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H.R. Manual

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About Us:

Vidya Vikas Pratishthan is founded to provide the quality education in various fields. The Pratishthan is founded by eminent and Technocrat Founder Chairman Prof. G.K. Deshmukh and Eminent person from construction industry, Founder Secretary Shri. Amol (Nana) Chavan along with other eminent personalities to provide quality education at reasonable cost.

The Society entered in the field of technical education in 2007 by starting 'V.V.P. Polytechnic' at Soregaon, Solapur. the V.V.P. Polytechnic is ISO 9001:2015 certified and renowned institute in Solapur District for its excellent academic results, all round performance in co-curricular and extracurricular activities.

The Institute is developed with well furnished modern building with picturesque and pollution free environment. The Institute is having Ultra modern laboratories including Wi-Fi internet facility and enriched Library facilities. The institute is backed by highly qualified and experienced staff.

Vision:

To produce universally competent dynamic Engineers, who will be instrumental for the development of society.

Mission:

Our Mission is to foster a new generation of outstanding technical persons who will be catalyst of change and March towards excellence in the fields of engineering's, which will ultimately help to the society. Also to enhance career opportunities for students through exposure to industry with new technologies, Methodologies and development of appropriate skill.

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PART - I
SERVICE RULES

CHAPTER 1

SERVICE CONDITIONS

1.1. SERVICE CONDITIONS FOR THE STAFF:

1.1.1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

1.1.2. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.

1.1.3. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman.

1.1.4. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.

1.1.5. Any staff member, on appointment, except on contract, shall be on probation for a period of two year.

1.1.6. All the teaching staff shall be paid as per AICTE/State Government scale of pay and other allowances as per College norms.

1.1.7. Staff attendance should be signed every day, 15 minutes before the commencement of regular class hours, and at the end of the working hours for the

day unless they are on duty outside the campus, or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.

1.1.8. Staff should be available in the college premises during the entire period of office hours, on all working days.

1.1.9. If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/ respective H.O.D. his / her exact out station address and phone numbers in his / her leave application.

1.1.10. No member of the staff shall apply, during the period of his / her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Principal/Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse the forwarding of such applications in case there is any bond for the employee for a particular period of service in the college.

1.1.11. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.

1.1.12. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Management has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Management.

1.1.13. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

1.1.14. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

1.1.15. Staff members should get prior permission from Management / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.

1.1.16. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 15 days from the date of drawal of advance or within 7

days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.

1.1.17. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

1.1.18. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

1.2 TERMINATION OF SERVICE

1.2.1. A member of the staff shall have his / her service terminated by giving one month notice or one month basic salary in lieu thereof,

1.2.2. The management shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:

- a. Serious misconduct and willful negligence of duty;
- b. Gross insubordination;
- c. Physical or mental unfitness; and
- d. Participation in any criminal offence involving moral turpitude. In such termination cases, rule 1.3.1 will not be applicable and the staff member will not be eligible for any terminal benefit.

CHAPTER 2

METHOD OF RECRUITMENT

2.1 SCREENING

Through Local Management

2.1.1. Recruitment is normally done twice in a year during May/Jan. and Nov/Dec.

2.1.2. Number of vacancies are notified by Principal/Designated Authority based on student strength / resignations or terminations of staff members, to the management for approval / information.

2.1.3. Vacancies are advertised in leading newspapers.

2.1.4. Screening of applications is done by the respective screening committee.

2.1.5. Short listed candidates are informed through call letters and over telephones by Office.

2.1.6. At times, Walk- in interviews are also conducted for immediate postings.

2.2 INTERVIEW

2.2.1. Interview Committee consists of Management, Principal, respective Heads of the department and subject experts.

2.2.2. A demonstration lectures are conducted for Assistant Professor post and short listed candidates shall be called for demo lecture & personal interview and selection be made on merit.

2.2.3. Direct interview is conducted for senior posts. Selection committee shall be constituted by the Chairman as per the guidelines approved by the Governing Council.

