RAAJDHANI ENGINEERING COLLEGE
Employee Hand Book

Raajdhani Engineering College (REC)
Near Mancheswar Railway Station, PO: Mancheswar Railway Colony
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Odisha-751017, India

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EXECUTIVE SUMMARY

INTRODUCTION

The following document gives a detailed guide to the policies, procedures, for day to day activities of the faculty members of Raajdhani Engineering College (REC). A Faculty at REC is a friend, philosopher, guide & mentor to the student.

SCOPE

The role of the faculty is planning, organizing, and administering learning experiences, which contribute to each and every student's optimal development in multi-dimensional facet.

INSTRUCTION

A faculty member at REC has to play many roles and to help them do their job efficiently we have laid down certain sets of instructions. These instructions will help them carry out research, attending to examination or other duties as assigned to him / her from time to time. Apart from delivering the above roles, a faculty must have good interpersonal relations with peers, which will be directly linked with salary increment, promotion, etc. REC gives a lot of importance in building good interpersonal relations.

TEACHING ETIQUETTES

The college has laid down certain set of guidelines for the teachers to adopt while teaching. These guidelines are laid down for the smooth conduction of classes and to create an environment suitable for all faculty members and students.

CLASSROOM MANAGEMENT

Conducting regular classes is the primary work of the Institute and it is the responsibility of the faculty to see that the classes are not cancelled for any reasons. It is the responsibility of the faculty to see that the classes will take place for the full designated time, even if 1 student is present in the class. All communications both verbal and written delivered in the class must be in English.

ADMINSTRATION

The teacher has to keep the student records of attendance, test performance, progress and achievements and put them on CMS. He/ She also have to prepare and follow a yearly plan and submit it prior to the commencement of the session.

ATTENDANCE

Attendance is a statutory requirement prescribed by the University and it is the responsibility of the faculty member to make the student aware of this fact. A student has to secure a minimum of 75% of attendance for each subject, failing which he / she can be de-barred from appearing the examination.

STUDENT FEEDBACK

A student feedback is collected about the faculty, this feedback received from the students is tabulated and a summary report is made in order to help the faculty for future improvement. The student feedback is one of the criteria to judge the overall performance of the student.

LABORATORIES

The Teaching Assistant/Lab Assistant/ Laboratory I/C along with the concerned Faculty/HOD are assigned the responsibility of setting up of laboratory and other groundwork in this regard. It is their primary responsibility to see that the student's experiments are done time to time as per the guidelines of the University.

INTERNAL EXAMINATIONS

A faculty must follow the instructions relating to the invigilation duty assigned to him / her by the Examination Section. The examination section must finalize the examination duty of faculty member in consultation with the respective HODs & Prof I/C Examination.

DUTIES

To ensure smooth running of the curriculum the duties are assigned to responsible heads and it is their sole duty to see to it that the respective faculty members are delivery their duty efficiently.

UNIVERSITY EXAMINATION

To ensure that there is smooth and fair conduct of University Examination, a faculty is appointed as an invigilator by the Centre Superintendent. The responsible faculty will be informed through his / her HOD.

PROFESSIONAL DEVELOPMENT

Faculties are expected to attend and participate in professional development workshops and other training program which may be held on or off campus with consultation the HR Cell.

POLICIES & PROCEDURE

The college follows certain policies to reinforce and clarify the expectation of the employees and allow the institution runs in an acceptable way. The policies are to provide a stable and healthy environment for the employees, and at the same time create a space where everyone can work in peace for the development of the institution. The institution has its own sets of policies and procedures for different sectors.

TA & DA RULES

Travelling allowances and daily allowances are provided to the employees as per the rules set by the college. These rules apply to all employees under the administrative control of REC and the payments claimed under these rules shall be subject to submission of detailed feedback / report with justification to the authority within 7- days of completion of tour.

DOUBT CLEARING CLASSES

The college takes utmost care that the students face no difficulty related to their academics and through doubt clearing classes, we see that the students are benefitted after the class hours. Doubt clearing classes provides special attention to some students who grasp the concepts slowly or need support for understanding the concepts. In these classes the students share their views and ideas without hesitation.

MENTOR SYSTEM

Through this mentor system we try our best to know the students individually and to help the assigned students to deal with the problems they face during their stay in the college, suggest ways and means to alleviate them.

FACULTY DEVELOPMENT

The employees are encouraged to attend Seminar/ Conference/ Workshop and they will be granted duty leave for the same. Partial / total grants will be provided if the college will be benefited from their participation.

LIBRARY FACILITY TO FACULTY MEMBERS

Library facility is provided to every faculty member to encourage learning. Maximum of 4 books can be issued at any point of time. The time period to issue books for 3 days.

INTERNET FACILITY TO FACULTY

Separate computer systems are reserved for the faculty members from 8am to 9pm every day. All department systems are well connected to network and the faculty members can avail the 24 hours services.

DOS AND DON'TS FOR FACULTY STAFF

We at REC follow certain Rules & Regulations in order to provide a stable and healthy environment, to create a space where everyone can work in peace for the development of the institution.

CONDUCTING SEMINARS FOR STUDENTS

Seminar is an integral part of our academic activities. Every department must conduct at least 2 seminars per semesters after consulting with the HOD and faculty members.

BUDDY SYSTEM

A buddy system is an on boarding and knowledge sharing method used to orient new employees. Providing a workplace buddy ensures that the new employee has someone to talk to, which is important in the first nerve-wracking weeks of a new job.

COLLABORATIVE LEARNING GROUP

A knowledge exchange program to share the knowledge that associates have acquired through their work experiences, successes and facing different challenges in their life. The main objective of Collaborative Learning Groups is to connect associates (in any field or discipline) with each other so they can discuss their work, learn from one another and achieve improvements and grow more as an individual and as Team-REC.

CONSULTANCY GUIDELINES

The **Raajdhani Engineering College (REC)** has been interacting with industries, research organizations and governmental agencies for taking up consultancy and sponsored research projects. Such projects pose considerable scientific, technological and academic challenge to the staff and students of our Institute. Through this programme the academic programmes of the Institute are strengthened by such active interaction

with the industries. These projects is a great opportunity for the Institute staff to work on live problems of immediate relevance to the country.

This chapter gives the details of the Consultancy and the rules and regulations that must be kept in mind while working under such projects. Consultancy Services may be offered to Industries, Service Sector, Govt. Departments and other National and International agencies in niche areas of expertise available in the Institute. Each project shall be undertaken either under Standard Terms and Conditions. Consultancy and related assignments can be taken up by full time staff and Core Research Scientists and Engineers of Departments. Any other employee of the Institute may take up consultancy work with prior approval of the Competent Authority.

INSTITUTE (REC) SPONSORED PROJECT (RESEARCH BASED OR APPLICATION -PRODUCT BASED) POLICY

Raajdhani Engineering College has been striving to develop itself into an institution of excellence in education and research keeping in mind the contemporary and future needs in the field of engineering and technology. Keeping this view, the Institute encourages investigation of basic and applied areas of science and technology in the form of sponsored projects. The purpose of this sponsored policy is to support projects and at the same time to administer that the proceedings of the projects are going in accordance to the Institute Policy and the given amount is utilised for the same.

1.   INTRODUCTION:

This handbook is intended to serve as a guide to the policies, procedures, for day to day activities of the faculty members of **Raajdhani Engineering College (REC)**. Your attention to the following information for smooth discharge of your duties & responsibility is highly recommended.

Information, instructions, procedures and guidelines relating to students can be traced in the Student Handbook.

A faculty is a friend, philosopher, guide & mentor to the student. The following attributes are essentially indexed to the personality of a faculty:-

  i.   Charismatic Aura

 ii.   In-depth subject acquaintance

iii.   Gracefulness and kindness

iv.   Interpersonal skills

 v.   Commitment

The attitude and personality of a Faculty should be exemplary for the students as he/she is an icon of attention from the arena of parents, peers and students.

2.   SCOPE:

The faculty exactitude comprises of planning, organizing, and administering learning experiences, which contribute to each and every student's optimal development in multi-dimensional facet. These familiarities may occur both within and outside the classroom.

The areas of responsibilities include instruction, administration, extra-curricular, professional development and counselling.

3.   INSTRUCTION:

Administering of the teaching process

3.1   A faculty member of REC has many roles to play, viz. that of a faculty vis-à-vis his / her students, that of an academician for carrying out research, attending to examination or other duties as assigned to him / her from time to time.

3.1.1 Developing yearly, weekly and daily lesson plans in accordance with the curriculum and guidelines of the BPUT/SCTEVT Syllabus.

3.1.2 Preparing assignments, experiments, demonstrations, teaching aids, bulletin boards, etc.

3.1.3 Using audio-visual aids, field trips, PPT presentation and other resources to supplement and reinforce teaching.

3.1.4 Participating in the selection process for textbooks, reference, seminar and instructional instruments.

3.1.5 Planning, organizing and directing assemblies and other instructional programs

3.2   Apart from the above, faculty must have good interpersonal relations with peers, which will be directly linked with salary increment, promotion, etc. Good interpersonal relations are a must in an age where teamwork matters a lot.

3.2.1 Evaluate students' learning strengths and weaknesses, adapt teaching methods accordingly, and provide assistance or attention during and after college hours.

3.2.2 Determine and implement teaching methods appropriate to pupils' needs and capabilities, group size, topics and program objectives.

3.2.3 Evaluate and report pupil progress.

3.2.4 Initiate and participate in conferences with students, parents and/or administration.

3.2.5 Keep a special eye on students who underperform due to either lack of ability or interest.

3.3   A faculty's performance in the aforesaid activities shall be considered at the time of his / her Annual Performance Assessment before finalizing increment, promotion, etc.

3.4   A faculty has to perform in many areas apart from class room teaching (Refer to all the points of self-assessment form; **(Annexure – I)**

3.5   Each faculty should use the smart class at least thrice a week.

4.   TEACHING ETIQUETTES

4.1   The faculty members must carry their study notes to the classroom. They are encouraged to use the Multimedia facilities and PowerPoint presentation.

4.2   The faculty members are requested to avoid dictation of notes inside the classroom.

4.3   The faculty members must ensure that the students sit in an orderly fashion starting from the front benches in a class room.

4.4 The faculty members are supposed to keep their cell phones in vibration mode during the classes, and do not attend to any calls during the class hours.

4.5 The faculty should always use the Prescribed Uniform, Identity Cards & use full shoes. New faculties should don formal wear with sober taste, until the uniform is ready.

4.6 The faculty members are requested to update the attendance and lesson plan in CMS regularly and ensure that the lab marks are entered regularly in the CMS.

4.7 The faculty members must carry the attendance sheet, chalk, duster and marker Pen along with them to the class.

4.8 Swapping of classes between 2 faculties must be avoided. When it is unavoidable, prior permission may be obtained from the concerned HOD. The HOD is required to report the matter to the Principal and Director.

4.9 The faculty may reach the class rooms at least 5 minutes before the schedule period. They may draw the attention of the faculty taking the preceding class if he /she accede the time by more than 5 minutes. Similarly, if a faculty finds that the faculty for the succeeding class has failed to reach the class in time, he /she shall extend the class for at least 10 minutes, before leaving the class and communicating the mistake to Concerned faculty / Dean (Academics) / HOD's.

4.10 The faculty should take a class, for the full designated time, even if 1 student is present in the class. If no student reaches the class even after 5 minutes of the scheduled time, the fact may be reported to Principal & only after obtaining the express permission of Principal, the faculty may leave the class room.

5.   CLASSROOM MANAGEMENT:

5.1 Conducting regular classes is the primary work of the Institute. The classes should not be cancelled for any reason. If timing of some other duty conflicts with that of a class, then the latter takes higher priority.

5.2 All communications both verbal and written must be in English. Body language, general demeanour, personal conduct and carriage should be proper and positive to shape a student's personality and induce lasting values. He should foster safe, healthy, and conditions conducive to learning in the classroom and on campus

5.3 Establish and maintain discipline, through self-assigned measures.

5.4 Implement the college's procedures fairly and consistently.

5.5 No class should remain unattended by a faculty, when the attendance of the students in the class is poor. A faculty must continue in the class for the full period even when there is only **one student/no student** present in the class.

5.6 Faculty member are to take class tests, deliver assignments to the students and maintain transparency regarding their performances so that the results at the end semester do not come as a distress. A faculty must discuss with HOD and Librarian regarding availability of sufficient copies of text and reference books.

5.7 Ensure the cleanliness and tidiness of the classroom, students' desks and other furniture and materials.

5.8   Faculty members must structure their lectures in such a manner that it is completed within the stipulated time. It needs to be ensured that the faculty who is to take the next period is not inconvenienced.

5.9   Appropriate assignments / lesson notes must be given to students at regular intervals, which should also be evaluated quickly and returned with comments.

5.10 Probable questions should be discussed well in advance of the semester.

5.11 Use of teaching aids such as maps, charts, LCD, OHP or models etc. must be ensured whenever required. It would help a faculty to design and implement a teaching course effectively.

5.12 Faculty member need to perform a variety of tasks which include formal instruction in the class room, tutorial classes, laboratories and preparation for instruction, assessment and evaluation of assignment, counselling and guidance of students and development activities.

5.13 Lesson plan and lesson progress should be kept up-to-date on CMS at all times. The faculty member must also get the lesson progress verified by the respective HOD.

5.14 At the end of the class, the faculty should encourage the students to come forward to clarify their doubts beyond the class hours.

5.15 The faculty should be willing to take classes beyond regular hours.

5.16 A faculty should always address a student by the name and not by roll number.

5.17 The faculty should ensure that the board is cleaned before leaving the classroom.

ADMINISTRATION:

6.1 Preserve student records of attendance, test performance, progress and achievements and put them on CMS.

6.2 Prepare and submit yearly plans. The yearly plan is to be prepared and submitted prior to the commencement of the session. Attend staff meeting as called by HOD/.

6.3 Participate in curriculum development and other professional activities as assigned by College Management.

AVERAGE WORKLOAD DISTRIBUTION OF FACULTY MEMBERS:

Sl. No.	Activity	Hours per week			
		Professor	Associate Professor	Asst. Prof.	Lecturer / TA
i.	Contact Hours (Instruction)	8	12	14	16
ii.	Preparation, Assessment, Evaluation	8	12	12	16
iii.	Administration, Research Guidance & Counseling, Developmental Activities etc.	24	18	16	10
		42	**42**	**42**	**42**

6. ATTENDANCE:

7.1 Attendance is a statutory requirement prescribed by the University. A student has to secure a minimum of 75% of attendance for each subject, failing which he / she can be de-barred from appearing the examination. A faculty must warn the students whose attendance is inadequate.

7.2 The attendance must be maintained with signature and date by the faculty concerned as a record of authentication.

7.3 If a student is under suspension on disciplinary grounds, he/she must not be allowed to enter the class under any circumstances.

7.4 Daily class attendance report must be put on CMS and case of perpetual defaulter need be discussed with the respective HOD.

7.5 If a student is absent for more than 10 days, the matter should be brought to the notice of HOD concerned / Principal by the faculty in writing.

8. STUDENT FEEDBACK:

8.1 In between the semester classes, a student feedback is collected about the faculty. The feedback received from the students is tabulated and a summary report is made in order to help the faculty for future improvement.

8.2 It is also used as one of the criteria for judging the overall performance of a faculty.

8.3 No attempts should be made to discuss the results of this feedback with the students.

9. LABORATORIES:

9.1 The Teaching Assistant/Lab Assistant/ Laboratory I/C along with the concerned Faculty/HOD are assigned the responsibility of setting up of laboratory and other groundwork in this regard.

9.2 The Teaching Assistant/Lab Assistant/ Laboratory I/C must maintain the necessary documents of students' experiments as University guidelines from time to time.

9.3 The TA/Lab Assistant/ Laboratory I/C must ensure that the laboratory is being maintained properly and that all equipment's in the laboratory are in working condition. He/she should also make certain entries in the stock register are all up-to-date.

9.4 If any chemicals and /or spare parts are required, it is the duty of Teaching Assistant/Lab Assistant/ Laboratory I/C to plan the acquisition of the same in consultation with the Faculty concerned/HOD in a timely manner to ensure the smooth conduct of the laboratory. He / she must ensure that students submit Lab Reports/Records in the proper format for all experiments in time.

9.5 The Teaching Assistant/Lab Assistant/Laboratory I/C has to maintain and update the following documents:

9.5.1 Stock register

9.5.2 Consumable register

9.5.3 Repair and Maintenance Register

9.5.4 Damage Register

9.5.5 Student attendance registers

9.5.6 Student performance registers

9.5.7 Issue register (if any)

10. INTERNAL EXAMINATIONS:

10.1 For all matters regarding the conduct of an internal exam, the Prof. I/C examination is the final authority. However, before assigning any faculty this duty, the respective HOD has to be kept informed. Everybody is expected to cooperate with the Prof. I/C, examination to ensure the smooth conduct of the examinations.

