAY

1. Appointments:

Recruitment of Faculty Members

Qualifications

Faculty members are recruited in accordance with the qualifications and eligibility criteria prescribed by the All India Council for Technical Education (AICTE), New Delhi, for technical institutions offering Engineering and Technology and MBA programmes, as specified in Notification No. F. No. 37-3/Legal/2010.Minimum Qualifications and Experience Prescribed by the AICTE for Teaching Posts Degree Level Technical Institutions (BE./B.Tech.) are as follows :

S. No	Cadre	Qualifications & Experience	Qualifications & Experience for Candidates from industry & Profession
1	Assistant Professor	B. E. / B. Tech. / B. Sc. and M. E. / M. Tech. /M. Sc./ MCA or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.	
2	Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
3	Professor	Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. AND At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co- supervisor till the date of eligibility of promotion. OR At least 10 research publications at the level of Associate Professor in SCI journals / UGC /AICTE approved list of journals till the date of eligibility of promotion.	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
4	Director / Head of the Institute	Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.	Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

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1. **Mode of Selection of Faculty**

Direct recruitment to all cadres is strictly based on merit. Invariably, in all cases the following procedures are followed:

- Advertisements are made in leading newspapers
- Applications are scrutinized after the stipulated last date.
- Selection Committee constituted as per AICTE and University norms
- Call letters for interviews are sent to candidates indicating location, date and time for interview
- Selection committee shortlists the candidates for appointment
- Letters of appointment are issued to selected candidates, based on norms and requirement. Sometimes depending on emergency / contingencies, ad-hoc appointments are also made on contract basis for specified periods.

2. **Composition of Selection Committee**

The Selection Committee would be constituted with the following members

- Director
- Head of the Department concerned
- Subject Expert Members

3. **Mode of selection of non – teaching staff:**

All positions are advertised in the papers or in the local notice boards. After scrutiny of applications received, the shortlisted candidates will be called for personal interview. The selection Committee consists of some or all of the following:

- Director
- Subject Experts
- HOD Concerned

All appointments (Faculty/Staff) made after selection are forwarded to the chairman and ratified by the college Governing Council.

4. **Scales of Pay:**

- The faculty shall be employed at the level of Assistant Professor, Associate Professor and Professor in the ratio for 1:2:6.
- The faculty to student ratio shall be 1:20.
- There shall be two Pay Scales (1) Rs.15600 - 39100 and (II) Rs.37400 - 67000 with appropriate AGP, called Academic Grade Pay.
- The pay structure and equivalent positions shall be as per AICTE Notification F.No.37-3/Legal/2010, Jan 22, 2010.
- The Pay Band for Assistant Professor Rs. 15600 – 39100 with AGP of 6000/-.
- The Pay Band of Associate Professor shall be of Rs. 37400 - 67000 with AGP Rs. 9000/-.
- The Pay Band for Professor shall be in scale Rs. 37400 - 67000 with AGP Rs. 10,000/- The pay for Professor shall not be fix at stage below Rs.46000/-.
- The Pay Band of Principal /Director shall be Rs 37400 - 67000 with AGP 10,000 + Special Allowances of Rs.3000 per month.
- The Pay Scale under CAS, Career Advancement Scheme shall be as per F.No.:37-3/Legal/2010.
- Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band.
- The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from Lower Pay Scale to Higher Pay Scale ; however, in view of the considerable rise. In effective pay between the two pay bands, there will be no additional increment on movement from the Pay Band of Rs. 15600 - 39100 to the Pay Band of Rs 37400 - 67000.

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- The allowances to the faculty and staff shall be as per the prevailing rules of the Trust and the College and shall be applicable as and when amended from time of time.
- Employment upon superannuation shall be as per provisions of AICTE or its revised circulars as issued by AICTE from time to time.

Director

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LEAVE POLICIES AND GOVERNING RULES

1. **Introduction.** The Oriental Group of Institute provides an opportunity to all its Faculty and Staff members to avail leave so as to strike a balance between their academic, other works and to meet their domestic/personal requirements. All types of leaves will be accounted for semester wise and will have to be finished/availed by end of the academic session **of total 12 months (01 July to 30 June)**. In pursuance of this philosophy, the provisions of OGI leave policies are elaborated below:-

2. Types of Leave and Governing Rules to be followed. This leave policy comes into force w.e.f. **01/07/2024**.

Sl No	Nature of Leave	Entitlement per Sem	Rules & Regulations
(a)	Casual Leave	06 days	(i) Faculty/staff member will be eligible for 01 day CL in every month after completion of one month service in the Institute. CL can be Prefixed / Suffixed with Gazetted holidays or 4th Saturday / Sundays. Two CL may be considered in advance with prior approval of management on compassionate grounds. Maximum 02 CL can be availed at once in a month if not availed in previous month.
			(ii) Casual Leave will not be carried forward to next session i.e. post 30 June. However, CL balance as on semester ending 31 December be carried forward to next semester Jan – Jun.
(b)	LWP (Leave without Pay)	07 Days	Maximum 03 LWP can be availed at once in a month. LWP can be authorized to a maximum of 7 days in a semester after seeking prior permission in writing. It can be increased only in special cases subject to supporting documents and by the approval of the Management. Else LWP beyond 7 days will be treated as absent & 1.5 days salary shall be deducted.
(c)	Academic Leave	--	Academic leave, not exceeding 8 days in an academic year including holidays, may be granted to a faculty for the following purposes:- Attending conferences, seminars, delivering lectures, NPTEL Certification exam, outside city as External Examiner etc with prior permission & approval by the management only after completion of one year.
(d)	Short Leave	02 hours	A short leave of maximum duration of 02 hrs can be availed once in a month. Short leave is to be duly approved by concerned Director before availing and forwarded to OGI office.
e)	Compensatory Off	--	Compensatory Off (Maximum 02 days consecutively) can be granted to Faculties/ Lab/ Library/ Supporting admin staff if he/she worked full day on Sunday / holiday after approval of Director. The compensatory off must be availed within one and half month of completion of extra duty.

(f)	**Sem Break** For faculty	(i) Maximum **08 days Session break leave** (SBL) is allowed to those faculty members who have completed one year or more service in the Institute as per RGPV calendar.
		(ii) Maximum **04** days SBL is allowed to those faculty members who have completed more than six month but less than one year of service in the Institute.
	For Lab / Admin	(i) Maximum **05** days SBL is allowed to those Lab/Admin staff who have completed one year or more of service in OGI.

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	Staff	(ii) Maximum **03** days SBL is allowed to those Lab/Admin staff who have completed more than six months but less than one year of service in the Institute.
Special Instruction for Session Break: Session Break has to be planned in a staggered manner after approval from the authorities so that normal functioning of the college is not hampered.		
(h)	Medical Leave	An employee working appointed/working on regular basis is entitled to 06 medical leaves in a year. i) ML cannot be taken as half day. ii) ML not availed in the Calendar Year shall not be carry forwarded in the next Calendar Year. iii) An employee who has availed medical leave will be required to submit supporting documents at the time of resuming duties. Additionally supported by a Medical Certificate from a Govt. Medical Authority. iv) Submission of fictitious medical certificate as supporting document shall lead to disciplinary action against the employee. v) Misusing of medical leave will lead to strict disciplinary action on the employee.
(i)	Special Leave	Employees of all colleges under OGI will be allowed to avail special leave, if no CL in balance, as under:- On completion of 3 years regular service in the institute: 01 On completion of 7 years regular service in the institute: 02 On completion of 10 years regular service in the institute: 03
(j)	On Duty Leave	Faculty members can be permitted for On Duty Leave (ODL) with prior permission & approval by the Management, for performing university official academic duties or college admission related works. For External viva, HOD can avail two and faculty can avail three ODL in a semester. They will be required to maintain their IN and OUT attendance in the college and submission of certificate from the Institute /College where required duty was conducted.