2.3 PAY FIXATION

2.3.1. Pay for the selected candidates is fixed by the management as per the pay scale approved by the Governing Council for the respective post based upon the qualification and experience of the candidate.

2.3.2. Higher Pay Packages for exceptional and experienced candidates are fixed by the management.

CHAPTER 3

LEAVE RULES

Casual Leaves: 12 Days / Year

Medical leaves: 6 Days/ Year

On Duty Leaves: 6 Days/ Semester (may be increased as per requirement of Institute)

Winter Vacation: 20 Days (for eligible staff)

Summer Vacation: 30 Days (for eligible staff)

Maternity Leaves: 60 Days

(Note: 3 late comings or early going will be considered as 1 Leave.)

(For availing vacation leave: The staff should not have any pending work. HOD's recommendation is necessary. The staff / HOD should apply independently in the prescribed application form and submit in the office.)

3.1. LEAVE RULES:

3.1.1. Leave shall not be claimed as a matter of right.

3.1.2. A member of the staff shall not normally or on any pre-arranged absence absent himself / herself from his/ her duties without prior permission of his / her superior officer authorized to give permission.

3.1.3. Leave card is to be submitted in advance and approval must be obtained prior to availing the leave.

3.1.4. In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.

3.1.5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

3.2. CASUAL LEAVE (CL):

3.2.1. All employees are eligible for 12 days of casual leave per year @ 1 day per month during the Academic Year from 1st July to 30th June.

3.2.2. Probation period staff members are allowed to take leave after completion of the respective months only.

3.2.3. At a time not more than 3 days including holidays shall be granted. Carryover of lapsed CL is not permissible.

3.2.4. Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.

3.2.5. If the number of permissions for short absence exceeds 2 in a month, it shall be considered as half a day CL for 3 permissions and one day CL for 5 permissions.

3.3. VACATION FOR TEACHING and NON TEACHING STAFF

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

3.3.2. Vacation is applicable to only the members of the Faculty (teaching staff) with eligible service.

3.3.3. The total number of vacation days for members of faculty (teaching staff) is limited to 50 (Fifty), for a continuous service of 12 months in the institution.

3.3.4. These 50 days can be availed for a maximum of 20 days in the winter vacation months of November or December. The balance 30 days can be availed in the summer vacation period in the months of May, June or July.

3.3.5. However, vacation shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the institution.

3.3.6. A staff member becomes eligible for vacation only after rendering a continuous service of two full academic year.

3.3.7. If any staff member is prevented from availing vacations in the interest of the college by the orders of the Principal/Designated Authority, compensation will be given by other means the Principal/Designated Authority.

3.3.8. Any unused part of vacations cannot be carried over to the next academic year.

3.3.9. While calculating the number of days of vacation, all intervening declared holidays and Sundays will be included.

3.4. LEAVE WITH LOSS OF PAY

3.4.1. Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If the quantum of LOP is more than 7 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.

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

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

3.4.4. Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing vacations/EL in the semester in which the second break in service occurs.

3.5. MATERNITY LEAVE RULES

3.5.1. A woman employee of the institution, who has completed at least two years of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum of 60 days, subject to prior approval of the Principal/Designated Authority.

3.5.2. In addition to the above, a maximum of 30 days can be availed as Maternity Leave in lieu of Vacations available as credit to the employee. Any short fall in vacations credit will be considered as Leave on Loss of Pay (LOP).

3.5.3. Any additional leave beyond the above will be reckoned as leave on LOP.

3.5.4. An employee can avail ML only on two (2) occasions in her entire service period.

3.5.5. The ML sanctioned shall be availed on a continuous basis and cannot be availed in installments.

3.5.6. The decision of the Principal/Designated Authority will be final in sanctioning of ML.

3.5.7. Employees are advised to contact college office to know the leave record and then apply for leave.

3.6. On Duty Leave (OD)

3.6.1. OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc. as approved by the Principal/Designated Authority.

3.6.2. Number of days on OD for Exam duty is limited to 06 for a year at the rate of 03 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.