10.2 A faculty must follow the instructions relating to the invigilation duty assigned to him / her by the Examination Section. The examination section must finalize the examination duty of faculty member in consultation with the respective HODs & Prof I/C Examination.

10.3 The marks of the internal exams must reach the examination section by the stipulated date. If a faculty needs more time, he / she must take a written permission of the Principal or Prof I/C Examination.

10.4 The faculty may refer to the previous years' university question papers for setting question papers for the mid-semester examinations. Such question papers are available with the Examination Section / Library.

10.5 The paper-setter of a subject must be present on the day of the examination to help clarify any issue pertaining to the question paper.

11. DUTIES

11.1 Prof. I/C OF EXAMINATIONS:

11.1.1 A senior faculty /HOD is appointed as Prof I/C of Examinations.

11.1.2 He/she is responsible for conduct of smooth & fair examinations.

11.1.3 He / she should send a notice to the various examiners (faculty members) asking them to submit their question papers by the stipulated date.

11.1.4 Number of photocopies of a question paper is to be determined based on the strength of students appearing for that paper. For question paper on a particular subject, five (5) extra copies should be made.

11.1.5 If office photocopier is not working, he / she can arrange for it to be done in the library, under his / her supervision. In case of any paper leakage, the ultimate responsibility rests on Prof I/C Exam. He/she is to ensure that the Exam Section has the requisite number of answer scripts & additional sheets. If not available, arrangements can be immediately made in consultation with Principal / Dean (Academic) competent authority.

11.1.6 In fixing the timing of examination, Transport Supervisor and / or Dean (Admin.) must be consulted. Final scheduled timings must be circulated to all concerned.

11.1.7 Appropriate seating arrangement has to be made in consultation with the Dean (Academic)

11.1.8 He / she is required to assign adequate number of invigilators to each room for smooth & fair conduct of examinations. It must be done in consultation with the HODs to ensure that it is not conflicting with the class- timing of the faculty who is assigned the invigilation duty.

11.1.9 He/she must supervise handing over of the question papers & answer scripts to invigilators (faculty members) along with blank attendance *pro forma* at least 15 minutes before the commencement of examination. The invigilators must be informed that the answer scripts must be returned to him / her sequenced according to the Roll No. They should return unused papers to the Examination Section.

11.1.10 He/she should find out the number of students who are absent and report it to the Principal.

11.1.11 The answer scripts should be handed over to the evaluators concerned against a proper receipt.

11.2   DUTIES OF FLOOR SUPERVISOR:

Reports To: PIC Academics

1. To ensure & report that all faculty members report for their scheduled classes at the scheduled time and do not leave the class before the scheduled time.
2. In Case of genuine mistakes by the faculties in reaching a class in time, he / she may remind the concerned faculties over phone / personnel Contact.
3. To report regarding the faculty members who arrive late or leave early from the class.
4. To assist the PIC Examination in his work during semester examinations and internal examinations.
5. To ensure that no students loiter in the corridor during class hours.
6. To ensure that all the fans, lights and LCD Projectors are switched off after the classes are over.
7. To ensure that the floors, furniture, fixtures including black boards & electrical fittings, door screens of the class rooms as well as the Toilets and Corridors of the floor under their supervision are cleaned regularly and are kept in good working conditions, and report any damages to it to the AO(G) in the prescribed format.

12. UNIVERSITY EXAMINATIONS:

12.1 For University Examination, a faculty may be appointed as an invigilator by the Centre Superintendent. A faculty will be informed through his / her HOD.

12.2 A faculty must report any malpractice to the Convener or Centre Superintendent for immediate action.

12.3 An invigilator should not provide any clarification to the students with regard to the question papers as they are set by the university.

13. PROFESSIONAL DEVELOPMENT:

Faculties are expected to attend and participate in professional development workshops and other training program which may be held on or off campus. Faculties/HOD/Dean Academics/Principal in consultation with HR Cell needs to finalize such activities. Faculty members will be requested to plan, organize and conduct in-service programs during the weekly staff meetings and on other occasions.

14. POLICIES AND PROCEDURES

14.1 APPOINTMENT PROCESS:

14.1.1   All appointments are made subject to the approval of the Chairman/Secretary/Principal of the Institute.

14.1.2   All the vacant posts are to be filled up through the advertisement in the state and national daily newspapers / Job Portals from time to time or as and when required by the management.

14.1.3   Management can receive the CVs through Employee referral system. On receipt of Bio-Data / CV of the candidate, CVs are to be shortlisted and candidates called for interview.

14.1.4   After clearing the preliminary interview the candidate shall conduct a demonstration (demo) class before the selection committee followed by technical and personal interviews.

14.1.5   The appointment offer specifies a negotiated period within which the candidate has to join the institute, failing which the institute reserves all rights to cancel its offer of appointment.

14.1.6   A faculty must submit a joining report to the Chairman / Secretary/ Principal/ Dean Academics/ HODs either through the Joining Letter /Email.

14.1.7   An employee must need to fill up the Joining Form (**Annexure-III**) with two recent passport-sized color photographs, photocopies of certificates and testimonials.

14.1.8   All new faculty members remain under probation for a period of six month / one year from the date of joining as specified in the appointment letter.

14.1.9   The faculties shall be issued with ID Cards which they need to put on through-out the day in the college premises.

14.2   GENERAL CODE OF CONDUCT:

14.2.1   A faculty member is perceived by the outside world as a responsible member of the Institute. It is desired that a faculty should exercise necessary discretion in divulging any information relating to the Institute.

14.2.2   People at large are observing a faculty member as a distinguished member of REC and a faculty member's general conduct and behaviour in public should be in keeping with the expectations.

14.2.3   The faculties are expected to maintain cordial and professional relation with other faculty & staff members of the Institute.

14.2.4   Teaching is a noble profession and REC is an equal opportunity employment provider. Hence a faculty should not make any distinction among faculty members, students and colleagues on account of their caste, creed, religion, language or sex.

14.3   IDENTITY CARD:

The faculty members shall need to put on the Identity Cards through-out the day in the   college premises.

14.4   CONFIDENTIALITY:

Faculty members must use good judgment when discussing college business, student behaviour or achievement. No college employee shall reveal personal information concerning any student, except under judicial process.

14.5   LEAVE RULES:

   Definition:

14.5.1   "Chairman" means Chairman of REC, Bhubaneswar.

 14.5.2   "Secretary" means Secretary, REC, Bhubaneswar.

14.5.3   "Vice Chairman' means Vice Chairman, REC, Bhubaneswar.

14.5.4   "Principal" means Principal, REC, Bhubaneswar.

14.5.5   "Year" means Academic year starting from 1st July and ending at 30th June.

14.5.6   "Faculty" means all teaching staff of REC Bhubaneswar.

14.5.7 "Authority" means "Principal", "Chairman" & "Secretary" to whom powers have been delegated.

14.5.8 "Leave" means absence from duty with prior permission of competent authority.

The leave as indicated below is admissible to the staff of the REC, Bhubaneswar subject to the sanction by the competent authority.

Sl. No.	Type of Leave	Admissibility of Leave	Admissible to Whom	Conditions of Leave	Sanctioning Authority
(i)	Casual Leave	15 days	All faculty	- Sundays & public holidays availed in combination of CL shall not be counted for the purpose of arriving at the total amount of leave. - The CL is not to be treated as absence from duty. - CL can be availed with prior approval of the authority. The CL is to be applied at least 2 days before the intended date of leave. - Ex-post- facto sanction of CL is permissible only twice in a semester. Such sanction must however be done within 2 working days from the date of joining duty after leave. - Noncompliance of the aforesaid process shall result in loss of pay for the period of absence.	**Principal**
(ii)	Earned Leave	15 days or Half of the Days of Summer Vacation,	All faculty	- Earned Leave can only be granted to teachers during Summer Vacation, when there are no classes for the period and the teacher	**Principal**

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		whichever is higher	has no pending works related to teaching or non-teaching works. E.L. is to be applied at least before one week of requirement.	
(iii)	Extra Ordinary Leave Clause-(i)	Clause-i: 15 days	All faculties that have completed at least continuous service of 7 years.	- Extra Ordinary Leave (Clause-i) shall be granted primarily for up gradation of teaching skill/higher studies/Refresher Course etc. provided there are no classes or teaching/non-teaching assignment in the intervening period. The pay for the period of E.O.L. shall be drawn only after 12 months of return from the said leave. Application for the E.O.L should be submitted at least before 15 days from the date of actual requirement.	**Secretary/ Chairman/ Director**
(iv)	Extra Ordinary Leave Clause-(ii)	Clause-ii: 10 days	For perusing P.G. Programme for staff who has completed at least 3 years of continuous Service.	- Extra Ordinary Leave for maximum 10 Days in a Semester during the period when classes or teaching / non-teaching assignment are continuing shall be granted for the faculty members who have been permitted by the Institution for perusing P.G. Programme provided they compensate the no. of hours of their absence from the Institution by taking extra classes /	**Secretary/ Chairman/ Director**

				doubt clearance classes in off hours. Such daily extra effort shall not exceed 2 hours/day in working days and 7 hours in Holidays. 7 hours of extra classes is required to be taken to compensate each Day sanctioned as Extra Ordinary Leave." The leave should be compensated within the semester or as allowed by HOD/Dean academic.	
(v)	Special Leave	10 days	Faculty who have completed at least continuous service of 3 years.	- For attending obsequies of parents and spouse. **OR** - For Marriage of Self	**Secretary/ Chairman/ Director**
vi)	Sick (Half pay Leave)	Up to 30 days	Faculty who have completed at least continuous service of 7 years.	Sick leave up to a maximum of 7-days shall be granted if this absence is certified by a registered medical practitioner. Sickness beyond 7- days need to be certified by a doctor not less than the rank of a CDMO.	**Secretary/ Chairman/ Director**
(vii)	Maternity Leave	60 days	Lady Faculty who have completed at least continuous service of 6 years.	Maternity leave is to be allowed only up to the second issue.	**Secretary/ Chairman/ Director**
(viii)	Study	1 year	Faculty who	Study leave / Sabbatical /	

			have completed at least continuous service of 10 years.	Academic leave is allowed only if the intended study shall be gainfully used for the benefit of the organization & for the object of increasing their proficiency and usefulness to the institution & higher education system. The same shall only be allowed after the faculty swears by an undertaking (Duly registered by an appropriate authority), to the effect that he/she shall continue to serve in the organization for at least a period equal to 3 times of the actual leave taken. Only 1/3 rd of the pay due to the staff shall be disbursed during the course of the leave. Balance 2/3 rd of the pay shall be disbursed in two instalments after completion of 1st and 2nd year from the date of return of such leave.	**Secretary/ Chairman/ Director**
/Sabbatical /Academic leave					

14.6 Other Terms and Conditions:

14.6.1 The provisions of these rules are applicable to all faculties of this institution.

14.6.2 The leave cannot be claimed as a matter of right. The sanctioning authority concerned may however consider the sanction of leave keeping the interest of the institution in view. Due weight should also be given to the genuineness of the leave applied for.

14.6.3 The year means academic year i.e. 1st July to 30th June. Officers/ officials joined in the middle of the year shall be entitled to leave proportionate to the period of employment during the calendar year.

14.6.4 Sundays & public holidays availed as leave in combination with other leaves shall not be counted for CL only.

14.6.5 The CL is not to be treated as absence from duty. No leave of any kind can be granted to faculty under suspension.

14.6.6 Faculty during leave is prohibited from taking any other service/ employment.

14.6.7 For all other type of leave other than CL & EL, the recommendation of the principal along with the proposal of alternative arrangement for management of the works during the period of Leave is necessary. (**Annexure-IV**)

14.6.8 Every unauthorized/unapproved leave is subjected to debit of 1.5 CL or proportionate deduction of salary in lieu of CL.

14.6.9 Wilful absence from duty after expiry of leave will be treated as misconduct leading to disciplinary action.

14.6.10 Work in official holidays can be compensated as additional CL. For entitlement of such CL, applications with proper authentication and approval have to reach the HR within 2 working days.

Relaxation: Secretary/ Chairman / Director reserve the right to relax any or all of the above provisions as per the circumstances without assigning any reason thereof.

14.7 Faculty Coming late / Going early:

14.7.1 The faculty shall remain present for not less than 7:00 hours per day in the college.

14.7.2 As per norms, the expected working hours in the college for a faculty are 42 hours for six days of duty in a week.

14.7.3 The faculty, who is coming late / going early / deputed on OD, should get prior permission from appropriate authority. (**Annexure-V**)

14.7.4 The faculties are required to give biometric thumb impression at arrival and at the time of departure from college. Where log for either in or out is not available, the same shall be taken as 4 hours or half day presence in the college.

14.7.5 If a faculty fails to get prior permission on coming late / going early / deputation on OD, he/she should intimate the appropriate authority, the reasons of such irregularity within 3 days.

14.7.6 A faculty shall compensate the short fall if any, within seven days of its occurrence.

14.8 Absence without intimation:

14.8.1 If a faculty remains absent from the college without prior intimation/approval of appropriate authority, the absence shall be treated as a day on leave without pay. However, in case of unavoidable circumstances, the faculty should intimate his/her absence with a mail/application confirming his/her inability to attend the duties.

15. TA & DA RULES:

15.1 These rules may be called the Raajdhani Engineering College (REC) TA & DA rules.

15.2 These rules apply to all faculties under the administrative control of REC. Payments claimed under these rules shall be subject to submission of detailed feedback / report with justification to the authority within 7- days of completion of tour otherwise, the advance amount will be recovered from his/her salary.

15.3 Actual travelling allowance means the actual cost of bus / train fare and DA for the journey made by the employee. No other allowance except DA is admissible to the employee on Journey or on tour. Bus fare / Train fare should be supported with the tickets along with the reservation charges. The tour performed by the employees shall be by the shortest and cheapest route.

15.4   A daily allowance is a uniform allowance for each day of absence on duty from headquarters, which is intended to cover the ordinary daily expenses by employee in consequence of such absences.

15.5   Daily allowance may not be drawn for any day on which a REC employee does not reach a point more than 8 K.M. from his headquarters or return to headquarters from such point. Daily allowance shall not be allowed to any employee inside Bhubaneswar in any working days. However any staff allotted duty in Bhubaneswar for office work with permission from competent authority shall be allowed food allowance @ **Rs. 60/-** provided he/she is availing lunch facility in the college canteen in working days. In case of holidays food allowance of @**Rs. 60/-** is permitted inside Bhubaneswar for office work with permission from competent authority.

15.6   Daily allowance may not be drawn for continuous halt of more than 10 days at any one place, provided that the competent authority may grant generally or in individual exemption from the operation of this rule, if it is considered in the interest of the REC work.

15.7   For the purpose of calculating the travelling allowance, the REC employees are divided into 4 grades.

    i. Grade I: Employee having salary above Rs. 30,000/-

    ii. Grade II: Employee having salary above Rs. 20,000/- below

        Rs. 30,000/-

    iii. Grade III: Employee having salary above Rs. 10,000/- below

        Rs. 20,000/-

    iv. Grade IV: Employee having salary below Rs. 10,000/-

15.8   For journeys inside and outside state, daily allowance are admissible on the following categories as follows: Inside state excluding Cuttack, Puri and Khorda

Grade	Inside State	Outside State
Grade I	Rs. 300/-	Rs. 400/-
Grade II	Rs. 300/-	Rs. 400/-
Grade III	Rs. 250/-	Rs. 400/-
Grade IV	Rs. 250/-	Rs. 400/-

(N.B : The amount shown including tea, water, lunch, dinner, snacks,

Breakfast etc.)

15.9   When no official accommodation is made available to the employees of REC, they will be entitled to reimbursement of accommodation charges of a single room accommodation in lodging suitable to his status besides the daily allowance, as per the following:

(Note: Accommodation charges under this rule shouldn't be sanctioned unless the authorities are satisfied with reference to the voucher (Lodging Bill) produced by the employee.)

Sl.	Grade	Inside State	Outside State	Metro City
1	Grade I	Rs.900/-	Rs.1200/-	Rs.1500/-

2	Grade II	Rs.850/-	Rs.1100/-	Rs.1400/-
3	If 2 people accompany the same tour	Rs.1000/-	Rs.1300/-	Rs.1500/-
4	Grade III	Rs.700/-	Rs.900/-	Rs.1000/-
5	Grade IV	Rs.700/-	Rs.900/-	Rs.1000/-
6	If 2 people accompany the same tour	Rs.800/-	Rs.1000/-	Rs.1200/-

However, if the faculty arranged his/her own accommodation 50% of lodging charge (without any bill) will be permissible provided the destination does not belong to his home town / native place. Further, if the faculty move to his home town/native place 50% of lodging charge shall be payable. However, no DA will be allowed.