3. **Leave Travel Concession.**

(a) In order to provide a break from the routine job and to rejuvenate the faculty / staff members, OGI management has decided to introduce a scheme of LTC for those who have completed more than seven years of permanent service, once in a block of three years. The faculty members will be reimbursed the following amount subject to submission of detailed statements:-

Rs.5,000/- : To those faculty /staff whose salary is up to 15,000/-.
Rs.10,000/- : To those faculty /staff whose salary is up to 15,001/- to 25,000/-.
Rs.15,000/- : To those faculty /staff whose salary is 25,001/- to 45,000/-.
Rs.20,000/- : To those faculty /staff whose salary is more than 45,000/-.

(b) LTC will be admissible during SBL only. Application for availing LTC must reach to office of OGI at least 15 days to date of proceeding.

4. **<u>Absence without Leave (AWL)</u>.** Any employee who absents himself / herself without leave is liable for following actions:

(a) In case, the employee is absent without leave for more than 03 days without any prior intimation to the office of OGI then his / her attendance will be automatically blocked in biometric attendance system.

(b) In case, an employee fails to rejoin duty after 03 days of absence, then a notice will be served asking reasons for his / her absence and instructing him / her to rejoin immediately. Reminder notice will be served after an interval of one week to the employee through Whatsapp / e-mail in case of no reply.

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(c) If the employee fails to respond or rejoin duties then his / her name will be put on hold from the record of OGI and necessary disciplinary action will be initiated against such employee as per college norms / solemn pledge signed by him / her.

(d) In case an employee rejoins after an overstay of maximum 7 days of leave then he / she will be required to submit documentary proof supporting his overstay of leave i.e. on medical grounds, accident etc. The application of employee along with valid documentary proof giving reasons for the prolonged absence will be perused by the Management, who may decide to take appropriate disciplinary action against him / her. Thereafter, after approval by the Management resuming of his / her duties shall be considered. In case the overstay of leave without sufficient reason is more than 15 days then necessary disciplinary action will be taken as deemed fit.

5. **General Leave Guidelines.**

(i) All employees must submit their leave applications well in advance so that the leave application reaches the Admin Office two days prior to proceeding on leave. They have to ensure that their leave is duly sanctioned by competent authority and all work and responsibilities are handed over to authorised person before proceeding on leave except in emergency. In case of emergency, documentary proof for the same to be brought and enclosed along with leave application submitted for approval by competent authority.

(ii) HODs / In-charge of concerned section should be briefed properly by faculty / staff before proceeding on leave.

(iii) All types of leave can be either prefixed / suffixed with holidays / Sunday. However, the intervening holiday / Sunday during the leave will be counted as leave.

(iv) Leave will be credited on 01 Jul every year, based on the calculation of number of days worked during the preceding 12 months, on a pro rata basis. *Approval of management will be required for more than 02 CL / 03 LWP.*

(v) Leave is a privilege and is not to be claimed as a right. The competent authority has the right to defer, curtail, refuse, or reduce leave due to exigency of service, or on grounds of meeting the requirement of Institutions.

(vi) The employee on leave can be recalled by the competent authority when he / she considers such an action necessary, and/or in the interest of OGI.

(vii) Leave on grounds of self marriage / maternity etc. should reach the office of OGI for approval by concerned authority at least 10 days before proceeding on leave, otherwise that period will be treated as absence from work.

(viii) At no time, maximum number of faculty availing leave, should exceed 20% of the total strength of the branch.

6. Fourth Saturday of each month will be treated as paid holiday. It will be discretionary on the part of management to carry or cancel.

7. Chain for approving leave by competent authority is as under:-

Faculty/Lab staff → HODs → Director → } **Hon'ble Chairman**

Admin staff → Admin Officer → }

Director

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REVISED INCENTIVE SCHEMES FOR RESEARCH AND CONSULTANCY

One of the most important criteria in ranking (NIRF, QS etc) and accreditation (NAAC, NBA) process is the research output of the faculty members of the University/ Institute. The National Institutional Ranking Framework (NIRF), approved by the MHRD outlines a methodology to rank institutions across the country. Research is one of the major parameters outlined in the framework covering publications (in particular their quality), patents (filed, published, granted and licensed), projects, professional practice and grants therefore it is very important to gradually implement a strong foundation for research, development and innovation in the Institution to address the requirements of the next decade.

In this context, there is need for concerted R&D effort to better position the Institution to meet these challenges. Faculty of the institution play a vital role in making this transition from a 'teaching only' Institution to a world-class Institution that fosters research and development inter-twined into teaching and learning. While faculty have to handle their regular requirements of teaching and learning, they are also increasingly being required to take up quality research and development work.

Quality research and development work requires time, concerted effort and a focussed environment therefore it is necessary to incentivise all such R&D efforts in order to enthuse and motivate faculty members to spend quality time in a concerted manner, as most often the time and effort spent in research extends way beyond the confines or the operating hours of the Institute

This document puts forth the policy of the Institution towards research and development activities.

OBJECTIVE OF THE SCHEME

The primary objective of the proposed incentive scheme is to motivate the faculty members of our Institute to undertake quality research, consultancy and other research related activities. This policy document describes various incentives to encourage and promote the culture of research and innovation amongst the faculty members and indirectly amongst students.

SCOPE OF THE SCHEME

OCT, Bhopal wishes to create an environment that fosters a culture of innovation and research leading to development of processes, tools, products or services and to establish OCT Bhopal as one of the pioneer research Institute.

This scheme covers all faculty members of all department of the Institute. The scope of the scheme envisages, in particular:

1. To motivate our faculty members to concentrate on research related activities, in addition to the teaching, so as to publish research articles in reputed refereed International and National journals with impact factor and to pursue efforts to write books, monographs for publication by International and National publishers of repute
2. To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
3. To undertake consultancy projects sponsored by Government & Private, Industrial and other organizations.
4. To enthuse faculty to pursue and complete their PhD thereby enhancing the total number of doctorates in the Institution
5. To motivate faculty and staff to continue learning further through live/online courses/skill training programs and thereby significantly enhance their capabilities and exposure in order to become a sought-after resource in the country

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6. To encourage faculty members to participate in various Conferences, Seminars, Workshops, STTP and FDPs
7. To motivate faculty to actively guide scholars towards their M Tech/ PhD work
8. To motivate faculty to build strong Industry-Institute Partnership
9. To evince interest among the members of faculty so that they take efforts to establish collaborative research projects with their counterparts in reputed Institutions.
10. To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