3.6.3. In addition to the above a faculty member is eligible for 10 days OD to participate in Conferences, Seminars, Workshops, etc., including paper presentation.

3.6.4. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

CHAPTER 4

MEDICAL FACILITIES

- 4.1. Institute is taking care for medical insurance of faculty member, Lab staff, administrative Staff & students.
- 4.2. First aid medical kits are provided at appropriate places.
- 4.3. Institute has appointed a visiting doctor who is visiting twice a week and for every emergency.
- 4.4. Institute provides an vehicle for the purpose of taking the patients when needed to the nearby hospital at Solapur city for further treatment.

CHAPTER 5

CONDUCT & DISCIPLINE

5.1 CONDUCT

5.1.1. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.

5.1.2. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.

5.1.3. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

5.1.4. Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.

5.1.5. No employee shall be a member , or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity. **5.1.6.** No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

5.1.7. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.

5.1.8. An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he/she may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence of such drink or drug.

5.1.9. Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall

not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.

5.1.10. An employee of the College shall not, without the prior permission of the Chairman, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.

5.1.11. No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the management.

5.1.12. Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee or students, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.

5.2. DISCIPLINE

5.2.1. The Management or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

5.2.2. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his/her detention / conviction by an order of the management and shall remain under suspension until further orders.

5.2.3. An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

5.2.4. No order imposing any punishment on a Member shall be imposed except after.

a. The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given

an opportunity to make representation that he/she may wish to make in person orally or in writing.

b. Such representation, if any, is taken into consideration by the competent authority.

No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

5.3: POLICY RELATED TO PROBATION

5.3.1. Initially the appointment of the selected candidate will be temporary for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time.

5.3.2. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for a period of two years and the period of probation can be extended by management in case of non-satisfactory performance.

5.3.3. If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidate may also apply for permanent post through the regular procedure.

5.3.4. If a person having been appointed temporarily to post is subsequently appointed regularly, he/she shall commence probation from the date of regular appointment.

5.3.5. Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

5.4: POLICY RELATED TO INCREMENTS:

5.4.1. Increments will be sanctioned only on satisfactory report of performance of the Employee. An increment may be withheld if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future increments also.

5.4.2. In all cases, the increment is sanctioned by the Head of the institution based on self appraisal report of the employee.

5.5: POLICY RELATED TO RESIGNATION

5.5.1. Any Member of the faculty in permanent service shall give one months notice in case he/she desires to be relieved on resignation or in the alternative. he/she shall pay one month basic salary in lieu thereof. Normally they will not be relieved in the middle of a semester.

5.5.2. Any member of the Support Staff in permanent service shall give one months notice in case he/she desires to be relieved on Resignation or in the alternative he/she shall pay one month salary in lieu thereof. Again, normally they will not be relieved in the middle of a semester.

5.5.3. Any member of the faculty/Support staff during probation or if appointed on local/ad-hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month basic salary in lieu thereof. Normally Teaching faculty members will not be relieved in the middle of a semester.

5.5.4. However, the management reserves the right to waive the notice period or the compensation thereof.

5.6: Sponsorship for Higher Studies

5.6.1. Full-Time mode:

- a) Requisition for issue of Bonafide Certificate /No objection Certificate for pursuing Post Graduate/Ph.D. shall be submitted to the management for approval.
- b) Bond to be executed to serve the institution for a period of 3/5 years from the date of completion of post Graduate/Ph.D. programme under Full-Time mode.

- c) Last drawn pay at the time of leaving will be paid for a period of 18/36 months from the date of sponsorship to Post Graduate/Ph.D. programme.
- d) In case of discontinuation, staff concerned will be required to pay back to the college an amount as mentioned in the bond.
- e) Minimum of 2 years of service in VVP POLYTECHNIC is required for sponsorship for Post Graduate/Ph.D. programme under Full-Time mode. However, under special situations, the service period can be waived at the discretion of the management.
- f) For Full-Time Ph.D., number of sponsorships is one per department per year.