15.10   Partial DA: - Partial daily allowance shall be admissible at the graduated rates according to the period of absence from headquarters as stated below.

Absence from the headquarters	**Daily allowance allowed**
i. Less than 6 hours.	30%
ii. Exceeding 6 hours but less than 12 hours	60%
iii. Exceeding 12 hours, but less than 24 hours.	Full DA

Day means a calendar day beginning and ending at midnight. As per the above rules if the total period of absence exceeds 24 hours, it will be treated as absence within one day and the total entitlement of DA will be calculated on the basis of graduated rates according to the period of absence from the headquarters as stated above.

15.11   A REC employee of Grade I and II shall be entitled to the reimbursement of actual expenses up to a maximum of **Rs800/-** per day, at any place of halt outside the state, on production of receipt. However, the management may relax the upper limit in exceptional circumstances. For Grade III & IV, faculty the limit shall be a maximum of **Rs. 500/-** per day only.

15.12   **Mileage allowance by road (other than by public motor services)**

a) By own Car   **Rs. 10.00**/- per K.M

b) By own Motor Cycle / Scooter   **Rs. 4.00**/- per K.M.

15.13   For journey by train, the entitlement is as follows:

Grade	**Travelling in Train**
Grade I	2 tier A.C (with Res. Charge)

Grade II   3 tier A.C (with Res. Charge)

Grade III & IV2ndSleeper Coach (with Res charge)

Variations may be allowed subject to approval of the competent authority.

16. DOUBT CLEARING CLASS:

The college takes utmost care in seeing to it that the students are benefitted even after the college hours. Our able and well qualified team of faculty conducts Doubt- Clearing Classes beyond the regular college hours.   Doubt clearing classes provide for the special attention necessary to some students who grasp the concepts slowly or need support for understanding the concepts taught on the day. These classes are conducted in a tutorial system to enable such students to share their views and ideas without hesitation and clarify their doubts for better command on any subject.

16.1 **Role of faculty**

16.1.1 It is the responsibility of the faculty to inform the students about class time and venue.

16.1.2 The faculty should arrange the classroom in a way that maximizes interaction; e.g. students could be seated in a circle or horseshoe shape that maximizes the amount of eye contact students can have with each other.

16.1.3 The faculty may also use this class time to obtain informal feedback from students.

17.   MENTOR SYSTEM:

17.1   Objective:

The main objective of proctor system is to know the students individually and to help the assigned students to deal with the problems they face during their stay in the college, suggest ways and means to alleviate them and maintain written record of the same in the CMS

17.2   Instruction to Proctor(s) and Reviewer(s):

17.2.1   Do's

17.2.1.1 The proctor should meet the students individually at least once in TWO WEEKs to update the contact details of the students and their parents, discuss their problems / prospects and make a record of the same in the Proctorial handbook.

17.2.1.2 Discuss the reason for absenteeism from class/lab and counsel students.

17.2.1.3 Discuss the reasons for absence from any internal examination/assessment with the student and bring this to the knowledge of his/her parents.

17.2.1.4 To assess whether the student is making optimal use of the available extracurricular activities, personality development programs, and professional courses being offered by the college and encourage them to make use of these.

17.2.1.5 Report student's academic performance to parents after each internal assessment and in the university exam, including back papers, if any.

17.2.1.6 A proctor must act as an academic guardian so that students feel relaxed mentally and can discuss and find solution to their problems in a congenial environment.

17.2.2   Don'ts

17.2.2.1 The proctors are not intended to solve all difficulties of the students or to suggest changes in the system to accommodate students/ parent's views. They are therefore not to commit any thing which does not fall in line with the existing rules and protocols of the college.

17.2.2.2 The proctors should not pass any adverse comments against anybody, particularly against any student in the presence of another student.

17.2.2.3 This handbook is a property of the college and its content should not be shared with any person not related to the college.

17.2.3   For Reviewers

17.2.3.1 HODs are expected to review and submit all the once in a month and forward the report to the Competent Authority) with copy to the Principal in the prescribed format.

17.2.3.2 Dean(s) are to verify at least 20 Nos. of reviews every month (randomly Selected) and report the outcome to the principal in the prescribed format.

18.   FACULTY DEVELOPMENT:

18.1   Rules for Attending Seminar, Conference and Workshop

18.1.1   The employees of the college shall be encouraged to attend Seminar/ Conference/ Workshop as under:

18.1.1.1 An employee permitted to attend Seminar/ Conference/ Workshop shall be given duty leave for the duration of Seminar/ Conference/ Workshop.

18.1.1.2 The teaching staff may be permitted to attend Seminar/ Conference/ Workshop even if he has not contributed any research paper in the Seminar/ Conference/ Workshop, but in the opinion of the Principal of the college his participation in the Seminar/ Conference/ Workshop is in the interest of Academic system of the college and the college will be benefited from his participation in the Seminar/ Conference/ Workshop.

18.1.1.3 If a teaching faculty is the **FIRST** author of the research paper contributed in the Seminar/ Conference/ Workshop, he/she may also be paid full/ partial registration fee and travel expenses, based on the recommendation of Director of the college.

18.1.1.4 In case teaching faculty is not the first author of the paper, the NOC from all other authors whose names appear before his name shall be required. The non-teaching staff shall be permitted to attend Seminar/ Conference/ Workshop only if he has contributed any research paper in the Seminar/ Conference/ Workshop.

18.1.1.5 In case non-teaching staff is not the first author of the paper, the NOC from all other authors whose names appear before his name shall be required.

18.1.1.6 A teaching faculty can avail one such grant per semester (two in a calendar year) within the country. A non- teaching faculty can avail one such grant per calendar year.

18.1.1.7 A teacher may be sponsored to participate once in two years and a non-teacher once in three years in International Seminar/ Conference/ Workshop.

18.1.1.8 For a particular Conference etc. the maximum number of faculty of a particular department will be four at a time on "first come first serve" basis.

18.1.1.9 In a financial year the maximum number of participants to Conference etc. will be permissible without disturbing the normal academic process.

18.1.1.10 The period of absence for attending Seminars, Conference etc. shall be treated as "on duty" subject to the provisions laid down in Leave Rules of COLLEGE.

18.1.1.11 "On duty" leave will be for the period of Conference/Seminar/Workshop/training program and for required journey time from COLLEGE to venue and venue to COLLEGE.

18.1.1.12 Funds are only granted to faculty members who have participate in Seminar/ conference/ Workshop for 2nd time in the calendar year.

18.1.1.13 College will not provide any increment if there will be zero paper publication in a calendar year.

18.2   **Eligibility for attending Seminar/ Conferences and technical training / Workshop**

18.2.1 A **faculty** of COLLEGE may be granted financial assistances under the scheme for attending academic conference etc.

18.2.1.1 A paper has been accepted for presentation;

18.2.1.2   When invited by the organizers to chair a session/ section of the Conference or to deliver lecture as a guest speaker or to act as the Rapporteur of the Conference. In this case the person concerned may not contribute a separate paper of his own.

18.3   **Enhancing Staff Development: The staff in an Engineering Education institution fall under two categories:**

18.3.1   **Technical Staff:** The Technical Staff in laboratories and workshops needs to be trained in their functional areas including operation and routine maintenance of both the existing and new equipment. They also need training on workshop instructions, upkeep of institutional services, etc. The training can be organized within the institution or at the supplier/manufacturer premises or at reputed technical training institutions. The technical staffs also need to be motivated and encouraged to go for training and to use the newly acquired expertise for the benefit of students and the institution.

18.3.2   **Administrative Staff:** The Administrative Staff also needs training in respective functional areas, particularly in the use of modern office equipment, software, office automation, maintenance of records, procedures, etc. The training should also cover motivation for time and material efficiency, and friendliness towards faculty and students. The training may preferably be organized within the institution with the help of suitable organizations.

18.4   **Amount to be paid/ reimbursed:**

Travelling Allowance, and Registration Fee/Delegate Fee, etc., if any, shall be admissible for attending such Conference/training programs, etc. provided that he or she does not receive the said Travelling Allowance, etc. from the Organizers or any other source. The faculty concerned, while submitting adjustment of advance taken or reimbursement of expenditure made by him/her in this respect, shall certify to the effect that he/she has not received travelling allowance/daily allowance, etc. from any other source.

Conditions:

18.4.1   The faculty and staff must submit his / her proposal through the Dept. Heads/Principal of college along with the following documents and the application complete in all respects should reach office ordinarily 30 days ahead of the commencement of the Conference/ training program for consideration.

18.4.1.1 The circular or letter of invitation issued by the organizer of the Conference/training programs, etc. from time to time

18.4.1.2 An abstract of the paper to be presented in the conference etc. and the letter of acceptance, if already available

18.4.1.3 Name, place and duration of the Conference/training programs etc. in which the paper is proposed to be presented

18.4.1.4 Letter from the Organizer of the Conference, Seminar, etc. inviting the faculty to chair a Session / Section of the Conference or as a special speaker or as a Rapporteur

18.4.1.5 The nature of financial assistance needed from the Institute

18.4.1.6 Number of Conference/training programs etc. attended during the financial year (April to March).

18.5   Accountability:

18.5.1   The faculty and staff after undergoing training are expected to:

18.5.1.1 Prepare a report on the training undertaken and the experience gained. The report should also include the aspects that can be used to improve the teaching-learning process, enhance / improve research, improve equipment utilization and, make administrative and financial functions more efficient.

Share their experience with students and other faculty/staff of the institution through seminars.

18.6   Instructions for filling in the travel grant applications

18.6.1   For filling in the forms:
18.6.1.1 Either takes a print of the blank form or downloads the form in your computer, fill using MS Word and take print. Hand filled forms are also accepted.
18.6.1.2 Take care not to change the format of the form and complete all the entries.
18.6.1.3 The space allocated below 'Line' marked with 'FOR OFFICE USE ONLY', should not get modified or do not write anything in this part.
18.6.1.4 Make sure to print the complete form including the last row on the page showing places for signatures of Deans, etc.
18.7   Make sure to enclose:
18.7.1   Three copies of full length Paper - Foreign travel grant application, for presentation of paper/ poster is reviewed by two experts and based upon their recommendation, support is allocated. For this review purpose, full text articles are needed. Abstract, poster or seminar slides are unacceptable as these things cannot be evaluated by reviewers. Thus, three copies of full paper (like the one that gets published in journals) should be submitted.
18.7.2   Acceptance letter: A letter from organizer clearly stating that your paper/abstract has been **accepted** from presentation.
18.7.3   Conference brochure - especially detailing the name, date, venue, registration fees, technical program.

The form should be completed in all respects and forwarded by Head of Department.

18.8   Participation in Seminar /Conference /Workshop:

Following incentives are offered to the faculty members by the college to actively participate in seminars / conferences / workshops, organized by approved organizations:

Subject	Professor	Assoc. Prof. /	Asst. Prof.
Registration Fee to participate in any Seminar/Conference/Workshop. (Amount beyond this limit shall be borne by the faculty. The receipt of registration to be submitted for reimbursement of the registration fees.)	**Up to** **Rs. 3,000/-**	**Up to** **Rs. 2,500/-**	**Up to** **Rs. 2,000/-**

18.8.1   Only one seminar / conference / workshop per academic year is allowed for **Associate Professors / Asst. Professors.**

18.8.2   Two seminars / conferences / workshops per academic year are allowed to **Professors.**

18.8.3   TA & DA as per existing rules shall continue to be paid, if not paid by the invitee organization.

18.9   Post-Visit Presentation in Department

18.9.1   Immediately on return of a faculty member to REC Campus after participating in Seminar / Conference / workshop, the department concerned must arrange a presentation by the said faculty to the departmental faculty members. A technical report and/or attendance need to submit on the date of joining.

18.9.2 Other departmental faculty members who are interested may be invited to attend the same.

18.10   Incentive to Faculty for Publication of Papers (in journals) / Books.

18.10.1   In order to encourage faculty members for undertaking and promoting research work at REC, Bhubaneswar, and the Management may decide to award incentive based on the merit of each case. Papers published by the faculties are categorized in the following manner:

Category A — Journals with impact factor more than or equal to 2

Category B — Journals with impact factor less than 2.

18.10.2   Publication in the journal of the ranking of category A, shall warrant an award of Rs. 5000/-. For publication in category B journals the award amount shall be Rs. 2000/-.

18.10.3   However, papers published from Ph D/M Tech thesis after the award of the degree will not be considered for any financial award by the institute, since one time incentive is given after obtaining these degrees.

Months Review for Faculty

18.11 A faculty can freely avail the buses provided for conveyance of the students and employees of REC. A faculty member wishing to use personal conveyance (for which no allowance is admissible), should adhere to following norms:

18.11.1 Wear ISI certified crash helmet for two wheelers (both rider and pillion rider)

Use seatbelt for four wheelers

18.11.2 Be in possession of DL, Insurance, Registration and other documents related to your vehicle.

18.11.3 Should be medically fit to drive the conveyance.

18.12 A faculty can avail accommodation provided by the institute at a nominal cost.

18.13 A faculty can consult the institute doctors free of cost.

18.14 **Consultancy work:**

18.14.1 Consultancy work without use of Institute facilities: 60% of the total earning to be distributed to Investigators, technical and other staff on the recommendation of PI.

18.14.2 Consultancy work involving use of Institute facilities: 40% of the total earning to be distributed to Investigators, technical and other staff on the recommendation of PI.

19. LIBRARY FACILITY TO FACULTY MEMBERS:

19.1 Maximum number of books that stands issued to a faculty at any point of time should not exceed 04(Four). The limit can be extended with due permission from the Principal

19.2 The Faculty reading room is in the Reference Section of the Library and is open in the designated hours.

19.3 A faculty can issue a book on fiction, non- fiction and other literature from different fields for a maximum of 3 (three) days.

19.4 The library provides reprographic, spiral and lamination facilities to the faculty at an affordable price.

19.5 Through the digital library, the faculty members can have access to different online magazines, journals and books.

19.6 The library subscribes to a substantial number of national and international journals pertaining to different branches. It helps the faculty members towards paper publication and carrying out research and development activities.

19.7 Every faculty should spend a minimum of 5 hours a week in the library. He/she should sign and date the register maintained and put his/her biometric impression for this purpose.

20. INTERNET FACILITY TO FACULTY:

20.1 Computer systems are reserved for faculty members.

20.2 Faculty members can use these systems everyday from 8.30 AM to 9 PM.

20.3 All department systems are connected to network. As such all faculty members can avail themselves of 24 hours Internet facility.

20.4   24 hours Wi-Fi Internet facilities are available to faculty members residing in staff quarters on campus and hostels.

20.5   Faculty members possessing a laptop can avail themselves of Internet 24 hours through Wi-Fi facilities on REC campus.

21.   DOS AND DON'TS FOR FACULTY STAFF:

21.1   DOS:

21.1.1   Remember that as a faculty member you have many roles to play, viz., that of a faculty vis-à-vis your students, that of an academician for carrying out other functions like research, examination or other duties as assigned to you from time to time.

21.1.2   Remember that people at large are observing you as a distinguished faculty of REC and your general conduct and behaviour in public should be in keeping with the expectations.

21.1.3   Remember that taking classes is your primary responsibility and you should be regular, punctual and diligent in discharging this duty. Under no circumstances should you absent yourself from classes/institute without prior permission of the competent authorities. Attendance is a statutory requirement and that students may be debarred from appearing at the university examinations if it falls short of the minimum requirement of 75%.   Attendance Record must be maintained in the proper format with date and signature of the faculty concerned.

21.1.4   It should be remembered that English is the official language of REC. Hence English should be used as the only medium of instruction and communication.

21.1.5   Please prepare well in advance for a class so that you can deliver a quality lecture. You may use teaching aids for elucidation and circulate soft copies of your class-notes.

21.1.6   Take class tests, give home assignments to the students and be transparent regarding their performances so that the results at the end of the term do not come as a shock.

21.1.7   Please discuss with the HOD and the Librarian regarding availability or otherwise of sufficient copies of text and reference books.

21.1.8   Remember to return books issued to you from the library in time so as to set a good example for others to follow.

21.1.9   Remember that the students are entitled to submit a feedback about you in the prescribed format and exerting any influence in this regard is a disqualification.

21.1.10   Remember that if you are entrusted with laboratory work, you must ensure that the equipment is in good running condition at all times and the students conduct experiments as per the stipulations of the syllabus.

21.1.11   Please discuss with your HOD if you require any assistance regarding procurement of spare parts, consumables, chemicals or other resources required for smooth functioning of that part of the laboratory you are responsible for.