DETAILS OF THE SCHEME

Category 1: Research Papers/Books Publications

S. No	Research Work & Publication	Incentive	
		Monetary	Remarks
1	Books (International Publisher)	Rs. 8,000 (Sole Author)	1st Author – Rs 5,000 & Co-Author – Rs 3,000
2	Books (National Publisher)	Rs. 5,000 (Sole Author)	1st Author – Rs 3,000 & Co-Author – Rs 2,000
2	Books Chapter	Rs. 3,000	Published in web of science/ Scopus/ SCI/SCI-E indexed series & Equivalent Indexing
3	**Reputed Journal (with Date of Indexing)**		
	SCI Journals	Rs 5,000	1st Author Rs 3,000 and Rs 2,000 will be equally divided in all co authors
	SCOPUS Journals	Rs 3,000	1st Author Rs 2,000 and Rs 1,000 will be equally divided in all co authors
	Conferences	ODL Maximum two days after submission of certificate along with his/her attendance at conference. Faculty will have to take prior approval for attending such conference and permission for outstation/ local leave.	Conference of IEEE, Springer, ACM, Elsevier or organised by Institute of national Importance like IISc, IIT, NIT,IIM etc will only be considered

Category 2: For Organising Events

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1	FDP/ STTP/ Conference/ Workshop/ Seminar organised with financial grant	3% to Coordinator and 2% to Co-coordinator of the received amount	Appreciation letter to the Coordinator and Co-coordinator only
2	FDP/ STTP/ Conference/ Workshop/ Seminar without financial grant		Appreciation letter to the coordinator and Co-coordinator only

Category 3: For Certification

1	NPTEL Certification	40 % of the registration fee; only after submission of FDP certificate issued by NPTEL, if he / she secure more than 65%.

Category 4: Letter of Appreciation to Faculties

1.	MOU with reputed organisations/ Institutions
2.	For giving 100% Result in their subject/s with minimum 50% of students are in distinction
3.	Proposal submitted for seeking grants

Category 5: Research Projects Grants, consultancy, Patent, Copyright, Trademarks Publications and Training Organized

	Patent filed and published in the name of the Institution	Rs 3,000 consolidated	
	Indian Copyrights/Copyrights/ Trademark	Rs 3,000 (Max 4 Authors)	(Author - Rs. 2,000 & All Co-Authors - Rs. 1,000)
	Generation of Research Grants Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely, that these projects may involve modernization of laboratories, acquiring of equipment required specific to the research study or conducting of surveys etc. The incentive will be linked to the total amount of research grant sanctioned by the sponsoring agency.	The incentive will be 5% up-to the maximum of 10% of the research grant received from the funding agency.	Since the amount being released in phases, the incentive(s) paid is also proportional to the amount received by the institute and equally divided into PI and Co PI
	Undertaking Testing & Consultancy Projects	(i) The members involved in the consultancy project will take 70% of the total value of the consultancy amount received and 30% will go to the Institute. (ii)The share of the college will be 70% of the total consultancy amount received and 30% will go to the	If there is a substantial contribution by the faculty member and the staff in the consultancy project and no resources of the Institute (like laboratory, computer, software etc.) utilized and equally divided into PI and Co PI If the resource of the Institute such as laboratory facilities, computing facilities, drafting and other

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		will go to the faculty and other staff involved in the consultancy work.	facilities, drafting and other facilities are utilized in the consultancy project and equally divided into PI and Co PI
	Training: If any faculty organized a paid training in the institute for the outside students/Industries persons/ Other Institutes faculties	The incentive will be 5% up-to the maximum of 10% of the total amount received through training sessions	

Category 6: Remuneration for Expert Talks

Only two experts may be invited by the Department in a semester on remuneration basis. For Management and Pharmacy Institute a maximum limit would be Rs 10000/ per semester.

Expert's affiliation	**Maximum Remuneration**
National Level Institutes (IIT, IISc, IIM & MNCs)	5000
State Level Institutes (NITs, Govt Universities, NIPER & Large Size Industries)	3000
Any other (MSME, Private Universities & Institutes	1000

PAYMENT OF INCENTIVES AND LETTER OF APPRECIATION

At the end of every semester of the academic year, based upon the evidence produced and recommendations of the committee constituted for this purpose, the incentive and the letter of appreciation will be awarded to the faculty members.

Note:

- Authors have to mention their respective institute name as their affiliation Institute
- Members of the faculty are encouraged to participate in Workshops/SDP/FDP as may be decided by the Institute from time to time.
- Faculty members attending a program of more than one day duration shall plan their participation in the semester break/summer/Winter vacation so that the academic schedule of the students remains undisturbed. Members of the faculty pursuing their PhD part time are also encouraged to attend summer training programs organized by NITs and IITs.
- Cash incentive under this category will be disbursed only once in a semester in month of January and July.
- Eligibility of a Faculty member to draw any kind of cash incentives will vanish, in case he/she quits the services of the Institute in interim. However, calculation for other authors of the paper will still be made
- No cash incentive will be payable to the authors from other institutes

Director

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DUTIES AND RESPONSIBILITIES

General

- The Faculty Member should come to the Institute at least 15 minutes before the commencement of classes and should leave the Institute not earlier than 15 minutes after the end of the last hour.
- All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- The work load of all the staff shall be fixed by the Director. The work load of the teacher should not be less than **40 hours a week**, of which teaching-contact hours should be as per AICTE norms.

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 HoD / Director / Management.
b) Faculty Members should aim to publish books, research papers in reputed International / National Journals / Conferences.
c) The Faculty Member must try to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that their inputs may be useful for the student community at large. Every Faculty Member is expected to extend his/her positive influence in building up the personality of students and he/she should associate himself/herself actively with such co-curricular activities which he / she is interested in or assigned to him/her from time to time.

Department

- The Faculty Member should keep appraising the HoD and keep him/her in confidence about his/her professional and personal capabilities.
- The teaching load will be allotted by the HoD after taking into account the Faculty member's interests and area of specialization.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HoD / Director in academic, co-curricular or extracurricular activities.
- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted on regular basis and recorded.

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- 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 must be informed immediately to enable him/ her to make appropriate alternative arrangements.
- Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- They must update the student's personal file regularly and put up for inspection by HoD/Director as the case may be.
- They must counsel the students as and when needed.
- They must notify the students' misbehavior in the class to the HoD / Director. And concerned TG's
- They should take up the administrative tasks of the department as given by the HoD.

Class Room Teaching

- Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan.
- The Faculty Member should get the lesson plan and course file, approved by HoD.
- The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester of an academic year for a particular subject .The course files should include the previous year question papers, notes, hand outs, PPT, test question papers, model answer scripts for each test/ exam, assignment plan, topics and copy of assignment, feedback analysis report, etc. The teaching faculty has to get verified his/her course file by HoD at least once in a month and submit the same to the HoD within three weeks of the last instruction day of a particular semester.
- Faculty Member's must regularly update his/her diary and put up for inspection as and when required.
- Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- Faculty Member should engage the full period and should not leave the class early.
- Attendance must be taken for each lecture/practical/tutorial.
- Faculty Member should make use of PPT, Models etc., as teaching aids. He/she should encourage the students to ask doubts / questions.
- Faculty Member should get the feedback from students and act/adjust his/her teaching style appropriately.

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- Faculty Member should take care of academically backward students and pay special attention to their needs in special classes.
- In problem oriented courses, regular tutorials have to be conducted.
- Faculty Member shall give all possible patterns of questions on each unit to the students.
- Faculty Member should interact with respective mentor and inform him/ her about the habitual absentees, academically backward student, objectionable behavior etc in his/ her class/ course.
- Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- Faculty Member should motivate the students and bring out the creativity / originality in the students.