5.6.2. Part-Time mode:

- a) Requisition for issue of Bonafide Certificate / No Objection Certificate for pursuing Post Graduate / Ph.D. (Part-Time) shall be submitted to the management for approval.
- b) Bond to be executed to serve the institution for a period of 2/3 years from the date of completion of Post Graduate / Ph.D. programmes under Part-Time mode.
- c) Bonafide certificate and other certificates will be issued only after execution of the bond.
- d) Salary and other benefits will be extended as per norms.
- e) No ON-Duty(OD) will be given till all formalities for registration of Ph.D. is over.
- g) maximum period of 3 years on execution of bond. ON-Duty(OD) will also be granted for attending Doctoral Committee (DC) meetings.
- h) Promotion and other benefits after Ph.D. registration cannot be claimed as a matter of right.
- i) OD for 3 days will be sanctioned for attending Viva-Voce examination.
- j) For other activities like attending Workshops, Seminars, Conference etc., OD will be granted as per existing norms.
- k) A maximum of one month leave with salary will be sanctioned for submission of Thesis.
- l) Minimum of 3 years of service in VVP POLYTECHNIC is required for sponsorship for PG/Ph.D. programme under Part-Time mode. However, under certain special conditions, the service period can be waived at the discretion of the management.
- m) There is no limit on the total number of persons sponsored under Part-Time mode.

****The following acts of commission shall be treated as misconduct.**

- Failure to exercise efficient supervision on the subordinate staff.

- Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- Gross negligence in teaching or any other duty assigned.
- Any act involving moral turpitude punishable under the provisions of the IPC.
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

CHAPTER 6

Financial Process

- 1.** For any departmental work if any faculty member needs advance, then he/she should write application with recommendation of respective departmental head to principal .
- 2.** For Lab. development or enrichment, purchase policy of the institute shall be follow & get it sanctioned by principal.
- 3.** For any urgent work, head of the department have rights to expense Rs.2000 per month.
- 4.** For any urgent work, Principal have rights to expense Rs. 5000 per month.

CHAPTER 7

ANNUAL EVALUATION REPORT

1. All the staff members are required to submit their Self Performance Assessment Form at the end of every academic year in the prescribed format.
2. The format of SPAF for the teaching staff & Nonteaching staff is given .
3. The Head of the institution shall write confidential report for all staff and submit to the Management for approval.

CHAPTER 8

APPEALS AND REVIEW

The staff members of the College are welcome to submit their appeals or grievances if any to the PRINCIPAL / CHAIRMAN for review and redress.

PART - II
The Duties and Responsibilities

CHAPTER 9

Duties & Responsibilities

9.1 Duties of Head of Department

The Head of Department is overall In charge of his program. He/she is required to ensure smooth functioning of the department in addition to his teaching load of 12 hours per week. He is to ensure that all the faculties in his/her program to perform their duty effectively and efficiently and also to ensure better teaching learning process to the satisfaction of the stake holders. He should involve himself and the other faculties in the process of R&D important, soft skill curriculum development, in updating and revision on continued basis to meet the requirement of industry.

He has to ensure that the laboratories in the department are well equipped and maintained according to the curriculum; all the equipment in the laboratories/ workshops must be functional to conduct the Practical's properly. He will decide the meaningful project work of the students in consultation with the faculties and monitor performance of every student..

He can be assigned any or more of the following administrative duties by the Principal of the institute.

- (a) Industry Institute Interaction.
- (b) Technical Training of the students of his discipline.
- (c) HOD should take junior classes also for teaching/ Practical's.
- (d) Hostel rector/ Sports President.
- (e) Officer In charge Examination.
- (f) Look after the institute in the absence of Principal.

- (g) To assist the administration in smooth conduct of the examination/ admission/ in house tests/ practical's/ disciplinary matters.
- (h) Any other duties as demand fit by Principal as per for betterment of Institute.