21.1.12   Remember that you may be assigned examination duty from time to time by the Examination Section in consultation with your HOD. Please find out your exact role from the Examination Section and carry out the same to the letter and spirit.

21.1.13 You may be assigned other duties like that of external examination duty, representing the institute in seminars /conferences, or other events in consultation with your HOD. These must also be carried out in a proper manner.

21.1.14 Student issues of any kind that falls within your domain or comes to your notice must be addressed with all sincerity either through personal intervention or by informing to appropriate authority.

21.1.15 A faculty must at all times remain in touch with the students to feel their pulse.

21.1.16 Please obtain clearance from all concerned before leaving the college for good.

21.2 DON'TS:

21.2.1 Don't take part in any activity on or off the campus that might tarnish the image of the institute in any way.

21.2.2 Don't fail in time management which may lead to inability in your part to discharge all your roles equally well and prevent you from being recognized as a successful faculty.

21.2.3 Don't make any statement to the Press or other outside agencies about any incident or development at REC without being authorized to do so by the competent authorities.

21.2.4 Don't make any distinction among your students and colleagues on grounds of caste, creed, religion or sex.

21.2.5 Attempts at hiding facts for gaining cheap popularity with the students must be avoided.

22. CONDUCTING SEMINARS FOR STUDENTS

22.1 Department HODs in consultation with the department faculty members must conduct at least 3 seminars per semester.

22.1.1 They must involve the students in this process. Before conducting a seminar they must take prior approval from the Principal.

22.1.2 The Invited Speakers must be given remuneration as per the existing norms. They shall be also given TA in addition to the normal remuneration. The respective department heads must share the profile of the Invited speakers during the invitation for the seminar session.

22.1.3 An invitation letter is to be circulated well in advance among the all concerned. Sample Letter attached as**(Annexure – XI)**

22.1.4 A Post Seminar Interaction Session of Invited Speaker must be organized with interested student and staff who have similar interest in the area/topic of the seminar.

22.1.5 The no of attendees must not exceed 10-12 persons for a particular session.If more number of applicants then the desired number shows their interest for the session then they must be shortlisted by conducting a small interview.

22.1.6 PPT shown by the Invited Speaker should be shared with all the concerned people.

22.1.7 The details of the Post Seminar Session are to be preserved and should be shared across all the concerned people.

22.1.8 This interaction session will enable the interested student and staff to have deeper discussion on the topic and besides that they will also get a chance to discuss their queries and doubt with the invited speaker.

22.1.9 This will enable them to establish the relationship with the speaker and they can stay in touch with Speaker post the seminar day also.

22.1.10 After the completion of seminar the concerned department has to furnish the seminar report attached (Annexure X) to the concerned people. By this the student as well as staff can also seek the help of the Invited Speaker for their higher studies or research work.

23. BUDDY SYSTEM

Implementing a buddy system in the work environment not only provides benefits for the new employee but also it is of much valuable importance to the organization. Providing a workplace buddy ensures that the new employee has someone to talk to, which is important in the first nerve-wracking weeks of a new job. A formal buddy system can also become an unstructured knowledge share. If done well, providing a structured transition process leads to better employee retention especially if it is part of the first few days on the job. The new employee will understand workplace systems, processes and culture better, resulting in a quicker settling in period and ensure they are productive sooner. Using a buddy system can help build a personal connection with a co-worker, the organization and may accelerate the productivity of new hires and enhance job satisfaction, so that the new employees stay with the organization. A new employee who is made to feel a part of the work group gains more confidence and is likely to become more productive faster.

WHAT IS A BUDDY PROGRAM?

A buddy system is an on boarding and knowledge sharing method used to orient new employees. It involves assigning him or her to a workplace buddy. The buddy is an existing employee who guides the new employee through the first few weeks or months on the job. In addition to your current on boarding program, having a 'buddy' to talk with is an efficient and effective way to communicate all the 'unwritten' rules of the workplace.

A successful buddy candidate must be a seasoned employee who has an understanding of the organizations' practices, culture, processes and systems. A buddy should be a friendly volunteer with high personal performance standards and a positive attitude and communicate well.

A buddy isn't just beneficial to the new employee rather it is a good way to develop some job enrichment and skills of existing staff members. The buddy will learn more about the organization, its employees as well as gain valuable mentoring and leadership skills that will be useful within the organization.

The buddy's role is not to be the new employee's supervisor rather training and communicating performance standards and evaluations and build a foundation for the supervisor to guide the employee in the future.

WHAT IS A BUDDY?

A buddy is someone who partners with a new employee during his or her first few months of employment. He or she is a colleague assigned to assist the new hire to get through the first nerve-wracking time period of

being in a new position. He or she provides insight into the day-to-day activities of the organization. Typically, a buddy would make himself or herself available to show the new hire around the office, go over procedures and policies, and generally help the new hire become familiar with the organization's inner workings and culture. Ideally, a buddy is a great communicator who can easily provide information and encourage the new hire to express their thoughts and concerns in a safe setting.

Buddies should have the skills and knowledge to perform the following types of tasks:

- Teaching/or tutoring, such as explaining unfamiliar tasks.

- Explaining how to use office equipment, obtain office supplies, make travel arrangements in case of OD

- Socializing the new employee on organization's guidelines, norms, culture, and unwritten guidelines.

- Sharing insights on how things are done in the organization.

- Involving the new employee in social or informal activities, such as lunch, coffee, hobby and such.

CHARACTERISTICS OF A GOOD BUDDY

When selecting a buddy it is important to choose an employee who has a well-rounded knowledge of the organization and its mission and value. It is equally important that he or she must have a positive outlook and is willing to be the face of the organization. Additional characteristics to look for when selecting a buddy include:

- Has a willingness and ability to mentor others;

- Has demonstrated strong past performance;

- Has the time to be accessible to the new employee;

- Is skilled in/has knowledge of the new employee's job;

- Is a peer of the new employee;

- Has excellent communications and interpersonal skills;

- Is well regarded and accepted by current employees.

A buddy should epitomize your organization's values and be familiar enough with the formal and informal organizational structures to be a reliable source of information. An appropriate buddy will possess a positive outlook on the organization and be able to use their perspective to encourage a sense of pride and loyalty in the new employee.

RESPONSIBILITIES OF A BUDDY

Knowing "what is expected of me" is one of the most important questions that contribute to employee satisfaction. New employees face a steep learning curve when they start with a new organization. If the organization approaches orientation strictly based on job-related information, this provides little opportunity for communicating information that socializes the new employee. Building cultural competence is a process,

not a one-time event. The good news about the buddy system is that you do not need a large staff or a great deal of time or funds to launch an effective program.

Relationships matter. Current employees who act as buddies must want new employees to succeed and be committed to helping them. A workplace buddy may be the first point of contact for the new employee and should be capable of establishing rapport quickly. The organization wants the new employee to feel comfortable and safe asking questions and bringing up issues with their buddy. An effective program primarily requires a culture of openness and teamwork.

The buddy becomes an ambassador for the organization and communicates the organization's culture. Make sure the buddy employee has time to perform this work and is not on the critical path for urgent deliverables. Consider reducing assignments that could keep the buddy away from the new hire.

- Meet the new employee of their first day
- Have them give a tour of the work place, introduce them to others
- Weekly catch-ups. Something like coffee in the lunch room before their shift starts
- Explain any acronyms the new employee may come across
- Provide moral support and an understanding ear to the new employee's experiences
- Can be buddy for a new employee maximum for a period of 6 months.
- Involve the new employee in any social, official or unofficial
- Can be a buddy for maximum 5 no's of new joinees at a particular point of time.

1. **Before the employee starts**

Make sure their work space is clean and ready including a computer, phone, user Id, and the like get copy of staff handbook. Arrange for any welcoming items of events. List of acronyms used in your department and their meaning.

2. **Day one**

Meet and greet, introduce yourself. Confirm plans to meet with the employee later that day or week. Give him or her your or contact information (email, phone, location and the like) and explain your role.

3. **First few days/weeks**

- Introduce the new employee to key staff, including coworkers, colleagues, higher authorities and others.
- Take the employee out for coffee or lunch. Describe places to eat that are close by.

- Share information about yourself (how long you've been with the organization, your role, interests, and hobbies and so forth).
- Get to know them: Learn about the employee's background and interests and find common ground
- Show the employee around the work area and tour the college campus.
- Explain where the washrooms or coffee shop, aqua guards, ATM, parking and exit areas are located.

4. First 6 months

Conduct informal weekly check-ins with the new employee to see how things are going and if he or she has any questions.
Invite employee to business and / or social events.

WHAT A BUDDY SHOULD NOT BE?

A buddy is not a substitute for the supervisor or mentor. They are available to answer relatively straightforward questions about operational issues. This is in contrast to a coach who seeks to increase the individual's job-specific performance, or a mentor who is focused on personal and professional development. Be sure to discourage gossip and speculation within the buddy/new employee relationship. An employee with less than one year of service may be more empathetic or closer in age to a new hire, but they may not have the full breadth of knowledge needed yet because they are still learning. While seasoned employees are best, the buddy should not be a disgruntled employee.

TIPS FOR THE BUDDY

If you are asked to be a buddy, here are some tips that can help you to make the most of the experience:

- You are not expected to be an expert on everything, so don't worry about living up to this ideal;

- Remain patient—relationships take time to develop;

- Don't try to cover everything right away

- Stay positive. New employees will grow into their roles in time with appropriate support;

- Don't try to force a relationship. Be available, but give the new employee time to adjust to you and feel comfortable with using you as a trusted source;

- Try to identify the new employee's personality and communication style and adapt accordingly

- Keep an open mind and don't be too judgmental. The new hire is relying on you to be a safe place to get answers to their many questions;

- Maintain a positive teaching attitude.

A buddy is also able to provide psychological support too, to employee during the current tough times. The effectiveness of the buddy practice is not in its mere adoption but in identifying the right buddy and also in constantly updating and fine tuning the process.

Also, remember that there is an underlying assumption that the new hire will be receptive to the buddy. He or she shares the responsibility for successful integration into the organization. The buddy should encourage the new employee to ask questions, to be open and willing to learn, to share knowledge from previous jobs, and to give feedback on their experience with the on boarding process.

24. EMPLOYEE REFERRAL AWARD PROGRAM

1. REC sponsors an Employee Referral Award Program for encouraging its employees to refer qualified and proficient candidates for consideration. REC always looks for good and efficient resources and the employees can help REC out through this program.

2. Employees will be financially rewarded for referrals that result in the selection of a candidate for employment.

3. Employees must submit the referenced resume prior to the candidate being hired and the referred candidate must remain employed for at least 1 year in the institution.

4. The employee must submit the completed referral form in all respect prior to Human Resource's next hiring action (e.g. interview) regardless of the referral system.

5. Resumes submitted through the referral program will be retained at HR Cell and will remain eligible for bonus for a period of six months.

6. The Employee Referral Award Program only applies to the newly hired candidates, not those referred for internal transfer or an employee who leaves the employment of REC and is then rehired at a later date.

7. If more than one employee refers a candidate, the first employee who submits the completed referral form will receive the bonus. In the event that a candidate has been hired prior to employee referral form submission, no bonus will be paid.

8. During the interview the referred candidate may be asked certain questions related to the referring employee. The answers given by the referred candidate should be of satisfactory level indicating that both referred candidate and referring employee knows each other well. This will be treated as a parameter for determining the validity of the referral bonus.

CANDIDATE REFERRAL FORM

Job Title   :

Referral Date   :

Employee's Name   :

Contact No   :

Referred Candidate's Name   :

Brief Details about referred candidate   :

**Salary expectation of the referred
Candidate**   :

**Since when and how do you know the
Referred candidate**   :

Signature

25. COLLABORATIVE LEARNING GROUP

The initiative of Collaborative Learning Groups is essential for a systematic approach to sharing tacit knowledge, the knowledge that associates have acquired through their work experiences, successes and facing different challenges in their life. Sharing knowledge, especially experiential knowledge, is a key ingredient in innovation. Knowledge exchange is essential to achieve continuous learning from experience and apply that learning to improve our work. The main objective of Collaborative Learning Groups is to connect associates (in any field or discipline) with each other so they can discuss their work, learn from one another and achieve improvements and grow more as an individual and as Team-REC.

Each employee of REC will be a part of this Collaborative Learning Groups, depending upon their department and common area of interest. Currently there are three groups and they divided into:

- Group-A consists of associates from CSE/ IT/ MCA and ECE Sectors
- Group-B consists of associates from EE/ EEE, Mechanical and Civil Sectors
- Group-C consists of associates from MBA and BSH Sectors

A SPOC and Assistant SPOC of the different groups will be assigned for the smooth conduction of the Collaborative Learning Groups. It will be the responsibility of the Respective Assistant SPOCs keeping reports for attendance, annual evaluation, and to report irregularities. The respective Assistant SPOCs will be

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responsible for preparing the agenda & circulating proceedings well in time. The SPOCs shall furnish a brief report along with the name of attendees and Absentees (who are present in the college but didn't attend the Learning sessions) before the day end of the next day, i.e. on Friday.

The topic of the discussions is to be decided in advance by the concerned Assistant SPOC of the Group in consultation with the members of the group which can include Talk on the Seminars or Workshops attended by the members in the recent past / Discussion on any current topics in News etc. The topic of the discussion can also be on update on In house or sponsored research undertaken by the faculties of REC as a member or PI of the research project.

 The Assistant SPOC is expected to circulate the topic/area of the discussion well in advance with the name of the Experts in the concerned area to all concerned.

Similarly, the topic of the discussions is to be decided in advance by the concerned Group SPOC for a meeting where more than one group participate. The meeting is expected to continue every week, even if there are no hobby classes. The day of the week can be changed, to accommodate university examinations, but the timing shall ordinarily be the same.

The experts will disseminate his knowledge in the subject/area with the appropriate presentation tool or by the physical display of the model or the subject under consideration.

(The associates will be allowed to change group as per their personnel interest or Subject Area of Interest by taking due permission from their respective SPOC of the Group and SPOC of the initiative. The associate will be permitted to change the group once in six months.)

26.   CONSULTANCY GUIDELINES

1.0   Introduction

The Raajdhani Engineering College (REC) has been interacting with industries, research organizations and governmental agencies for taking up consultancy and sponsored research projects. These are either referred to the Institute or are sanctioned based on specific project proposals submitted by the staff members. Such projects pose considerable scientific, technological and academic challenge to the staff and students of our Institute. Further the academic programmes of the Institute are strengthened by such active interaction with the industries.

These projects and assignments require a great amount of scientific and technical input from the staff of the Institute. This provides a great opportunity to the Institute Staff to work on live problems of immediate relevance to the country. The students can also be trained to tackle such practical problems. Equally important is the fact that the knowledge and expertise of the Institute Staff are available for solving some of the pressing

technological problems the industry and the nation are facing. These interactions of the Institute are implemented and coordinated by the office of Department of Research.

The projects or assignments coordinated by the Department of Research are divided into two types:

Sponsored Research Projects
These are R & D projects sponsored by Government agencies, industries or other institutions with a view to generate new knowledge, to develop a new technological process or to create new products. Considerable amount of studies and research/development work may have to be put in by the investigators to solve the problem and as such these projects are considered as R & D projects. These are long term assignments in emerging areas and in highly specialised fields of Science and Technology.

Industrial Consultancy Projects
Projects that can be executed and problems that can be solved readily, utilising the professional knowledge and expertise of the staff are classified as consultancy assignments. The Institute facilities may be used for research work, theoretical analysis or experimentation required for generating sufficient information and data for this problem-solving operation, but these assignments are heavily dependent on the existing know-how and skill of the staff concerned. These are mostly related to the application of an already known technology.

The procedures to be followed for undertaking such projects is that the administrative controls & exercises power on the remunerations and incentives given to the staff for undertaking such inter institutional projects are described.

Type of Consultancy
Institutional Consultancy: Institutional Consultancy relates to advice rendered to an industry/ organization or work done for them, by a Department/group/individual on behalf of the Institute.
Individual Consultancy: Individual Consultancy relates to consultancy or work undertaken by an academic staff member or officer of the Institute in her/ his individual capacity in the name of the Institute.

2.0   Consultancy
2.1   Scope of Consultancy Services offered
2.1.1   Consultancy Services may be offered to Industries, Service Sector, Govt. Departments and other National and International agencies in niche areas of expertise available in the Institute.
2.1.2   The service offered shall be along the lines of 'Professional Services' and will hence carry with them obligations and ethical requirements associated with such services as indicated in the standard terms and conditions (Annexure I).
2.1.3   Consultancy services offered may cover a variety of activities such as Feasibility Studies; Technology Assessments; Assessment of Designs and / or Current Manufacturing Process; Material, Energy, Environmental and Manpower Audits; Product Design; Process Development, Software Development; product prototype/model/algorithm delivery to a particular industry; General Troubleshooting, Retrofitting Exercises, Intensive efforts for transfer of highly focused skills and expertise to select groups in specific organizations, vision and strategy statement and so on.