In Laboratory

- Faculty Member handling for laboratory class must perform the experiments personally and be satisfied with the results before making the students to conduct the experiments.
- The lab observations/records must be corrected then and there or at least by next class.
- Faculty has to examine the experimental readings and ensure that the students know the percentage of error he/she has committed in an experiment.
- Sign the manual/ work notebook before the end of each practical class.
- Faculty conducting practical/ projects shall be responsible for the respective labs during their practical hours.
- 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.

Prevention of Theft

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 going to be used by the students. These should be checked 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 group of students (in case of projects).

iii) Students should not be permitted to carry personal bags into the labs.

In case of any missing/damaged items, the matter should be immediately reported to the Lab In-Charge.

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Specific Duties of Assistant/ Associate Professors shall broadly cover the following items-

Assistant/ Associate Professors

- Ensure that every student is well supported to realizes his/her learning potential
- Monitor the progress and quality of students, appraise them and consult their parents where necessary.
- Encourage the students to learn beyond the syllabus contents.
- Provide awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
- Maintain student discipline in the class as per the Institute policies.
- Keep track of students' attendance and ascertain whether there is any correlation between their attendance and performance and if so, to what degree
- Address students' queries.
- Meet the parents of students, especially defaulters.
- Produce and update student handbook, department brochure for placement/ consultancy and update the information on Institute website pertaining to the class/ department.
- Conduct effective induction programmes and value added courses for students' in consultation with HoD.
- Prepare the assessment plan for every semester well in advance
- Manage the production and dissemination of reports to students, parents, Institute Management and other governing bodies from time to time
- Implement the actions based on the minutes of class committee meetings in consultation with HoD, where necessary.
- Cooperate with the Institute discipline committee and management in matters affecting general discipline and workplace ethics.
- Attend to any special projects assigned by the management from time to time.
- Involve in tasks related to the development and maintenance of appropriate standards and quality assurance (including ISO) in the delivery of course materials, assignments and question paper setting and its valuation.
- Monitor the semester progress regularly based on approved semester and assessment plan.
- Arrange industrial visits and guest lectures for students to improve their learning process in consultation with HoD.

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- Encourage the students to participate in technical competitions conducted outside the Institution.
- Maintain the desired academic standards in the assignments and tests administered in the class.
- Collect information regarding weaker students and arrange remedial classes, counseling sessions in consultation with the HoD.
- Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- Arrange class committee meetings as per department/Institute guidelines.
- Attend any other tasks assigned by the HoD/ Principal/ Management from time to time.

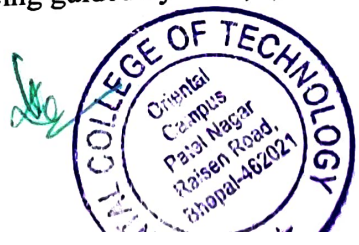
In particular, the delineation of duties between an Assistant and Associate Professor is as follows:

Assistant Professor

- Regular class room teaching
- Preparation of lesson plan, course plan and developing objectives for the courses he/she is teaching.
- Taking up exam related activities such as invigilation, conducting lab examination, evaluation and so on.
- Attending FDPs to improve their passion for teaching
- Guiding BE level projects and assisting associate professors who are guiding ME dissertation activities.
- Helping the senior faculty in organizing the co-curricular activities for the benefit of students/ department/ Institute.
- Conducting laboratory classes as per the schedule
- Planning for pursuing higher education where required
- Providing valued inputs to HoD contributing to the growth of the dept/ institute
- Any other tasks assigned by HoDs/ Seniors/ Superiors from time to time

Associate Professor

- This is a level between Assistant Professor and Professor
- They would be guiding the Assistant Professors in specific duties such as offering guidance to BE level projects being guided by them, laboratory experiments and so on.



- They will also be seeking advice from Professors while guiding M.Tech dissertation activities guided by them where required.
- They will also be involved in routine teaching - learning process of students by handling courses
- They will take up any other tasks assigned by HoD/ Principal/ higher authorities of the Institute.

Professor

- Routine class room teaching
- Curriculum development
- Guiding the junior faculty in student assessment and evaluation besides the preparation of quality question papers
- Students professional guidance wherever required
- Organizing quality co curricular activities
- Helping the colleague faculty in writing funded project proposals
- Providing visionary ideas for the growth of the department
- Helping the authorities in creating a research ambience in the department/ campus
- Any other tasks aimed at growth of department/ institute

Duties and Responsibilities of the Head of the Department (HoD)

- Workload Allocation for the Faculty
- Monitoring of Class and Laboratory Works of the Faculty
- Ensuring the Alternative Arrangements when Faculty goes on Leave
- Reviewing Students Performance
- Modernizing / Developing Labs
- Motivating Faculty and Developing Team Spirit
- Augmenting Department Library Facilities
- Faculty/ Staff Counseling
- Maintaining Departmental Facilities
- Helping The Management in running of the Institute through Team Work
- Guiding the Faculty in Organizing Guest Lectures Industrial Visits
- Deputing the Staff for Conduct of Examinations and Evaluation
- Interacting with The Parents in the Case of Students who are performing poorly
- Getting Feedback from the Students

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- Organizing Interaction Meetings with the Students
- Creating and Maintaining a Departmental Database of Faculty, Alumni and Students
- Motivating the Staff to Organize Consultancy and Continuing Education Programs
- Identifying New Courses and Programs and Creating and Updating the Departmental Brochure.
- Planning the Departmental Activities such as Timetable, Schedule of Laboratories etc.
- Identifying Training Needs of Faculty and Supporting Staff
- Reviewing the Progress of Sponsored Projects, if any
- Sanctioning Leave and forwarding the same to the Appropriate Authorities of the Institute
- Carrying out Performance Assessment of Faculty
- Approving Leave Requests of Students; Students Visits to Outstation for Cultural and Sports Activities, Participation in Co-Curricular Activities etc.
- Conducting meeting of Support Staff of the Department, at least once in Two weeks/month.
- Conducting monthly/ fortnightly/ weekly meeting of faculty to review the department work and record the Minutes of Meeting (MOM)
- Organizing QC Meetings
- Carrying out a Summary of Performance Assessment of Students after Every Semester Examination
- Helping the Director in Maintaining Discipline in the Institute and Hostels.
- Helping the Management in Continuously Improving the Quality of Instruction, discipline and other academic activities

Note:

In an academic environment such as OCT, the nature of duties and responsibilities amongst Assistant Professor and Associate Professor, Associate Professors and Professor keep interchanging in such a way that there exists a very thin line differentiating them only in terms of levels and quality. The positions are defined based on qualification and experience and accordingly Assistant Professors with minimum eligibility qualification handle routine academic and administrative tasks whereas Professors take up activities which are mostly advisory in nature. One of the faculty amongst a group of faculty of a particular department shall become the HoD which is decided based on his/her experience in the Institute, administrative flair and also on the ability of leadership.