9.2 Duties of Teaching Faculties

1. Once the subject is allotted, the faculty member should prepare the lecture plan.
2. The faculty member should get the lesson plan & course file approved b
The course file consist of syllabus, subject notes, previous years university question papers, two model answer scripts, assignment questions, test question papers, objective question bank, feedback analysis report (As per AQM format).
3. The faculty diary must be regularly updated & put up for inspection at each month end.
4. The faculty members should refer to more books than text books while preparing notes.
5. The faculty members should go to the class at least 5 min. before & leave delay when the bell rings.
6. The faculty member ideally should recapture for first 5 min. the lesson which was covered in last lecture. Then what is going to learn in another 2 min., then explain the lecture .In last 3 min. conclude the lecture & say what we will see in the next lecture.
7. The faculty member should cultivate to include humor in the lecture to bring the interest.
8. They should practice/rehearse the lecture well before going to class.
9. They should make use of OHP/LCD & models etc. as teaching aids.
- 10.The faculty members should encourage the students for asking doubts/question.
- 11.They should get the feedback from students & act on it appropriately.

- 12.They should take care of academically backward students & try for focus to their needs.
- 13.In problem oriented subject ,regular tutorials have to be conducted. The tutorial must be handed over to the students at least one week in advance of actual class.
- 14.They should scan the class notes of the students randomly every day after he/she finish the lecture.
- 15.The faculty member should interact with the class coordinator about any irregularities of students.
- 16.The faculty members should always aim for 100% pass result in his/her subject along with.
- 17.They should regularly visit library & read the latest journals & keep oneself update to the latest advancements.
- 18.They should motivate the students & bring out the creativity among students.
- 19.The faculty members going to laboratory class must perform the experiment & get the satisfactory results before asking the students to conduct the experiment.
- 20.Whenever possible, additional experiments to clarify or enlighten the student's doubt must be conducted.
- 21.They should have a good control of students.
- 22.They should act with tact & deal with in subordination.
- 23.They should make himself/herself presentable in understandable manner.
- 24.They are expected to update their knowledge by attending seminars/workshops/conference.
- 25.They should publish textbooks, research papers in journals/conferences.
- 26.They should also extend their attitude to built up the personalities of the students.
- 27.They must strive to prepare themselves academically sound & reach the requirements of methodologies of teaching.

28. Whenever a faculty member intends to take leave, they should get it sanctioned in advance with proper alternative arrangement.

9.3 Duties of Class coordinator

1. The coordinators are expected to monitor the daily regularities of class & in case of any mismatch they have to adjust the time table. Irregularities if any must be brought to the notice of the head of department.

2. They have to allot the students to the faculties as a proctor.

The class coordinator file shall be maintained with (a) Roll Name (b) Class Time –Table (c) Individual Student Information Chart (d) Proctor List (e) All Communicated Documents

3. The coordinator shall also prepare the information chart of the students in their class

Roll No.	Name of the Student	Permanent Address	Present Address	Mobile No.	Parent's Mobile No.

- 1) The Coordinator shall check the 'LER (Lecture Engagement Register)' on daily basis & call the absent students daily.
- 2) The weekly defaulter list of the student must also be prepared & same must be communicated to parents on phone in timely manner.
- 3) They should collect the attendance of each student & prepare consolidated attendance at each month end. They have to list the defaulter students. The attendance of defaulter students must be communicated to the parents in writing in timely manner.
- 4) Any leave application duly approved by HOD must be preserved in the coordinators file.
- 5) The coordinators must act strictly but not harshly with the students that will hurt the feeling of the student.

- 6) The coordinator must always promote the students for their studies, encourage them for solving their personal difficulties & has to work closely with the students.
- 7) They must be maintain the professional level conversation & always keep the thinking level ahead of time.
- 8) The coordinators are expected to look for leadership qualities of the students with whom they can encourage & train for future.