2.1.4 Testing & Evaluation services are to be normally offered in selected specialized areas. In order to meet the needs of certain Governmental and related agencies, and special clients (with long term association with the Institute) routine testing services may be offered, but to a limited extent.

2.1.5 Standardization and Calibration services may be offered in areas in which facilities are available or can be augmented. Such services should normally be backed by periodic Calibration / Standardization of laboratory equipment used for such purposes.

2.1.6 Jobs which are too complex to handle, by virtue of certain constraints inherent in any academic and research environment - such as execution of certain types of works, should not normally be taken up irrespective of the availability of expertise and perceived needs of the clients.

2.1.7 All Consultancy and related Jobs need to be structured and executed in the spirit of promoting REC-Industry Interactions as a vehicle for augmenting (current) levels of excellence in teaching and research, for proper placement of REC Graduates (M. Tech/ B. Tech/ Diploma/ MBA/ MCA) and in the process, generating funds.

2.1.8 Any fee received for the work such as

(i) Examinations, paper setting, evaluation, superintendence, invigilation, report writing, publications, occasional invited Lectures, conducting M.Phil./Ph.D. Viva Voce, etc.

(ii) Meetings at outside organizations for selections, academic planning, research and other committee work etc.

will not be governed by this Consultancy Policy. All fee for such work will go directly to the Staff/Academic concerned without any share going to the Institution. For absence of the Staff/Academic concerned, the Institution to undertake work listed under (i) and (ii) above, a staff member/academic may avail leave of kind due with the approval of the competent authority.

2.2 Project Category

2.2.1 Each project shall be undertaken either under Standard Terms and Conditions (included in **Annexure I)**, or Specific research agreement or Memorandum of Understanding describing the details of contract.

In the former case, the work is taken up in good faith between the consultant and the client, the obligations and responsibilities of both parties being limited by the standard terms and conditions. A copy of the Standard Terms and Conditions is attached as **Annexure I.**

The latter case refers to projects that usually involve non-disclosure agreements, detailed negotiations of contract terms and signing of contracts in the form of agreement or MOU covering various aspects such as deliverables, milestones, payment schedules, role and responsibilities of the parties, non-disclosure of confidential information, disputes resolution, liability, IPR matters, arbitration, and applicable law. These projects involve significant amount of effort and time associated with the negotiation and implementation of the research contracts.

2.2.2 Consultancy and related services offered will be divided mainly into two categories:

Category E: Expert Advice and Development Projects: This type of project will be Expertise intensive and based on the expertise of the Consultant and the development of the projects.

Category T: Testing Projects: This type of project will be Infrastructure intensive and will be based on extensive usage of the institute infrastructure.

2.3 Eligibility for Undertaking Consultation

Consultancy and related assignments can be taken up by full time staff and Core Research Scientists and Engineers of Departments.

Any other employee of the Institute may take up consultancy work with prior approval of the *Competent Authority*. All employees undertaking consultancy shall hereinafter be referred to as *Consultant*.

2.4 Conflict of Interest

Consultants shall disclose to the *Competent Authority* in writing, the existence of:

(i)   any relationship between him / her and the client funding the consultancy project or any vendor to whom payments are made from the project funds, in the form of involvement of any immediate relatives or

(ii)   any scope for potential disproportionate self-gain. *Competent Authority* will review such cases and decide appropriately, with the advice of a committee, to ensure that no actual conflict of interest exists and that such an involvement by the consultant does not adversely affect the consultant's objectivity, integrity, or commitment to the Institute and to the profession.

Consultants may not use the Institute name or the fact that they are affiliated with the Institute, in a manner that:

(i)   Suggests that the Institute approves or disapproves of a product or service provided by a profit, non-profit or governmental entity or

(ii)   Suggests that the Institute has performed research or issued research findings when it has not done so, or misleadingly states the results of Institute research or

(iii)   May be interpreted to communicate the official position of the Institute on any issue of public interest.

2.5 General Consultancy Rules

Consultancy work taken up by Consultants is subject to the following limits:

2.5.1   The time spent on consultancy and related assignments shall be limited to the equivalent of **52 working days** in a year, preferably at the rate of **one working day per week.** In addition, Consultants may be permitted to utilize, on an average one non- working day per week.

2.5.2   Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academic, research and related activities. Further, such assignments need to be carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.

2.5.3   The services of permanent employees of the Institute may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the Institute. Such work by employees may be compensated by suitable honoraria.

2.5.4   Students who are willing to work on consultancy projects may be permitted as per Institute norms, provided it does not affect their academic commitments and performance. Such work by students may be compensated by suitable honoraria.

2.5.5 The accounting year for this activity will be as per Academic Year time mentioned by institute time to time.

2.6 Consultancy Rules: Related Travel

2.6.1 Travel out of the campus on account of consultancy activities should be undertaken with intimation to the **Head of the Department, PIC-Research** and **Competent Authorities**. In case of Heads of these entities, intimations should be sent to the **Principal** and **Competent Authorities**.

2.6.2 Outstation travel on Consultancy Assignments may be undertaken normally with the prior approval of the **Head of the Department, PIC-Research** and **Principal**, or, the **Principal** and **Competent Authorities** (in the case of Heads of Department). It is, however, anticipated that such approvals will be given within two working days in order to ensure that prior commitments to clients are honoured. In emergencies, prior intimation and subsequent sanction could be considered acceptable.

2.7 Consultancy Rules: Consultancy Project Execution

Consultancy projects are normally initiated by requests / enquiries from the industry directly to the Institute or by discussion between the industry and the Consultants.

2.7.1 When the enquiry is directly received by the Institute, the work will be assigned to specific consultants or groups of consultants depending on their expertise, and existing commitments, by **the Principal** and **PIC-Research.**

2.7.2 In the event of a client preferring the services of a specific consultant, the assignment may normally be assigned to the identified person, provided the requirements in respect of **2.5.1** and **2.5.2** are satisfied.

2.7.3 All acceptance letters will be sent by the **Principal** and **PIC-Research.**

2.7.4 Consultancy project proposals (prepared in response to a client's request) are to be approved by the **Principal** and **PIC-Research,** who may examine the scope of the work and cost estimates. It is essential to discuss proposed work plans with a client vis-a-vis the scope, in order to obtain clarity before the consultant prepares the cost estimates.

A form (**as shown in Annexure –II**) is also to be filled in giving the details of the infrastructural facilities to be provided by the Institute. The proposal together with the details of infrastructure required from the Department duly forwarded / approved by the Head of the Department(s) is to be submitted to the **PIC-Research**. The **Principal** after the scrutiny of the project proposal and the Institute's commitments with respect to the infrastructure facilities, issues on behalf of the **Institute**, a Certificate for the Institute's willingness to extend support for the project utilizing the Institute's facilities.

2.7.5 In extreme emergencies, a consultant may take up an assignment with intimation to the **PIC-Research** and **Principal,** and then seek approval.

2.7.6 The charges, once finalized, will not be negotiable. However, if the scope is altered, a fresh estimate may be considered.

2.7.7 The minimum charges applicable in respect of consultancy jobs will be **Rs.10,000/-** excluding any applicable tax.

2.7.8 It is desirable that Preliminary Diagnostic Discussions / Site Visits, leading to the generation of consultancy proposals may be charged at a minimum rate of **Rs.5,000/-** (or **US$300** or equivalent in the case of international assignments) per day or part thereof, in addition to travel and incidental expenses as applicable. As an industry friendly move, the consultant may decide to absorb such charges for potentially large projects, into the final project cost.

2.7.9   Consultant should be aware of the potential for the generation of Intellectual Property during the execution of projects. The Intellectual Property Policy of the Institute will govern all decision and actions concerning the generation, handling, protection and commercialization of the Intellectual Property.

2.7.10 The services of external consultants (especially retired Faculty / Research Scientists/ Research Engineers) may be utilised to a limited extent in order to provide comprehensive services to clients. Such external consultants will be entitled to a lump sum consultant fees which may be fixed after taking into account essential expenditure directly related to the assignment. Normal deductions by way of Institutional charges, and mandatory taxes will however be made. The consultant fees payable to External Consultants may not normally exceed 30% of the total project cost.

2.8   Consultancy Rules: Related Payment schedule

2.8.1   The charges for any assignment are normally payable in advance. However, exceptions may be made in respect of assignments involving charges exceeding Rs.1,00,000/- and with implementation periods exceeding 3 months.

2.8.2   In the case of large assignments, a payment schedule linked to milestones can be worked out. Such a payment schedule should ensure that (i) advance payment is received for every segment of work, and (ii) the number of instalments is reasonable and consistent with ease of implementation. The number of instalments may not exceed four for a project implemented over a one-year period, and, this number needs to be scaled down accordingly for shorter duration projects.

2.9   Costing of Consultancy Projects

The consultancy project costing is based on the following component charges (shown in **Annexure-III**):

2.9.1   **Consultancy Fees (CF):** There are no rigid norms for calculating the Consultancy fee. This depends upon several factors such as time spent, the importance of the advice and the experience of the staff etc. For External Consultants, the CF is limited to 20% of the project cost for Category T (testing projects) jobs. The guidelines for calculating the consultancy charges are shown in **Annexure-III(A).**

2.9.2   **Charges for Personnel engaged in Technical Services (CPTS):** This refers to the charges payable to the permanent employees of the Institute for their effort in the execution of the project. The CPTS is limited to 30% of the project cost for Category T (testing projects) jobs.

2.9.3   **Project Staff Salaries (PSS):** This refers to the salaries payable to temporary staff employed specifically for the project.

2.9.4   **Operational Expenses (OE):** These include expenses incurred on consumables, contingencies, travel and daily allowance, honoraria for students and all other expenses related to the consultancy project. These also include **Equipment Utilisation Charges (EUC)** for the usage of institute equipment for all consultancy projects.

2.9.5   **Capital Equipment (CE):** This will include charges for the purchase of specific equipment for implementation of consultancy projects.

2.9.6   **Overheads (OH):** Overheads will be charged at the rate of 20% of CF, CPTS, PSS, OE and CE (see 2.9.1, 2.9.2, 2.9.3, 2.9.4 and 2.9.5 above) as applicable.

2.9.7   Contract Negotiation / Legal Expenses may be levied for projects involving contract negotiations.

2.9.8   Service tax and other taxes as applicable shall be provided for in the project cost.

The details of the costing are given in **Annexure IV.** A sample costing is provided in **Annexure IV.1.**

The head mentioned here are tentative only and few more head shall be incorporated looking at the scope and requirement of the project like charges for Infrastructure usage, Legal and IP (Paper and Patent filling) and other cost heads which consultant feels and understand need of adding them.

2.10   Disbursement

The distribution of total money received from client will be as follows:

2.10.1   Consultancy work obtained by the Staff directly in the name of the Institute (Individual Consultancy):

Total money received from client = X1

Tax as applicable = X2

Total Contracted amount, T = X1-X2

Total Expenditure on the project = E

Remaining amount, Y = T-E

Institute share = 0.40 Y

Consultant Share, S = 0.6 Y

Amount S to be distributed to Investigators, technical and other staff on the recommendation of Consultant/PI and competent authority.

The above mention ratio is base ratio and indicative only and the competent authority shall decide it on case to case basis looking at the quantum of the amount, individual/group involvement in getting the consultancy work and support extended by the institute for getting the consultancy work.

2.10.2 Consultancy work obtained by the Institute (Institutional Consultancy):

Total money received from client = X1

Tax as applicable = X2

Total Contracted amount, T = X1-X2

Total Expenditure on the project = E

Remaining amount, Y = T-E

Institute share = 0.80 Y

Consultant/PI/Team Share, S = 0.20 Y

Amount S to be distributed to Investigators, technical and other staff on the recommendation of Consultant/PI and competent authority.

The above mention ratio is base ratio and indicative only and the competent authority shall decide it on case to case basis looking at the quantum of the amount, individual/group involvement in getting the consultancy work and support extended by the institute for getting the consultancy work.

The Consultancy fee shall be shared between the consultant and REC in the ratio of prescribed ratio as decided by the competent authority from time to time.

2.10.3 In the case of short duration jobs entailing full advance payment, full disbursement to be made upon completion of the job and receipt of (i) a completion certificate from the project leader and (ii) the project

completion report or in instalments after completion of each pre-determined phase of work identified in the time schedule.

In the case of long duration jobs entailing advance payment of instalments linked to milestones, partial disbursements may be made; such disbursements will be linked to the phase-wise CPTS Charges and Consultant Fees as per estimates to be provided by the project leader and the phase-wise completion certificate.

A sample disbursement for consultancy project is provided in **Annexure IV.2** and **IV.3.**

REC may permit payment of advance, up to 25% of the total fee of the Consultant subject to deduction of tax

The Consultant shall furnish details to Finance Department for each item of expenditure outlined in the budget proposal.

The deadline for the settlement of final accounts will be one month after the completion of the consultancy work as stipulated in the proposal.

2.11   Research Development Fund (RDF)
The funds available in the RDF may be used to support the ongoing research, equipment maintenance, laboratory development etc. with the approval of PIC-Research and Principal.

2.12   Review and other Related Matter of Consultancy Projects
It is essential to provide an effective framework to ensure smooth implementation of consultancy projects in the context of Educational, R&D and related activities. Also, Office of Research should be in possession of basic information in respect of consultancy activities to meet various proactive as well as reactive needs. To meet these requirements, the implementation needs to be within the framework given below:

2.12.1 Proposals for large sized consultancy assignments may be reviewed by a small standing committee, comprising a segment of the Research Advisory Committee.

2.12.2 A short report on every consultancy project, upon completion shall be submitted to the PIC-Research by the Consultant. The reports shall be preserved as 'Classified Documents' for a period of typically ten years, to be destroyed thereafter if required.

2.13   Other Matters

2.13.1 Earnings for Technology Transfer, Revenue Sharing and Royalty will be governed by the Intellectual Property Policy of the Institute.

2.13.2 Notwithstanding the above, and keeping in mind the best interests of the Institute, consultancy may be taken up in exceptional cases, not covered by the above rules, with prior approval of the **Principal** and **Competent Authority.**

<div align="center">**Annexures (Consultancy Projects)**
Annexure I</div>

STANDARD TERMS AND CONDITIONS

1. **DECLARATION:** All work undertaken by REC as part of the project will be in good faith and based on material / data / other relevant information given by the Client requesting for the work.
2. **CONFIDENTIALITY:** Due care will be taken by REC to maintain confidentiality and discretion regarding confidential information received from the Client, including but not limited to results, reports and identity of the client.
3. **REPORTS:** Any test or other consultancy report given by REC will be based on work performed according to available standards and / or open domain literature. In any event, this report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes, without prior consent from REC. The institute reserves the right to retain one copy of the report and use the results of the project for its internal teaching and research purposes.
4. **WORK PERFORMANCE:** Every effort will be made to complete the specified work according to the planned time schedule. However, REC will not be held responsible for delays caused beyond its reasonable control.
5. **CONFLICT OF INTEREST:** REC may take up work for other clients also in the same area, provided, to the best of the institute's knowledge, there is no conflict of interest in undertaking such projects.
6. **PAYMENT**: The payment of consultation charges to REC are to be made in advance and in full before the start of the project, through a demand draft / crossed valid cheque drawn in favour of Raajdhani Engineering College (REC) or NEFT/RTGS to the Institute account. The charges will also include any applicable tax as prescribed by the Government of India from time to time.
7. **TERMINATION:** The project work may be terminated by either party by giving the other party a notice period of 30 days. However, both parties will meet any residual obligations in connection with the project. If client terminate the consultancy work: Client shall be liable for all reasonable expenses incurred in connection with halting the work already in progress as per the agreed Project Work. If REC terminate the consultancy work: The Client in this case will not be liable for any expenses incurred after the period of notice.
8. **LIABILITY:** REC shall not be held liable for any loss, damage, delay or failure of performance, resulting directly or indirectly from any cause, which is beyond its reasonable control (Force Majeure). The liability of REC shall be limited to the funds received for the project.
9. **INTELLECTUAL PROPERTY RIGHTS:** All rights pertaining to any intellectual property generated / created / invented in the due course of the project, will be the joint property of REC and the Client. Terms and conditions regarding transferring / assigning / selling these rights to the client shall be governed by a separate written and agreed to document if required.

10. **RESOLUTION OF DISPUTES:** Any disputes arising out of the project shall be amicably settled by both the organizations. Any unsettled disputes may be subject to resolution as per the Indian Arbitration and Conciliation Act 1996.