Director

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Code of Conduct for Faculty

- Every teacher appointed in the Institute shall follow the Code of conduct laid down as follows
- Every teacher shall perform his/her academic duties with absolute integrity and devotion
- No teacher shall show any partiality or bias in the assessment of the students nor shall he/she practice victimization against them.
- No teacher shall incite one student against another or against his/her colleagues
- No teacher shall discriminate against any person on grounds of caste, creed, sect, religion, sex, nationality or language. He/she shall also discourage such tendencies amongst his/her colleagues, subordinates and students and shall not try to use these above considerations for improvement of his/her own prospects
- No teacher shall refuse to carry out/obey/comply with the decisions/instructions of the appropriate offices, bodies and functionaries of the Institute failing which he/she will be held guilty of insubordination and liable for disciplinary action as stipulated in the regulations of the Institute.
- No teacher shall divulge any confidential information relating to the affairs of the Institute to any person not authorized by the Institute.
- No teacher shall misbehave with any officer or employee of the Institute. In case, he/she is not satisfied with the conduct of an officer or an employee of the Institute, he/she shall be free to file a complaint against him/her to the Head of the department as the case may be. In case the teacher/non teaching staff are found guilty, the Director on the advice of the HoD shall be free to constitute a disciplinary committee for disciplinary action against him/her.
- Every faculty/non teaching staff shall perform invigilation / and other exam duties during the examinations of the Institute. Negligence during invigilation / any exam duty shall be a punishable act and he / she shall be debarred from examiner ship for a stipulated period by the Director after proper enquiry. Besides this, on serious or grave charges, the faculty concerned shall be liable for a strict disciplinary action which may include his/her immediate suspension or even termination from the services
- Every faculty/ non teaching employee shall obey and ensure to the best of his/her ability to carry out the lawful directions of any officer, authority or body of the Institute to whom such authority is vested in the regulations

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- No faculty / non teaching employee is either permitted to take private tuitions / private work assignments to the students / outside agencies of the Institute or outsiders or permitted to take part time extra classes / coaching / or any work anywhere. Non compliance of this rule will amount to a strict disciplinary action
- Every faculty / non teaching employee shall keep a constant watch over the ragging amongst the students and will take immediate steps to check it, if noticed anywhere and report the same to the appropriate authority for a speedy action in the matter
- No faculty / non teaching employee shall be permitted to appear in any examination conducted by this Institute or any other Institute without proper permission from the competent authorities of the Institute
- An act of physical assault with any student is strictly prohibited in the Institute and every teacher / non teaching employee must ensure with its compliance

Code of Professional Ethics

Whoever adopts teaching as a profession assumes the obligation to conduct him / her in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore every teacher should see that there is no incompatibility between his / her precepts and practice. The National ideals of education which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Faculty should strictly comply with the following Norms

- Adhere to a responsible pattern of conduct and demeanor expected of by the community
- Manage the private affairs in a manner consistent with the dignity of the profession
- Ensure the continuous growth in profession through study and research
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc.
- Maintain active membership of professional organizations and strive to improve education and profession through them
- Perform the duties in the form of teaching, tutorial, seminar and research work consciously and with dedication

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- Co operate and assist in carrying out functions relating to the educational responsibilities of the Institute such as assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of Institute examinations, including supervision, invigilation and evaluation.
- Participate in extension, co curricular and extracurricular activities including community service.

Faculty and the Students

Faculty Should

- Respect the right and dignity of the student in expressing his / her opinion
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the differences in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their goals, develop their personalities and at the same time encourage them to contribute to community welfare.
- Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any one of them for any reason.
- Pay attention only to the attainment of merit by the student during assessing the merit.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration and reward
- Motivate students to develop an understanding of our national heritage and national goals
- Refrain from inciting students against other students, colleagues or administration

Faculty and Colleagues

- Treat other members of the profession in the same manner as they themselves wish to be treated
- Speak respectfully of other teachers and render assistance for professional betterment

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- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
- Refrain from allowing consideration of caste, creed, religion, race or sex in their professional Endeavour.

Faculty and Authorities

Faculty Should

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / /or professional organizations for change of any such rule which are detrimental to the professional interest
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- Cooperate in the formulation of policies of the Institute by accepting various offices and discharge responsibilities which such offices may demand
- Cooperate through their department/ institution in the formulation of policies of other institutions and accept offices
- Cooperate with the authorities for the betterment of the Institute keeping in view the interest and in conformity with the dignity of the profession
- Adhere to the conditions of contract
- Give and expect due notice before a change of position is made
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation keeping in view their particular responsibility for completion of academic schedule

Faculty and Non Teaching Staff

- Teachers should treat the non teaching staff as colleagues and equal partners in a cooperative undertaking within the Institute and outside
- Teachers should help in the function of joint staff councils covering both teachers and the non teaching staff

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Faculty and Guardians

Faculty Should

Try to see through teacher's bodies and organizations that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution

Teachers and Society

Teachers Should

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided
- Work to improve education in the community and strengthen the community's moral and intellectual life
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National integration

Deans

- Coordinating the development of and implementing the college's Vision and Goals Statement;
- Leading college efforts toward achieving its goals;
- Developing a college budget;
- Managing the fiscal affairs of the college;

Registrar

The Registrar shall,

- Be the disciplinary authority of the employees of the Institute other than the teachers, non-vacation academic staff and officers of the rank of Assistant Registrar and other officers holding posts equivalent thereto or above.

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- Be the custodian of the records, the common seal and such other property of the Institute.
- Prepare and update the Handbook of the Statutes and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the Institute.
- Receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action.
- Render necessary assistance for inspection of the Institute, its buildings, class rooms, laboratories, libraries, knowledge resource centre, workshops and equipment.

HoD Finance

- Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburses salaries for the employees of the College.
- Prepares the annual account, get if audited.
- Deals with banks and other financial institutions regarding loans etc.
- Will be responsible for filling of annual returns.

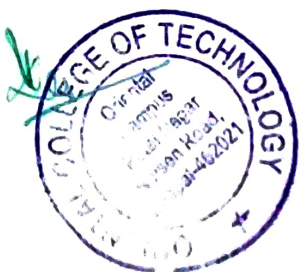
Technical Non Teaching Staff

System Administrator, System Analyst, Lab and Workshop, Assistants, Attendants are grouped under this category.

System Administrator

The person who is responsible for setting up and maintenance of the Systems or Servers is referred to as the System Administrator.

- User administration (setup and maintaining account)
- Maintaining system
- Verifying the proper working of peripherals
- Quickly arranging repair of hardware when required
- Monitoring system performance
- Creating file systems
- Installing softwares
- Creating a backup and recovery policy
- Monitoring the quality of network communication



- Updating system as soon as new version of OS and application software advent the market
- Implementing the policies for the use of computer systems and network
- Setting up security policies for users
- Password and identity management

Systems Analyst

Implement computer system requirements by defining and analyzing system problems; designing and testing standards and solutions.

- Defining application problems by conferring with clients; evaluating procedures and processes.
- Developing solutions by preparing and evaluating alternative workflow solutions.
- Controlling solution by establishing specifications; coordinating production with programmers.
- Validating results by testing programs.
- Ensuring operation by training client personnel and providing support.
- Updating job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishing information systems and organization mission by completing related results as needed.

Laboratory /Workshop In-Charge and Lab Assistant

- Maintaining the Dead Stock Register and Consumable Registers.
- Finding out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- Planning for the procurement of equipment well in advance.
- Ensuring that the infrastructure facilities in the labs are adequate.
- Organizing the laboratory for oral and practical examinations.
- Fixing the responsibility for any breakage / loss etc. and recover costs.
- Ensuring the cleanliness of the lab and switching off all equipment after use.
- Requisitioning of consumables through HoD.
- The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.

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- Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute.
- All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. If any in their labs, to the HoD through faculty in charge of lab.
- 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.
- Any other duty as may be assigned by the faculty in charge of lab/ HoD/ Principal/ Management/ Administrator from time to time.