Annexure II

Application Form

Principal Investigator *to whom correspondence will be sent.* **Students** <u>cannot</u> **be the first PI.**

Name (and title):	Department:

Project type

(Please select one[x]) **Sponsored:** []	**Consultancy:** []

Project details

Project Title:	
Proposed commencement date:	Proposed completion date:

Sponsored only:	Funding Body (e.g. DST etc.):	
	Scheme (e.g. Research and Development Grants):	
	Administering organization: REC [ ] Other [ ]*Please specify:*	

Consultancies	Client name:		
	Contact name:	Position:	
	Address:	State:	Pin code:
	Email:	Phone:	
	Who will be supplying the contract? REC **[ ]** Client **[ ]** To be determined **[]**		

Other REC researchers who have intellectual carriage and responsibility for this project

Name 2:	Department:
Name 3:	Department:
Name 4:	Department:
Name 5:	Department:
Name 6:	Department:

Student/s involved

(Please select one [x]) **No: [ ] Yes [ ]** Name:

Type of involvement: Unpaid [ ]   Paid as casual from Research funds [ ]   Scholarship paid from Research funds [ ]

Honorary/ies involved

(Please select one [x]) **No: [ ] Yes [ ]** Name:

Type of involvement: Unpaid[ ]   Paid from Project funds []

Equipment Utilization Cost

Sl. No.	Equipment to be utilized	Utilization Cost (Rs.)#		
		Cost per hr. based on formula*	Estimated no. of hrs. to be used	EUC Total
Grand total				

Note: # only required for Consultancy Project. For sponsored project only specify the equipment to be provided by the Institute and the estimated no. of hrs. to be used

*EUC – formula

$$\frac{EUC}{hr} = \frac{Market\ value\ of\ the\ equipment}{Life\ span\ (estimeted\ in\ hr.)} + \frac{operating cost}{hr}$$

Financial information

Direct project costs	
Indirect project costs	
+	
PI/Department/Institute bonus(consultanciesonly):	+
Total project cost payable by the funding body (excl GST) =	
In-kind contribution (if applicable)	
REC cash contribution (if applicable)	

Third party payments

Are any project funds to be paid/sub-contracted to a third party? **No: [ ] Yes [ ]** Name: Amount:

Creditsplit   *ThiswilldeterminehowblockfundingwillbedistributedbetweenmultipleInstitutes/Department*

Organisational Unit 1:	**% split:**
Organisational Unit 2:	**% split:**
Organisational Unit 3:	**% split:**

Intellectual property

The project results will be owned by (if known):	[ ] REC
	[ ] Funding body Does REC wish to have the right to use the project results for teaching, research publications or other purposes? Yes [ ] No [ ]
	[ ] REC & funding body
The project utilizes background/existing IP developed by:	REC: No [ ] Yes [ ]* *Does REC have a license to use it? Yes [ ] No [ ]
	Funding body No [ ] Yes [ ]* *Does REC have a license to use it? Yes [ ] No [ ]
	A third party No [ ] Yes [ ]* *Does REC have a license to use it? Yes [ ] No [ ]

Location

Willanyoftheprojectworkbeconductedonpremises/landownedbyathirdparty?   Yes [ ] No []

Principal Investigator (PI) endorsement

Has a Risk Assessment been undertaken?	Yes [ ]	No [ ]
I am satisfied that the risks identified within this project will be appropriately managed. Yes [ ]	No [ ]	
Is the project covered by REC insurance?	Yes [ ]	No [ ]
Is there, or could there be a potential conflictofinterest? Yes [ ] Please specifybelow: No [ ] Unsure [ ] *(Attach further detail)*		

PI SIGNATURE & NAME		DATE	

Head of Department endorsement

I agree:

- thatallprojectcosts(directandindirect)andallRECcashandin-kindcontributionshavebeencorrectlyincluded
- tofundanyshortfallintheprojectcostsiftheprojectcostingisinsufficient(consultancies/researchcontractsonly)
- that the project can be accommodated within the general facilities in my department and sufficient working and office space will be available for staff
- I am prepared to have the project carried out in my Department under the circumstance setout by the researcher/s
- Ihavenotedtheamountoftimethattheinvestigator/swillbedevotingtotheprojectandagreethatitisappropriatetoexistingworkloads
- I am satisfied that the project is adequately **insured/Not Insured** by the REC insurance policy.
- IamsatisfiedthattheRiskAssessmentidentifiedwithinthisprojectwillbeappropriatelymanagedduringthecourseoftheproject
- I am aware of the Conflict of Interest policy and my responsibility in the process

HOD SIGNATURE AND NAME		DATE	
IF THE HOD IS THE PRINCIPAL INVESTIGATOR, ENDORSEMENT MUST BE MADE BY THE PRINCIPAL:			
Principal SIGNATURE AND NAME		DATE	

Please scan and email this completed form and supporting documentation (application/proposal, budget) to:
principal.recbbsr@gmail.com with cc to all concerned.

Annexure III
Costing of Consultancy Project

1. Consultancy Fees(CF)*

2. Charges for Personnel engaged in Technical Services (CPTS)**
   (For permanent employees of theInstitute)

3. Project Staff Salaries(PSS)
   (For temporary staff employed in the project)

4. Legal and IP cost (LIP) (Provision for paper and patent filling)

5. Operational Expenses (OE)
   (All other expenses related to the consultancy project which includes TA, DA)

6. Capital Equipment(CE)
   (Expenses towards purchase of capital equipment for the consultancy project)

7. Overheads (OH)
   (Charged at 20% of CF+CPTS+PSS+OE+CE)

8. Contract Negotiations / Legal expenses(CNL)
   (For projects involving contracts, agreements and MOUs, negotiation charges may be appropriately
   included by PIC- Research)

9. Net Project Cost (items 1 + 2 + 3 + 4 + 5 + 6 + 7 +8)

10.   Service Tax and other Taxes (as applicable)

11.   Total Project Cost (9 +10)

The head mentioned here are tentative only and few more head shall be incorporated looking at the scope and requirement of the project like charges for Infrastructure usage and other cost head which consultant feels and understand need of adding them.

One should include TA, DA for the visits to be made during the consultancy period in the operational expenses. A sample of the particulars to be considered is given below.

S. No	Particulars	No. of Visits	Days	Charges/Day	Total
1.	Travel				
2.	Accommodation				
3.	Food				
				Total	

The Consultancy Fee for External Consultant will be limited to 20% of Net Project Cost in case of Category T (Testing) projects.

** *CPTS will be limited to 30% of Net Project Cost in case of Category T (Testing) projects.*
Annexure III (A)
Guidelines for calculation of Consultancy Charges

There is no fixed rule for fixing the Consultancy charges. It depends on the importance/ nature of the project. However, here some guidelines are given in fixing the consultancy charges. This charge has to be discussed with the agency to arrive at the final figure.

S. No	Name of the Staff Member	No. of Working Days for Project	No. of Working Hours/Day	Percentage Contribution	Charges/Hour#	Sub Total
1.						
2.						
Total Amount						

$$ \# \quad Charges/hr = \frac{Salary\ of\ the\ person}{hr} \ X\ factor $$

The factor may be ranging from 3 to 5 depending on the nature of consultancy.

Annexure IV
A Sample Costing for a Consultancy Project

A sample costing, disbursement, distribution of Deductions and Overheads for a consultancy project is shown in this Annexure.

IV.1. A sample costing for a consultancy project

Head of expenditure (Amount.)

1. Consultancy Fees #(CF)	Rs. 50,000
2. Charges for Personnel employed ## in Technical Services (CPTS)	Rs. 20,000
3. Project Staff Salary (PSS)	Rs. 11,000
4. Operational Expenses (OE)	Rs. 5,000
5. Capital Equipment (CE)	0
6. Overheads (OH)	Rs. 17,200
7. Contract / legal costs	Rs 1,000
8. Net project cost	Rs. 104,200
9. Tax as applicable	Rs. 8,336
(to be charged as per prevailing rate, for this example, say 8%)	
10. Total project cost	Rs. 112,536

For External consultant, this will be limited to 20% of net project cost in case of testing projects.
For External consultant, this will be limited to 30% of net project cost in case of testing projects.

IV.2. Disbursement for Consultancy work obtained by the Staff (Individual Consultancy):

Total money received from client	= Rs. 112,536
Tax as applicable	=Rs. 8,336
Total Contracted amount, T	= Rs. 104,200
Total Expenditure on the project	= Rs. 37,000
Remaining amount, Y	= Rs. 67,200
Institute share	= Rs. 20,160
Consultant Share**, S**	**= Rs.47,040**

IV.3.Disbursement of Consultancy work obtained by Institute (Institutional Consultancy):

Total money received from client = Rs. 112,536

Tax as applicable	=Rs. 8,336
Total Contracted amount, T	= Rs. 104,200
Total Expenditure on the project	= Rs. 37,000
Remaining amount, Y	= Rs. 67,200
Institute share	= Rs. 26,880
Consultant/PI/Team Share, **S**	= **Rs.38,320**

Amount S to be distributed to Investigators, technical and other staff on the recommendation of PI and competent authority.

Note: If service of External consultant is used then, the amount budgeted for the External Consultant is to be paid to him and accounted as expenditure.

27. INSTITUTE (REC) SPONSORED PROJECT (RESEARCH BASED OR

APPLICATION -PRODUCT BASED) POLICY

27.1 Introduction:

Raajdhani Engineering College encourages investigation of basic and applied areas of science and technology in the form of sponsored projects. Research grants for such projects will be given by the institution. The Sponsoring of research are essential to train staff members and students capable of inspiring the next generation of engineers, scientists and researchers and also for enhancing the staff research area, development of society and Industry services. By supporting such projects (Research Based or Application/Product Based), the institute intends to contribute towards betterment of Society services and Country's growth.

The purpose of this sponsored policy is to support projects and at the same time to administer that the proceedings of the projects are going in accordance to the Institute Policy and the given amount is utilised for the same.

Mainly Two types of Projects shall be sponsored by the Institute
[A] Research Based Project
[B] Application/Product Based Projects

27.2 Objective:

- The primary objective of sponsoring such kind of works is creation of new knowledge, widening and expansion of existing knowledge and experience of students and staff members.
- Research/Application/Product based projects those are likely to bring repute and increase the number of patents in favour of the faculty/student and the Institute.
- To create knowledge through team effort and individually for the benefit of society.
- To impart education to produce professionals capable of leading efforts towards innovative products and processes for the development of the Eastern region in particular and our country and humanity in general.

- To train staff members capable of inspiring the next generation of engineers, scientists and researchers.
- To work intensely with industry in pursuit of the above goals of education and research, leading to the development of cutting edge and commercially-viable technologies.
- To operate in an ambience marked by overriding respect for ability and merit.

27.3 Eligibility and Restrictions:

- Any sponsored project ([A]. **Research Based Project** [B]. **Application/Product Based Project**) and related assignments can be taken up only by employees/students of the Institute. The extent of works undertaken be such that it will not interfere with the discharge of their normal duties.
  - All sponsored projects and related assignments, whether carried out by an individual or a group, irrespective of the quantum of facilities of the institute availed and irrespective of amount involved shall be accepted only with the prior permission of the Principal and the Competent Authority. While seeking the sanction, the nature of the job and time period involved must be specified.
  - The research work should not interfere with the normal teaching in the Institute and other duties of the staff member(s) concerned and the students.

27.4 Duration of the Project:

Duration of the project will be decided based on the complexity of the work under the consideration and the proposed time by the Research Head of the Proposed project in due consultation with the PIC-Research.

27.5 Admission Process:

Sponsored projects are proposed to institute for funding through the Application Form (**Annexure A**). The Staff/Student seeking for the funding has to prepare a proposal and submits it to approved Committee selected by the competent authority. Once the proposal is approved and the sanction letter is received, the proposer shall send a copy of the sanction letter and a copy of the approved project proposal to the Head of the concerned department and PIC- Research and Development, for information and record.

Each project shall have a Research Head (RH) who will be responsible for formulating the project proposal, implementation and execution of the sanctioned project. The Research Head will handle all communications with the sponsoring agency (Institute in this case) after the project has been accepted. She/he will write and submit intermediate and final reports and submit a statement of account and/or utilization certificate through the Finance Section according to the guidelines of the funding agency (Institute in this case). After completion of the research, the Research Head will submit the hard and soft copies of the final technical/project report submitted to the funding agency to the PIC- R & D for record.

STAGE 1: Submit Application for Research Based Project or Application/Product Based Project for Funding by the Institute.

At the opening level, the potential applicant for admission will be required to submit an Application for Research Based Project or Application/Product Based Project for Funding by the Institute. After initial

screening and eligibility check, applicants will be invited for an initial meeting with the Research Committee of the Institute chaired by Principal of the Institute. Upon affirmative preliminary assessment, applicants will have to submit detailed proposal consisting of the detailed guidelines and the proceedings of the project.

The proposal must cover all aspects including: project description, value proposition, products and services, market and competition analysis, revenue model, milestones and timelines, development and marketing plan, organizational structure, core team, risk analysis, funding requirements and projected financials. Applicants may give such additional information as they think would help in the assessment of their proposal.

Based on the documents submitted, the committee will analyse the proposal for further evaluation. Detailed scrutiny including financial and technical due diligence of the proposal shall then be carried out by the expert members for evaluation of the proposal. The Research Head may be invited with their teams to make a presentation on their proposal. In order to enable the expert members to take an appropriate decision, members may ask for any additional information from the applicants and/or revision in the proposal.

Some representative criteria to be applied for evaluation (but not limited to these):
i) Strength of the product idea in terms of its technology content, innovation, timeliness and market potential
ii) Profile/Strength of the Applicant
iii) Funds requirement and viability of raising finance
iv) Commercial potential, demand and requirement in India and abroad
v) Scalability

STAGE 2: Presentation to the Governing Committee of REC

If the initial evaluation of the proposal is positive, we will arrange a meeting with the Research Committee, during which the Research Head will be expected to present a PowerPoint presentation **(Annexure B)** describing critical aspects of the proposal to the evaluation committee. The presentation will be followed by Q&A session. After the presentation, a final decision will be made regarding the sponsorship of the Research Policy.

27.6   Funding:

In order to promote knowledge creation and innovation, Raajdhani Engineering College may provide sponsorship for this purpose. The provision kept for the Sponsored amount in a given **financial year** is **Rs. 1, 00,000/- (Rupee One Lac Only)** for the employee/student of REC from the institute corpus fund. Sponsored amount will be sanctioned only to the approved projects.
The total Sponsored money can either be given to single application or be divided among different applications. The applicant can apply for the sponsorship throughout the year but the processing will be done once in each quarter of a year.

Tentative dates for the same are
Quarter -1 (1st week of April)
Quarter -2 (1st Week of July)

Quarter -3 (1st Week of October)
Quarter-4 (1st Week of January)

The applicant seeking for Sponsored Amount may submit an application for the same on approval of the assignment. Sanction of Sponsored Amount will be decided based on the eligibility criteria as decided by the Institute and the competent authority.

The Institute will have sole discretion to sanction or reject an application and the decision of Institute in this regard shall be final. Institute is not bound to give any reason in case an application is rejected.

Extra funds can be provided only in special cases with the due approval from the competent authority.

Disbursement of the funds:
- 25% amount of total sanctioned Non-recurring Grant and 25% amount of the total sanctioned Recurring Grant in a first instalment.
- Remaining of total sanctioned Recurring and Non-Recurring grant only after the submission all requisite documents and review of the project by expert committee.
- The committee will review the work progress on quarterly (for 1 year or more project) or monthly (for 6 month or less project), and accordingly the part of the project fund will release.

Processing of the Fund:
The applications will be scrutinized through a committee constituted by the Principal of Institute. The proposal shall be assessed by an committee constituting of three members or more members not below the rank of Associate Professor and two members shall be of the concerned stream.

Limitations:
It is expected that only those works (Research or Application/Product Based) which provide challenges befitting REC staff and students should be undertaken. Therefore, undertaking routine testing jobs is to be discouraged. Sufficient caution also needs to be exercised to ensure that proposed projects shall not interfere with the normal duties of staff members and students.

27.7   Terms & Condition:
- The Research Head (RH) has the primary responsibility of the implementation of the project.
- Progress of the Project is to be presented every month to the concerned Committee.
- In case Research Head (RH) leaves the Institution without transfer of the project or goes on long leave, the Co- Research Head (RH) Principal would be allowed to continue with the project, subject to the consent of the Research Head (RH) and approval of the committee and the competent authority.
- The grant will be utilized strictly for the purpose as specified in the sanction letter. Re-appropriation of funds from one head to another is strictly not permitted.
- In the case of sponsored projects, the faculty member who has less than two years of service at the time of submitting the project proposal should include another faculty member with a longer service by at least one more year, as a Co-Investigator.

Annexure (Sponsored Project)
Annexure-A
Application Form

I PROPOSAL

(A) Name of the Project and Type of Project (Research Based or Application/Product Based):

(B) Department:

(C) Principal Co-Ordinator (s):

(D) Co-Ordinator (s) /Team :

(E) Consultancy Agency being approached:

(F) Name of the Representative:

      Phone

      E-mail

(F) Objective:

(G) Motivation and Issues presumed:

(H) Conceptualize the Problem Statement:

(I) Duration of the project proposed:

(J) Roadmap including Time Line for Solving the Problem:

(K) Value of the project proposed with details of each component:

(L) Funding amount requested with details for each vertical:

(M) Title of Ph.D. thesis (If pursuing, details of the Thesis to be attached):

(N) Any other significant details:

II PROBLEM STATEMENT

Describe the problem statement as it is experienced in the real world. Who are the different beneficiaries affected by the impact of this problem, that can benefit from the solution? (General public/-government/health care professionals/businesses) How severely the problem impacts or affects the beneficiary? How widely is the problem encountered in its most serious/critical from within the universe of beneficiaries? Explain why you have chosen this problem and why it is important for you to solve this problem and no other problems. Describe briefly the social impact, positive changes, and how soon the solution can impact in addressing the challenge caused by this problem.

III TARGET BENEFICIARIES AND USE CASE(S)

From among the different types of beneficiaries that face the problem you have chosen, identify that specific type/types of beneficiaries that shall gain or benefit most from solving the problem.
Explain the rationale behind your choice. Identify the current solution (if) available to the target beneficiaries to solve the problem. Explain the specific gaps or shortcomings in the current solution.

IV. CUSTOMER VALIDATION

Briefly discuss the channels used to reach and validate your problem statement with beneficiaries and describe the profile of target customers you have interviewed to validate the challenge statement. What hypothesis of yours on the challenge where validated/invalidated during customer validation.

V. ADOPTION BARRIERS (USABILITY & DEPLOYMENT CONSTRAINTS)
VI. VALUE PROPOSITION

Describe your value proposition statement crafted for the target customer. Enumerate the benefits in terms of measurable outcomes or gains from solving the problem and the pains you are relieving. Explain what makes this a problem worth solving, by quantifying the outcomes or gains. Explain those specific gaps/challenges in the current solutions that have to be addressed/overcome and provide a competitive analysis.

VII. MUP CONCEPT

Explain how your solution solves the problem overall and describe the most critical features and functionalities. Highlight the design considerations to make the solution: 1. usable or deployable, easy to adopt, integrate or deploy, 2. Ready to be scaled up in a cost effective manner without any compromise on quality.

VIII. WHETHER

(A) Additional space is required. If yes, specify area and estimated cost

I. for equipment/stores:

II. for project staff:

(B) Whether additional furniture required If yes, please specify the cost:

(C) Whether existing water/power supply system in the Lab is sufficient. If not specify additional requirements and cost of their modification/erection.:

IX STATE whether cost of the whole or any part of the infrastructural facilities listed under II above to be met from proposed projects funds or the Institute funds. Please Specify:

X WHETHER facilities of other Department, Central Workshops are required. If so, type quantum and period may be mentioned:

XI WHETHER recurring costs are to be incurred by the Institute on the future maintenance of the equipment acquired. If yes, please specify the amount for a) Personnel b) Equipment

XII Has the proposer ascertained from the Institute about the ready availability of the existing facilities proposed to be utilized in his/her project.:

XIII ANY other facility specifically required to be provided by the Institute,:

XIV The proposer (in cases where he/she is the sole Investigator in the project) is agreeable to the following:

(A) to nominate another faculty member to look after his/her project in case he/she goes on short leave (up to 90 days)

(B) to get prior approval of the consultancy agency to nominate another faculty as co-investigator, before he proceeds on long-leave (more than 90 days)

Signature with Name and Designation

Date of Submission

[Prototype Development Plan Template]
To be used in case of Prototype is to be developed

#1 Problem Statement

Describe the problem statement as it is experienced in the real world. Who are the different beneficiaries affected by the impact of this problem, that can benefit from the solution? (General public/-government/health care professionals/businesses) How severe the problem impacts or affects the beneficiary? How widely is the problem encountered in its most serious/critical from within the universe of beneficiaries? Explain why you have chosen this problem and why it is important for you to solve this problem and no other problems. Describe briefly the social impact, positive changes, and how soon the solution can impact in addressing the challenge caused by this problem.

#2 Value Proposition
Describe your value proposition statement crafted for the target customer. Enumerate the benefits in terms of measurable outcomes or gains from solving the problem and the pains you are relieving. Explain what makes this a problem worth solving, by quantifying the outcomes or gains. Explain those specific gaps/challenges in the current solutions that have to be addressed/overcome and provide a competitive analysis.

#3 Solution Concept (Minimum Usable Prototype)
Explain how your solution solves the problem in this specific use-case in detail. Explain how your solution delivers the outcomes or gains expected by the target beneficiaries, and how it can be measured and proven. Discuss on the innovativeness of your solution and the potential competitive advantage it will provide you with.

#4 Utility (Features and Functionalities)
For the target user/beneficiary, you have chosen, describe the specific use-case you have selected to test a prototype of your solution. For this specific use-case describe the most important outcomes, gains to be created or pains to be relieved as expected by the target user/beneficiary. Describe the minimum set of features and functionality required to meet the user's expectations, and to convince the target user to use and test your prototype. Explain how you have met the minimum expectations of the target user to accept your solution as being better than the current alternative(s) available.

#5 Prototype Development Budget [BoM]
For prototype development list the components involved to build the features to deliver the Value Proposition crafted and the Bill of Materials (BoM)

# SL N0.	Component/Item	Specification	Quantity	Price

#6 Prototype Development Plan

Write the Product development timeline and intermediate milestones with deliverables to achieve the final outcome of building a prototype to test the value for the target customer.

# SL N0.	Product Milestone	Deliverables	Estimated Execution Time	Delivery Date

Annexure-B
Presentation Template

(Research Based Project, Application/Product Based Project)

Project Title:

Authored by:

Team Name:

Team Lead: Name | Email-id

Team Members #1. Name | Email-id

Team Members #2. Name | Email-id

Team Members #3. Name | Email-id

Team Members #4. Name | Email-id

Team Members #5. Name | Email-id

Project Concept (MVP) Pitch

A detailed guideline for the innovators or researchers of REC to pitch their innovative solutions for solving problems of their proposed project/product/application and significance caused by the Institution.

[Pitch Deck Outline]

Slide -1   Problem Definition and Significance

Slide-2   Customer Validation

Slide-3   Product Description

Slide-4   Value Proposition

Slide-5 Scalability and Growth Factor

Slide-6 Competitive Advantage

Slide-7 Commercial Advantage

Slide-8 Team and Partner

In required the research head of the Project can add more slides to make the presentation more effective and clear to meet the requirement.

Slide 1 Problem Definition and Significance

How significant and severe is the problem you are trying to solve? This relates to how severely the problem impacts or affects the beneficiary, and is a very good indicator of whether it is a critical need or not.

At What frequency is the problem encountered?
How widespread is the problem faced within the target group?

Beneficiaries

For example, by solving the problem of stroke patients unable to get access to reliable and affordable physiotherapy and thereby risk permanent limb failure, we can directly benefit:

+ Patients - who can gain back their normal lives and avoid the risk of becoming a burden for their families, or in worst case suffer from stroke recurrence;
+ Physiotherapists - who can now have ways to serve a larger number of patients more effectively and also generate more income;
+ Doctors - who can now be assured of more reliable recovery and rehabilitation of stroke patients;
+ Hospitals - who can now achieve better care outcomes as well as generate additional revenues from offering affordable treatment to patients who were otherwise ignored;

In the broadest sense, these beneficiaries could be thought of as different types of customers.

Slide 2 Customer Validation (Value-Price Fit)

It is important to understand if the chosen target customers (type/profile) are ***strongly motivated t***o solve the problem and are ***willing to pay a price for the value delivered***. In delivering said value, the innovator usually develops technology or applies what is already available to solve a problem in a manner that creates gains, reduces losses, brings about desired changes or generally desired outcomes to the target beneficiary. The word 'Product' primarily signifies the commercial nature of the innovation and also refers to the practical aspect that the financial upside of the innovation and for the innovator lies solely in the commercial success of the product in the market.

Hence a clear ***assessment and validation of the Value-Price Fit*** for the product proposed is required. This is rightly provided and thoroughly assessed in the scores of the **Product Innovation Rubric.**

The assessment should bring about the exploration and the work done on these 5 aspects:

#1 Problem definition & Customer/beneficiary selection and specificity

#2 Problem significance & magnitude

#3 Motivation level of target customer to solve the defined problem

#4 Quantification & its acceptance by the target customer/beneficiary of the value proposition offered by the innovation

#5 Adoption barriers that will prevent target customer/beneficiary from experiencing the value proposition

These factors tie directly to the dimensions of **customer-motivation, customer-acceptance, and customer-commitment** and by evaluating these factors we link the potential of product innovations to their progress achieved on these dimensions.

Slide 3 Product Description

This section is to bring out the innovativeness in terms of methods, methodologies, principles adapted, your potential to develop a breakthrough technology to mitigate the COVID-19 crisis and the set of benefits and gains the product is likely to offer to the target customer/beneficiary.

And let us know if your product has the potential to become a breakthrough technology in the fight against the COVID-19 pandemic and emerge as the dominant standard. And that could be assessed by answering these questions.

+ How are you solving the problem for your target customer? What do you offer (product or service) to your target customer? Bring out the relevance between the problem and your solution.
+ Did you adapt any innovative principle or did the ideation involve a scientific discovery/technology breakthrough?
+ How do you make your solution useful (features), usable (easy & convenient) and affordable to your target customer?
+ Have you explored the various adoption barriers and the end-user constraints during the development/ideation of the product? If so, what is your plan to overcome/parry those constraints and barriers?

Adoption Barriers

Innovations are de-risked by overcoming Adoption Barriers. In attempting to solve real-world problems - specifically in the cases where current alternatives exist in the form of branded products/solutions in the organised market/sector, it is most important to study the adoption barriers that are preventing target customers/users from buying and using the product.

Adoption barriers are those perspectives (financial, technical, functional) of the target customers/users that prevent them from making the current solutions a part of their lives. The problems can be solved and outcomes/gains realised only if solutions can become part of lives - as in the everyday routines, behaviours, activities or tasks.

These user/customer perspectives tend to increase the perceived risk of buying/using the product. To overcome adoption barriers innovations should offer a significant gain realised with the least change in habit, lowest financial risk, minimal side effects etc.

Usability/deployment constraints indicate those features/attributes which are necessary to overcome the likely adoption barriers respectively.

Different Adoption Barriers:

1. TCO - (Total Cost of Ownership)
2. Maintenance/Service
3. Skills/Expertise

4. Installation/Integration
5. Resources/materials
6. Time consumption
7. Physical/personal risk (Privacy issues in cases of Software products)
8. Product training
9. Changes to habits/process
10. Accessibility
11. Inability to assess quality of the product/service [Risk Perception]
12. Monitoring the usage/deployment

Slide 4 Value Proposition

Value proposition is the identification of the various value elements such as Gains, Savings, Outcomes or Changes along with a description of the element in the context of the specific use-case and beneficiary/user/customer.

In these challenging times the smartest innovators are those that are able to design and deploy/test prototypes in such a way that the beneficiaries can experience the value elements despite the fewer features and functionalities of the product.

+ Why will your customers buy and use your solution? Does your product help your target customer make or save money?
+ Does this solution address the specific gaps the target customer is facing with alternative solutions? How is this solution **better than any other alternative** that this customer is already using or is available in the market?
+ How does your solution make it easy for your target customer to experience the benefits and also measure the outcomes?
+ What extra benefits does your target customer realize/gain by solving the problem with your solution?

Customer Acceptance

User/Customer indicating strong/firm acceptance of both the defined value elements and the metrics/parameters identified. Going beyond acceptance at a conceptual level, the innovator has to achieve validation in terms of the User/Customer actually experiencing the value elements.

Slide 5 Scalability & Growth Factor

Every unique idea or product needs a brilliant growth strategy to ensure that the business concept reaches the masses and to sustain even after the pandemic is over. What are the different possible End-Products that can be derived out of your Core-Product/Technology?

Do list out your plans to acquire customers/beneficiaries and strategies to create awareness about your product. If you think you can expand to other adjacent market/product opportunities in the future after this pandemic state, your strategies for the same.

+ What other adjacent market/product opportunities can you expand into in the future?
+ Are there go-to-market partners that can help you target other adjacent markets with the standard product?

+ How do you plan to achieve a higher revenue growth with a lower cost of revenue (CAC, Discounts, Commissions, etc.) ?
+ Is there a possibility of generating additional revenues (up-sell or cross-sell or referrals) from the acquired base of customers? Can these revenues be generated at relatively higher gross margins?
+ What additional revenues can be generated from other sources after building a strong base of buyers/users?

Slide 6 Competitive Advantage

The solution that the innovator comes up with should make it easy and effective for their target customer/beneficiaries to solve their problem and/or help them meet their needs in these challenging times. In addition to providing a compelling Value Proposition, the Possibility of new technology generation, novel IP generation that can open new revenue streams not only later but also during these unfortunate times and help create new jobs can also be presented to show your competitive advantages over other alternatives/similar solutions.

+ What serious tech, commercial or market advantages do you enjoy over your current or future competitors? What advantages do you hope to create in the future?
+ How will you protect intellectual property? What patents, trademarks, or copyrights have been obtained, or which ones will be pursued?
+ What license or royalty agreements are associated with the product/service, and what plans have been made for future agreements? What distribution rights have been obtained or given away?
+ What governmental agencies regulate businesses in your industry? What governmental approvals are necessary, and what is the status of such approvals?
+ Are there entry-barriers you can potentially create to protect the advantages you already possess or wish to create?
+ What has changed in technology, platforms, customer behavior, laws, etc so that what you are doing is newly possible?

Slide 7 Commercial Advantage

For starters what is a commercial solution?

An innovative technology or product concept emerges as a commercial solution when it has a higher HCF quotient (or near 100% HCF) within the TAM (total addressable market), shows steady progress in adoption backed with repeatable revenues, is ready for manufacturing, distribution and lifecycle support expected in the context of the COVID-19 pandemic.

You can detail us about the commercial advantages of your solution when compared to your competitors in this slide.

+ Are the GTM (Go To Market) channels, commercial partnerships and key resources well defined for scaling up market access and distribution?
+ Tell us about your user activation plans, customer acquisition strategies, the distribution & delivery strategy, and the lifecycle support you have in place.
+ How will you create awareness and generate leads for your product? How do you increase the conversion from leads to trials, and from trials to sales?

- + How much is the Direct Cost (Marginal Costs) to Unit Revenue?
- + What is the cost to maintain a customer & build recurring sales?
- + What additional sources of revenue can be monetized from the Target Customer? Which among the other beneficiaries (other than the target customer) are likely to pay you for the value your solution might be offering?
- + Is it likely to generate additional revenue streams at a lower Direct Cost (Marginal Costs) to the Unit Revenue ratio?
- + What is the lifetime revenue potential you have estimated for your primary target customer?

Slide 8 Team & Partners

Use this space to tell us more about your team. You can talk about why you think you have a high degree of proven, unique & specialised expertise in your team in the core/primary technology areas. You can also mention your proven track record of technology/product which can reduce the R&D cost. Also let us know about the commercial partnerships you have in place to help you achieve the desired outcomes. If you are constantly exploring futuristic opportunities and have immediate objectives of your company aligned to its vision share those specific details as well.

- + What indicates that your team is excellent? Where have you shown success in the past? Succinctly describe what facts make your team exceptional for this space (past companies, school, awards, etc.)
- + Who are the key support groups for your team, including accountants, attorneys, consultants, the board of directors, and advisory board members?
- + Who are the key advisers and partners? What expertise will they provide? Include strategic alliances, computer technology, management, marketing, and specialists in product or service issues (If your team lacks the necessary credentials or experience, explain how these deficiencies will be overcome with assistance from the board of directors, an advisory council, consultants, attorneys, accountants, and other resources)

Annexure-C
[AssessmentCriteria]

(Research Based Project, Application/Product Based Project)

Total Mark = 100

1. **Problem Significance** [20]
   - High Severity - How adverse are the impacts/effects of the problem?
   - High Frequency - How frequently is the problem encountered?
   - High Incidence - How widespread is the problem faced within the target group?
2. **Customer Validation** [10]
   - PIR Score - Assessment of plans/progress to demonstrate high Value-Price Fit
3. **Innovativeness** [10]
   - The uniqueness of the solution concept
   - Underlying scientific discovery or technology breakthrough
   - Overcoming usability issues and other constraints
4. **Value Proposition** [15]
   - Benefits/Gains offered
   - Simplifying the adoption/usage of the solution
   - Maximising on tradeoff dimensions -Cost-Quality-Access
5. **Scalability** [10]
   - Is it feasible to implement the solution to solve the problem at scale?
   - Net work effects
6. **Competitive Advantages** [20]
   - Tech/IP
   - Talent/Competencies
   - Product
   - Commercial
7. **Commercial Viability** [10]
   - Unit Economics - Price versus Direct Costs
   - Ease of User Activation, Customer Acquisition, Distribution, Lifecycle Support
8. **Team& Partners** [5]
   - Subject Matter Expertise
   - Skills & expertise in tech domains (Ability to execute)
   - Track record of design & development of solutions.