Training and Placement Officer

- Design and Printing of Placement Brochure – Soft copy as well as Hard copy
- Developing and Executing the Placement strategy
- Conducting Recruiting Survey (s)
- Interacting with the Past Recruiters
- Interacting with the Potential Recruiters
- Recruiters of other E-Schools/Benchmarking
- Placement Presentation at various companies
- Organizing the Career Counseling session by experts
- Organizing Resume Writing, GD and Interview(s) skills development sessions
- Maintaining student Resume Bank
- Developing and maintaining Corporate Database
- Allocation of companies to student groups for image building
- Coordinating all the activities related to Placement

Public Relations Officer

His responsibilities include

- Advising the authorities on communication strategies
- Planning for public relations programmes of the Institute
- Representing the Institute in negotiations with other interest groups
- Liaisoning with the public and addressing their queries
- Liaisoning with media including marketing the activities of the institution through publications



- Managing the printing and publishing activities of the Institute
- Organizing special events to market the Institute amongst the stakeholders
- Developing visual and audio electronic materials about the Institute
- Any other tasks given by the authorities of the Institute

Sports Instructor

- Keeping stock of sports goods.
- Ordering sports goods in consultation with the Registrar/Dean(Student Welfare)
- Arranging the venues for sports events in consultation with the Registrar/Dean (Student Welfare)
- Obtaining permission to hold sports events in the Institute campus.
- Recommending any students for participation in the intra-or inter-Institute events.
- Recommending Entry/Registration Fees for participating in various sports events.
- Recommending attendance to students who have taken part in sports events.
- Sorting out issues taking place during matches (team selections, objections, quarrels etc).
- Maintaining discipline in all the events conducted in the campus.
- Organizing sports events for staff members.
- Maintaining records of sports events attended by students outside the Institute, as well as in the campus.
- Planning and scheduling the sports events of OCT and RGPV and for its reflections in the academic calendar.

Librarian

- Selecting, developing, cataloguing and classifying library resources
- Addressing the users enquiries
- Developing library system and specialist computer applications, where required
- Managing the staff including providing advise on recruitment and training of the staff, to the authorities of the Institute.
- Liaising with departmental academic staff, outside organizations and suppliers
- Ensuring that the library services meet the needs of its users
- Managing the budget/resources for the library
- Developing learning materials related to the library
- Developing/expanding IT facilities
- Assisting the users in utilizing the computer equipments, carrying out literature search and so on.

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- Any other tasks assigned by the authorities of the Institute

Student Welfare Officer/Dean (Student Welfare)

Responsibilities include looking after the overall welfare of the students' community in the campus with specific emphasis on the following:

Student Awareness

- Ensuring that each student's cultural, religious and dietary needs are met and respected.
- Helping students to adjust to life in the campus
- Providing assistance to students in the receipt of scholarship

Student Supervision

- Providing leadership for individual students and integrate them with other students
- Providing care and support for individual students, particularly if they are not used to being away from home. These duties will include: wake up duty and dealing with homesickness.
- Ensuring that all Health and Safety policies are implemented and monitored in the campus
- Ensuring that information relating to fire, Health and Safety and medical emergencies is correctly displayed on the information board, in hostels and in the Common Room.
- Providing First Aid for students and staff as and when required
- Addressing the complaints of the students about the amenities in the campus by bringing to the notice of appropriate authorities if it is genuine and meaningful.
- Any other tasks related to students well being on day to day basis.

Controller of Examinations (COE)

He is responsible for all the activities and tasks related to conduct of Mid Term tests, End semester examinations, receipt of question papers, answer book and evaluation result declaration and other works related to proper and smooth conduct of examination as per the guidelines available for the purpose.

Human Resource Manger

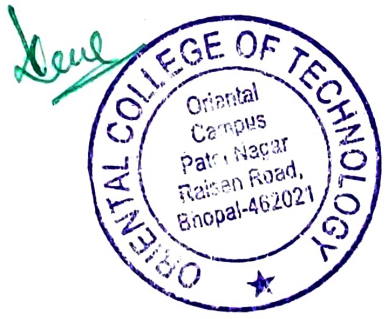
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; conducting and analyzing exit interviews;

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- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Maintains human resource staff job results by counseling employees; planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed.

Finance Officer

He is responsible for managing the finance of the Institute as per the directions of the Management and advice of the Director and Chairman besides handling routine cash transaction activities of the Institute. He shall also attend to other tasks assigned by authorities of the Institute.



Senior Administration Officer

He is responsible for looking after routine administration activities of the campus related to infrastructure, common facilities and amenities and other specific routine administration issues besides taking up tasks assigned by authorities of the Institute.

Note: Senior Administration Officer, Human Resources Manager, Finance Officer are all assisted by qualified assistants referred to as Assistant Administration Officers who take up tasks related to their specific domains based on their experience and expertise.

Site Engineer / Estate Officer

Responsibilities include managing the construction and maintenance activities of the campus besides taking up tasks assigned by authorities of the institute.

Office & Secretarial Staff

Managing the offices of their superiors including handling of visitors appointment, carrying out the secretarial tasks such as taking dictations, typing and so on. They will carry out the tasks assigned by their superiors.

Miscellaneous

Computer Operators, Drivers, Attenders, Gardeners who come under this category carryout the tasks related to their skill and also take up tasks given by their superiors.

Director

- Promoting the comprehensive development of the institution as its Head.
- Recruiting the Teaching and Non-teaching staff based on the requirements of the departments.
- Reviewing salary fixation norms as and when required; keeping in mind, the practices in the contemporary institutions.
- Fixing salaries, increments, etc., of Teaching and Non-Teaching staff.
- Deputing teaching and technical staff for refresher courses, higher studies and arranging for suitable training in the campus.
- Conducting HoDs meeting at regular intervals comprehend the state of affairs – both academic and non-academic.
- Planning training classes for campus placements through training and placement officer.
- Reviewing the examination results

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- Instructing the Hostel Authorities about the rules to be followed while permitting the students to go outside, including their native places.
- Taking enough precautions so that, the teaching staff cannot leave the services in the middle of the semester/year.
- Going round the class rooms to ensure that the class work is being conducted effectively.
- Going through the letters found, if any in the suggestion box and act on them, if required.
- Conducting Governing Body and Academic Council Meetings.
- Getting the annual budget sanctioned for conducting various events in the campus, keeping in mind the number of events desirable per year as per NBA/NAAC guidelines.
- Deciding the requirements of furniture, lab equipment, staff, additional space, etc., and enlightening the management about the requirement and getting the budget sanctioned.
- Conducting Fresher's day, Institute day, Republic day, Independence Day and other functions.
- Getting the budget sanctioned for books and journals.
- Attesting the academic registers and dairies maintained by teaching staff.
- Instructing the teaching staff through a schedule to conduct annual stock verification of lab equipments.
- Monitoring the activities of the examination section
- Promoting the brand building of the Institution by adopting new avenues/approaches.
- Taking up tasks related to the overall growth and continuous improvement of its performance with the knowledge of the management.

TG's

- Instruct all the students to attend the classes regularly and to follow the dress code.
- Collect the list of absentee students (Period wise) and submit it to the HOD daily.
- Submit the list of students absent for the internal tests to the HOD.
- Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that particular month) and also the list of students who have got less than 75% of attendance in aggregate. Submit the lists to the Head immediately.
- Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HOD.
- Result analysis must be done after the announcement of results by the university/College and also update student record regularly after knowing supplementary exam results in the current Semester.
- Motivate the students to attend the seminars without fail.

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- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Maintains human resource staff job results by counseling employees; planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed.

Finance Officer

He is responsible for managing the finance of the Institute as per the directions of the Management and advice of the Director and Chairman besides handling routine cash transaction activities of the Institute. He shall also attend to other tasks assigned by authorities of the Institute.

Senior Administration Officer

He is responsible for looking after routine administration activities of the campus related to infrastructure, common facilities and amenities and other specific routine administration issues besides taking up tasks assigned by authorities of the Institute.

Note: Senior Administration Officer, Human Resources Manager, Finance Officer are all assisted by qualified assistants referred to as Assistant Administration Officers who take up tasks related to their specific domains based on their experience and expertise.

Site Engineer / Estate Officer

Responsibilities include managing the construction and maintenance activities of the campus besides taking up tasks assigned by authorities of the institute.

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Office & Secretarial Staff

Managing the offices of their superiors including handling of visitors appointment, carrying out the secretarial tasks such as taking dictations, typing and so on. They will carry out the tasks assigned by their superiors.

Miscellaneous

Computer Operators, Drivers, Attenders, Gardeners who come under this category carryout the tasks related to their skill and also take up tasks given by their superiors.

Director

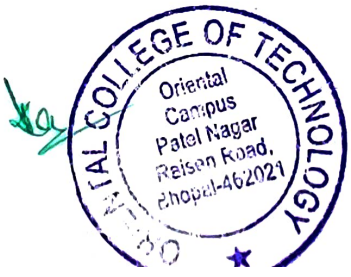
- Promoting the comprehensive development of the institution as its Head.
- Recruiting the Teaching and Non-teaching staff based on the requirements of the departments.
- Reviewing salary fixation norms as and when required; keeping in mind, the practices in the contemporary institutions.
- Fixing salaries, increments, etc., of Teaching and Non-Teaching staff.
- Deputing teaching and technical staff for refresher courses, higher studies and arranging for suitable training in the campus.
- Conducting HoDs meeting at regular intervals comprehend the state of affairs – both academic and non-academic.
- Planning training classes for campus placements through training and placement officer.
- Reviewing the examination results
- Instructing the Hostel Authorities about the rules to be followed while permitting the students to go outside, including their native places.
- Taking enough precautions so that, the teaching staff cannot leave the services in the middle of the semester/year.
- Going round the class rooms to ensure that the class work is being conducted effectively.
- Going through the letters found, if any in the suggestion box and act on them, if required.
- Conducting Governing Body and Academic Council Meetings.
- Getting the annual budget sanctioned for conducting various events in the campus, keeping in mind the number of events desirable per year as per NBA/NAAC guidelines.
- Deciding the requirements of furniture, lab equipment, staff, additional space, etc., and enlightening the management about the requirement and getting the budget sanctioned.
- Conducting Fresher's day, Institute day, Republic day, Independence Day and other functions.

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- Getting the budget sanctioned for books and journals.
- Attesting the academic registers and dairies maintained by teaching staff.
- Instructing the teaching staff through a schedule to conduct annual stock verification of lab equipments.
- Monitoring the activities of the examination section
- Promoting the brand building of the Institution by adopting new avenues/approaches.
- Taking up tasks related to the overall growth and continuous improvement of its performance with the knowledge of the management.

TG's

- Instruct all the students to attend the classes regularly and to follow the dress code.
- Collect the list of absentee students (Period wise) and submit it to the HOD daily.
- Submit the list of students absent for the internal tests to the HOD.
- Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that particular month) and also the list of students who have got less than 75% of attendance in aggregate. Submit the lists to the Head immediately.
- Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HOD.
- Result analysis must be done after the announcement of results by the university/College and also update student record regularly after knowing supplementary exam results in the current Semester.
- Motivate the students to attend the seminars without fail.
- Instruct the students to attend the internal / external exams without fail.
- Motivate the students to present papers in Conferences / Seminars at regional / national level.
- Inform the subject staffs of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
- Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
- Seek the permission (Max One Hour and Two Permissions in a month) whenever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the Director.



Note: Duties and Responsibilities are assigned by the Chairman in consultation with the Management for higher level positions and in consultation with senior colleagues for middle level positions.

Director

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Oriental College of Technology, Bhopal

Approved by AICTE, New Delhi & Govt. of M.P.
Affiliated to Rajiv Gandhi Proudyogiki Vishwavidyalaya & Barkatullah University, Bhopal
Oriental Campus, Opp. Patel Nagar, Raisen Road, Bhopal – 462021 (M.P)

Ref. No.: OCT/DIR/ADMIN/POLICY/2024/ 2431-C

Date: 27.08.2024

FACULTY RECRUITMENT POLICY

PREAMBLE

A structured recruitment process is followed for filling vacant faculty positions in the departments. The process begins with identification of the requirement by the concerned department and communication of the requirement to the Director through the Head of the Department (HoD). The requirement is then forwarded to the Human Resources (HR) department for initiating the recruitment process. The vacancy is advertised in leading newspapers, specifying the required qualification and criteria. Applications received against the advertisement are scrutinized, and shortlisted candidates are informed of the interview date through email. The interview is conducted by a Selection Committee comprising the Director, HoD and Subject Expert. Following the selection process, the selected candidate is issued an offer letter.

VISION

To maintain a structured and appropriate process for recruitment of qualified faculty members against vacant positions in the institution

MISSION

- To identify faculty requirements based on departmental vacancies.
- To provide an appropriate opportunity to eligible candidates through a defined recruitment process.
- To undertake faculty selection through a Selection Committee comprising the Director, HoD and Subject Expert.

OBJECTIVES

- To attract and recruit qualified and competent faculty members who meet the academic and professional requirements of the institution
- To ensure a systematic and transparent selection process for identifying candidates with appropriate subject knowledge, experience and teaching potential
- To select faculty members who can effectively contribute to the teaching-learning process and the overall academic development of the institution

POLICY

Recruitment of faculty members against vacant positions shall be carried out through the following process:

1. The concerned department identifies the requirement of a vacant faculty position and sends the requirement to the Director through the HoD.
2. The Director forwards the recruitment requirement to the HR department.
3. The HR department places the advertisement in leading newspapers, indicating the required qualification and criteria for the different positions as per AICTE norms.
4. Applications received from prospective candidates are scrutinized with reference to the specified qualification, criteria and other relevant requirements of the position.
5. Eligible and shortlisted candidates are informed through email/telephone regarding the date of interview and documents verification.
6. The interview is conducted by the Selection Committee consisting of the Director, HoD and Subject Experts.
7. The Selection Committee considers the candidate's qualification, experience and knowledge in the context of the requirements of the position.
8. The selected candidate is issued an offer letter and subsequently appointment letter is issued upon acceptance of the offer and joining.

IMPLEMENTATION AND RECORD

- The concerned department shall communicate its faculty requirement through the HoD to the Director.
- The HR department shall coordinate the advertisement, receipt and scrutiny of applications and communication of interview dates.
- The interview shall be conducted by the Selection Committee comprising the Director, HoD and Subject Expert.
- The recruitment process shall conclude with the issue of an offer letter to the selected candidate.

REVIEW

The Faculty Recruitment Policy may be reviewed periodically by the institution based on the requirements of vacant faculty positions and the institutional recruitment process.

Dr. K.K. Dwivedi
Director

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Ref. No.: OCT/DIR/ADMIN/POLICY/2024/ 2431-D

Date: 27.08.2024

FACULTY PROMOTION POLICY

PREAMBLE

A fair, structured and performance-oriented approach to faculty career progression supports professional growth and helps align individual contributions with the academic and institutional requirements of the Institute. The Faculty Promotion Policy provides a framework for considering eligible faculty members for advancement based on their qualifications, experience, performance, professional development, research and academic contributions, student support, and contribution to institutional activities. The policy is intended to provide a consistent process for consideration of promotion while recognizing that promotion is subject to applicable norms, availability of positions, institutional requirements and approval by the competent authority.

VISION

To provide a systematic and transparent framework for faculty career progression that recognizes sustained academic, professional and institutional contributions.

MISSION

- To provide a defined process for consideration of eligible faculty members for promotion.
- To recognize contributions in teaching-learning, research, professional development, mentoring and institutional responsibilities.
- To encourage continuous professional development and constructive improvement in faculty performance.
- To maintain appropriate records and supporting evidence for promotion-related decisions.

OBJECTIVES

- To establish a consistent framework for faculty promotion and career progression.
- To consider faculty performance across relevant academic, professional, research and institutional dimensions.
- To encourage effective teaching-learning practices, student mentoring and academic support.
- To encourage research, publications, patents, consultancy, funded proposals, books and other scholarly activities, as relevant to the faculty member's role.
- To recognize participation in professional development activities such as FDPs, workshops, conferences, seminars and relevant training.
- To acknowledge appropriate contributions to institutional development, committees, cells, coordination and additional responsibilities.
- To maintain documented and verifiable evidence for promotion consideration.

SCOPE

This policy applies to faculty members of the Institute who are considered for promotion in accordance with the applicable service conditions, institutional requirements and norms of the competent authorities. The policy provides a framework for consideration and does not by itself create an automatic entitlement to promotion.

BASIS FOR PROMOTION CONSIDERATION

Promotion consideration shall be based on the faculty member's eligibility and overall appraisal record during the relevant assessment period. The following areas may be considered, as applicable to the position and role:

- Academic qualifications, relevant experience and fulfillment of applicable eligibility requirements.
- Teaching-learning contribution, including course delivery, academic planning, practical/tutorial work, student support and appropriate use of innovative teaching practices.
- Student mentoring, advisory and counseling responsibilities, including maintenance of relevant records and support provided to students.
- Research and scholarly activities, including research publications, patents, books/book chapters, research proposals, consultancy, funded projects, technical reports and other relevant outputs.
- Professional development, including participation in FDPs, workshops, conferences, seminars, certifications and other relevant learning activities.
- Contribution to academic and professional activities such as expert lectures, session chairing, judging, professional-body participation and interaction with academia or industry.
- Institutional development and administrative responsibilities, including contributions to committees, cells, accreditation-related work, admissions, training and placement, IIC, IQAC, NBA/AICTE/RGPV/DTE-related activities and other assigned responsibilities.
- Contribution to curriculum development, student projects, laboratory development, outcome-based education and other academic initiatives, where relevant.
- Professional conduct, teamwork, punctuality, responsibility, adherence to institutional procedures and constructive participation in departmental activities.
- Performance appraisal records, feedback and documented improvement efforts, including relevant outcomes of the Faculty Performance Appraisal and Development System (FPADS).

FACULTY PERFORMANCE AND DEVELOPMENT RECORD

The FPADS shall provide relevant supporting evidence for promotion consideration. The existing FPADS assesses teaching-learning, profession-related activities, research and consultancy, advisory and counseling services, and institutional development and administrative responsibilities. It also uses self-appraisal and feedback mechanisms and provides for discussion of strengths and areas for improvement.

PROMOTION PROCESS

1. Identification of eligibility: The faculty member's eligibility shall be examined with reference to the applicable qualification, experience, service requirements and institutional criteria.
2. Submission of application: Eligible faculty members may submit a promotion application in the prescribed format along with the required self-assessment and supporting documents.
3. Departmental scrutiny: The concerned HoD shall review the application and supporting evidence for completeness and provide observations, where required.

4. Performance review: Relevant FPADS records, feedback, professional development records and documented academic/institutional contributions shall be considered.
5. Verification of evidence: Documents such as publications, patents, certificates, project records, consultancy records, committee orders and other supporting evidence may be verified as appropriate.
6. Recommendation: The competent committee/authority constituted by the Institute shall examine the case and make a recommendation based on the applicable criteria and available evidence.
7. Competent authority decision: The final decision shall be taken by the competent authority in accordance with applicable institutional rules and requirements.
8. Communication and record: The decision shall be communicated to the concerned faculty member and relevant records shall be maintained by the Institute.

PROMOTION REVIEW COMMITTEE

The Institute may constitute a Promotion Review Committee, as considered appropriate, comprising the Director/competent authority, concerned HoD and suitable academic or subject experts. The composition may be varied according to the level of promotion, discipline and institutional requirements.

DOCUMENTATION AND EVIDENCE

- Faculty members shall provide authentic and relevant documentary evidence for the activities claimed.
- The evidence may include appraisal records, teaching records, student feedback, mentoring records, research/publication details, patent documents, project or consultancy records, FDP/workshop certificates, professional-body records and institutional responsibility orders.
- Only activities relevant to the assessment period and applicable criteria shall normally be considered.
- The Institute may seek clarification or additional evidence where the submitted record is incomplete or requires verification.
- Submission of an activity or achievement does not by itself guarantee that it will be counted for promotion; relevance and verification shall be considered.

PRINCIPLES OF CONSIDERATION

- Promotion consideration shall be based on documented performance and applicable eligibility requirements.
- No single activity or achievement shall ordinarily be treated as the sole basis for promotion where a broader performance record is required.
- The nature of the faculty member's assignment and opportunities available during the assessment period may be taken into account.
- Quality, relevance and sustained contribution may be considered along with the quantity of activities.
- Faculty members are encouraged to pursue balanced development across teaching, research, professional development, student support and institutional responsibilities, as appropriate to their role.

PROFESSIONAL DEVELOPMENT AND IMPROVEMENT

Where appraisal or feedback identifies areas requiring improvement, the faculty member may be advised to undertake suitable FDPs, workshops, training, mentoring or other developmental activities. Such efforts, together with subsequent evidence of improvement, may form part of the professional development record.

GRIEVANCE / REPRESENTATION

A faculty member who seeks clarification regarding the promotion process or documentation may submit a representation to the competent authority within the time period specified by the Institute. The representation shall be considered in accordance with the applicable institutional procedure. The decision of the competent authority, after consideration of the representation, shall be treated as final subject to applicable rules.

IMPLEMENTATION AND RECORD

- The HR/administrative office shall maintain the prescribed promotion-related records and coordinate the process.
- The concerned HoD shall facilitate departmental scrutiny and verification of relevant records.
- The concerned faculty member shall ensure timely submission of complete and authentic documents.
- The Institute may maintain promotion records in physical or digital form, subject to applicable record-management practices.
- Promotion-related records shall be handled with appropriate confidentiality and accessed only by authorized persons.

REVIEW

The Faculty Promotion Policy may be reviewed periodically by the Institute in light of applicable regulatory requirements, institutional needs, experience gained through implementation and changes in the faculty development and appraisal framework.

Dr. K.K. Dwivedi
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