Research Committee Remarks

Project Name: Date:

1) ProblemSignificance_____
_____
_____
_____

2) CustomerValidation_____
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3) Innovativeness_____
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 4) Value Proposition
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5) Scalability_____
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6) Competitive Advantage
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7) Commercial Viability
_____
_____
_____
_____

8) Team & Partners_____

_____

_____

_____

Fund Amount Requested For:

Fund Amount Granted with date of Grant:

Any Other Special Remarks:

Mention Reason in case the proposal has been rejected:

Sr. No.	Committee Panel Member Name	Signature
1		
2		
3		
4		
5		
6		

Annexure-D
[Process Flow - Research Based Project]

Stage-I:

1. Research Motivation:
2. Research Issues:
3. Objective:
4. Prior Art/Literature Review:
5. Scope of Work:
6. Conceptualize the Problem Statement:
7. Roadmap including Time Line for Solving the Problem:

Stage-II:

1. Allocating Place of Work:
2. Reducing Non-Research Workload.
3. Resource (Lab facilities and Manpower) Allocation:
4. Research Budget Allocation
5. Perform Pilot Study
    I. Experimental Base: Experiment Conduction and Data Collection.
    II. Theoretical Base: Simulation Conduction
6. Granting leave for attending Conference, Workshop, Industrial Track, Seminar, Webinar and etc.
7. Permission for conducting FDP, Guest Talk, Workshop, and Seminar @ REC
8. Permission for collaboration with the research organization and field experts

Stage-III:

1. Deep Dive Study
2. Data Analysis and Result Comparison
3. Writing Paper or Patent
4. Expenditure for Publication
5. Application to Public and Private sectors for project funding

[Process Flow - Application/Product Based Project]

Stage-I:

1. Research Motivation:
2. Research Issues:
3. Objective:
4. Prior Art/Literature Review:
5. Scope of Work:
6. Conceptualize the Problem Statement:
7. Roadmap including Time Line for Solving the Problem:

Stage-II:

1. Allocating Place of Work:
2. Reducing Non-Research Workload.
3. Resource (Lab facilities and Manpower) Allocation:
4. Research Budget Allocation
5. Product Layout design
6. Perform Pilot Study: Experimental Base: Experiment Conduction and Data Collection.
7. Granting leave for attending Conference, Workshop, Industrial Track, Seminar, Webinar and etc.
8. Permission for conducting Technical Marathon, Guest Talk, Workshop, and Seminar @ REC
9. Participating Innovation Challenge and Register for crowed funding
10. Permission for collaboration with the research Lab, field experts, and Industries

Stage-III:

1. Deep Dive Study
2. Data Analysis and Result Comparison
3. Expenditure for Final Product Design
4. Expenditure for Publication or patent filling
5. Product Delivery
6. Application to Public and Private sectors for project funding

28. Annexures

Roles and Responsibilities
of
Faculty, Staff and Institutional Bodies

MAJOR FUNCTIONS AND RESPONSIBILITIES OF GOVERNING BODY:

The Governing Body of the college has, inter alia, members drawn from the industry, affiliating University and experts from academic field. The Governing Body gives direction to the college management. Its Functions and Responsibilities are:

1. Formulate academic aims and objectives of the institution and guide the institute towards the achievement of the same.
2. Examine the recommendations of College Academic Council and prepare a road map for achieving the goals of the institution.
3. Monitor academic, research and other related activities of the college and guide them in the correct direction.
4. Prepare strategic plans for financial, infrastructural and staffing areas
5. Consider the recommendations of the staff selection committee and approve the same.
6. Consider the important communications, policy decisions received from the University, Government, AICTE, UGC etc.
7. Encourage and facilitate college apply for Accreditations/Certifications, if any
8. Facilitate and encourage college faculty apply for research projects/proposals
9. Monitor the student and faculty development programs and guiding the college appropriately so that they achieve the end objectives.
10. Facilitate starting of new UG/PG programs, deciding on discontinuing any existing programs and increase/decrease intake into any UG/PG program.
11. Consider the recommendations of the College Academic Committee of the college and direct them for implementation
12. Examine the budget proposals and accord approval.

13. Pass the annual budget of the college.

14. Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.

15. Consider and facilitate college to resolve legal/court cases, if any

Functions of Academic Council:

The college Academic Council will be solely responsible to

1. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

2. Make regulations regarding the admission of students to different programmes of study in the college.

3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

4. Recommend to the Governing Body proposals for institution of new programmes of study.

5. Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

6. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.

7. Perform such other functions as may be assigned by the Governing Body or other statutory bodies of the University.

Functions and Responsibilities of College Academic Committee:

1. Arranging teaching requirements for successful completion of academic programs of the college and supervising the same periodically.

2. Facilitating PIC Exam for making arrangements for conducting examinations, as per the norms of BPUT.

3. Recommending the Governing Body for providing the necessary infrastructural, human resources and other requirements for progressing towards achievement of the vision of the college.

4. Facilitating supervision of the functioning of computing and IT infrastructure, central library

and other learning resources of the college.

5. Facilitating promotion of research culture in the college through collaboration and corroboration among faculty.

6. Encouraging collaboration with other academic institutes and industry.

7. Creating a conducive environment for development of entrepreneurship.

8. Ensuring discipline among students.

9. Facilitating and supervising the co-curricular activities of the students.

10. Recommending the Management for encouraging students with awards, stipends, scholarships, medals and prizes and so on.

11. Inspiring students to be creative and innovative and recommending management to encourage them with financial support towards the same.

12. Motivating and guiding students in order to utilize the services of CACHE of the College.

13. Appointing committees from amongst the college teaching faculty and experts from outside, in order to sort out and advise on specific academic issues and consequently acting on the recommendations of such committees after due consideration.

14. Appointing a review committee periodically, in order to review all the college academic activities and subsequently acting on its recommendations after due consideration.

15. Planning and executing the overall academic growth of the college by making recommendations to the Governing Body, wherever necessary.

Responsibilities of Principal:

Responsibilities include:

Reporting only to the top Management (Chairman / Secretary / Director) of the institute and assisting them in the following functions of the institute.

1. Regulation /Monitoring
2. Development
3. Leadership
4. Visionary

Regulation / Monitoring:

One of the important responsibilities of a Principal is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University; along with the expectations of the top management; students and their parents. The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / AICTE /Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
6. Monitoring all the laisoning activities with governmental, corporate and other academic bodies /institutions.
7. Monitoring the liaison of activities with departments within the college and most importantly with the top management of REC.
8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HOD's, Coordinators, College Academic Council and the Governing Council.
9. Monitoring the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
10. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and university apart from the ones conducted by the top management.
11. Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
12. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

Developmental Functions:

Principal also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

1. The Principal needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.

3. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.

4. Focusing on building an image for the institution at an overall level or in terms of a particular strength either in terms of a department or activities.

5. Developing the working and learning culture in the institution.

6. Developing the necessary infrastructure most importantly the library, laboratory with international ambience.

Strategic Functions

Principal needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in long term. The following are some of the strategic functions.

1. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.

2. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.

3. Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.

Leadership Functions:

These are in fact the most critical functions of a Principal of an academic institution. With the fulfillment of these functions, the Principal will exhibit the true qualities of a leader by being a role model to all his / her colleagues. The following are some of the leadership functions.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Exhibiting sacrificial attitude and set model for all the staff.
6. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

Visionary Functions:

These functions are the ultimate functions of a Principal. The following are some of the visionary

functions.

1. Developing a long term model for the institution and working for realizing this vision in close association with the top management.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. Under each of the heads mentioned above, the Principal could take up many more functions suiting to the requirement and needs to the institution from time to time.

Planning:

The Principal requires to prepare long term as well as short term plans (concrete documents) and present to the top management.

Execution and Reporting:

The Principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to the top management (Chairman, GB and Secretary).

Responsibilities of Dean-Academics:

Developing a vibrant organizational culture characterized by promoting academic excellence, ensuring minimal disparity between the various levels of pedagogy, brought about by establishing purposeful mentor-mentee relationship and encouraging academic activities.

1. Preparation of the academic almanac, monitoring the progress of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programs.
2. Helping faculty in planning effective remedial instruction.
3. Managing and evaluating instructional support program.
4. Conducting faculty appraisal, evaluation and collecting the data.
5. Translating evaluation data into effective faculty development
6. Differentiating between the needs of experienced and in experienced teachers
7. Inviting senior faculty from each of the departments to be mentors
8. Identify the up and coming technological developments in close collaboration with the senior faculty to function as mentors
9. Identifying the faculty with up to six years of experience in all the departments to be associated with mentors.
10. Maintaining proper records for each of the mentors with complete details of their experience, subjects of their specialization, their research interests, publications, authorship of books, projects guided at PG and PhD levels, consultancy experience etc.

11. Preparing subjects-wise specialization of faculty list in all the subjects

12. Maintaining an up-to-date record of mentee faculty list

13. Guiding younger faculty in identifying their fields of interest

14. Maintaining an up-to-date database of career opportunities for teaching community with information on qualification and skill up-gradation opportunities

15. Conducting regular meetings (preferably at least once in every month) of the mentors and mentees and direct the forum in the right direction by providing a means for the interaction of mentors and mentees for proper identification of the faculty of similar academic interests and pursuits

16. Liaison with the Heads of the departments to update the list of mentees and mentors from each department

17. Preparing and getting approval of the management with the association of the Principal, the budget allocation for the activities

18. Identifying the newly inducted faculty for orientation programs and plan for them in every semester.

19. Demonstrating a commitment to high expectations for faculty performance by developing orientation and induction programs

20. Serving as an instructional coach

21. Creating professional development opportunities for all

22. Motivating faculty and others

23. Identifying unique leadership capabilities of teachers and others and matches them with leadership opportunities

24. Mentoring others and indentifying others with mentoring capabilities

25. Any other function that may be assigned by the Principal from time to time.

26. Arrange Graduation Day by coordinating with all concerned

Functions and Responsibilities of PIC Examinations

Facilitates the Principal by carrying out the following functions:

1. Coordinates with Principal., to receive the details of the Fresh Batch of students.

2. Coordinates with respective HOD and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.

3. Arranges to issue appointment letters as examiners for the conduct of practical, theory (under autonomous) and project work viva-voce.

4. Receives the filled in Examination Application forms from the students.

5.   Arranges to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards.

6.   Arranges to prepare the list of candidates and the courses for which they are appearing or.

7.   Arranges for the issue of Hall tickets.

8.   Receives the Internal marks (finalized) and the attendance of each section of students from respective Head of the Department and arranges to forward the same to Director of Evaluation, BPUT

9.   Conducts the examinations on behalf of the Chief Superintendent and publication of results within one month after the completion of examinations.

10. Arranges to inform examiners for the spot valuation of answer scripts in BPUT.

11. Arranges to receive the Mark Statements and the Consolidated Mark Statements of students from BPUT.

12. Arranges for the conduct of Advanced supplementary Examinations for outgoing students after the publication of final year results.

13. Arranges to forward the applications of students for the recounting and revaluation of answer scripts as the case maybe.

14. Informs the Chief Superintendent with regard to the malpractice cases, if any, and forwards the same to the Director of Evaluation, BPUT to take decisions.

15. Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the University.

16. Conducts result analysis and provides the same to each HoD, Dean, Academics, Registrar, and Principal

17. All examination concerned records to be kept in safe custody and be made available as and when required

18. Any other task, which may be assigned by the Principal from time-to-time

Functions and Responsibilities of Registrar:

Facilitates

- Formation of student council
- Students Counseling other than mentoring
- Student discipline
- Anti-ragging
- Student healthcare
- Plans for proper conduct of Extra Curricular activities and ensures execution of the same by

coordinating with In-Charge of Student Activities including sports activities, which are as follows:

1. To promote and provide opportunities in college for development of extra-curricular activities.
2. Activities such as indicated below (not given extensively) could be under taken to derive the benefits indicated against them:

Literary activities:

a. **Debate**: helps the students to explore a topic from several points of view.
b. **Essay writing**: Helps the students to develop the competence of logical and rational thinking regarding societal issues.
c. Alfamatica

Cultural and Fine arts activities:

a) **Painting**: helps the students to manifest their thoughts in the form of their artwork.
b) **Role Play**: Describes possible real life situations.
c) Fresher's day
d) Traditional day
e) Vibgyor and Vibes (College Annual Day)

NSS activities:

a. **Village Adoption Activity:** Helps exposure to real life situations and provides opportunity to pay back to society.
b. Societal education laboratories/Clubs could be set up for transmitting societal education messages for which innovative materials and programs should be developed.
c. Special days/Events/Weeks societal themes and issues should be encouraged like world AIDS day, Environment day, Women's day etc.
d. Blood donation camps, tree plantation programs, etc

1. Cultural events like skit/dance, drama, music, photography are to be organized.
2. Literary events, sports and games should necessarily be planned in a structured format with specific dates.
3. To create an environment to promote learning through creative self - expression and at the same time offering enjoyment, relaxation, satisfaction and recreation to the students.
4. Establish a senior students committee in organizing induction program for freshman students.

5. Organize programs on social and political environment (weekend series)/ Government, Business and society.

6. Set up Art of Living/Yoga workshops and conducts activities under its banner.

7. Help establish student network which will interact with professionals for further networking.

ROLES AN RESPONSIBILITIES OF DEAN – R&D

Dean R&D is a senior position in the college and reports to the Principal. He/she is expected to demonstrate capability to:

- Manage effectively and efficiently the research programs and administration affairs of the research centre of the college.
- Create an environment conducive to intellectual and research growth.
- Maintain the confidence and co-operation of the faculty and students engaged in research activities.
- Lead, motivate a team of engineers, scientists at multiple levels in the college.

The specific responsibilities of Dean (R&D) are as follows:

I. Planning of research activities, resource mobilization and management of R&D projects.

1) Identify opportunities for externally funded R&D projects, apply for funding, submit project proposals, follow up with the funding agencies, for securing sanction of projects.

2) Identify R&D projects to be taken up with college funding.

3) Prepare R&D budget including, among others, seed money for faculty for research, incentives, project cost; obtain funds for budget proposals.

4) Prepare annual R &D plan of activities including externally funded projects and college funded projects.

5) Manage R & D projects

6) Submit quarterly reports to Principal/Secretary on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.

7) Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.

8) Identify external facilities where part of research activities, prototype development can be carried out; enter Into MoU with such organizations.

9) Ensure that the lab facilities and other installations and capital equipments are used optimally through R & D/ consultancy related activities

10) Form a research committee composed of distinguished faculty members having aptitude

for research and, members from industry/R&D organizations to address the issues of research.

II. Promotion of research:

Develop and establish a policy to promote research culture in the college

1) Stimulate and enhance the research ability and potential of students, having the aptitude for innovative research.

2) Identify prioritized research areas based on the expertise available with the college.

3) Organize visits by eminent researchers to interact with the faculty and students.

4) Organize national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas.

5) Take initiative and develop mechanism for gathering the findings of research in the areas relevant to community problems/needs and transferring the same to the students and the community.

6) Develop plans, and co-ordinate efforts of departments of college, to obtain recognition for their research activities by national, international agencies such as UGC, DST, ICSSR, ICHR, ICPR etc.

III. Research Publications:

1) Co-ordinate setting of yearly targets for research publications by the department faculty in national, international journals, major paper presentations in regional, national, and international conferences, regularly monitor the progress, and take steps, as required, for achievement of targets.

2) Publish a research journal of the college, develop publication policy, constitute editorial board, and function as editor-in-chief of the journal.

3) Maintain data base of paper presentations, paper publications, publication of books, by the faculty of all the departments of the college including research awards, recognition received by them from reputed professional bodies and agencies.

4) Motivate the eligible faculty to guide M. Phil and Ph. D scholars.

5) Develop and establish policy to check malpractices and misconduct in research.

6) Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, national and international recognition for research contributions.

IV. Collaboration and Consultancy:

1) Develop and establish consultancy policy for

i. Identifying and recognizing the areas of expertise of the college.

ii. Publicizing the expertise of the college for consultancy services.

iii. Encouraging the faculty to utilize their expertise for consultancy services.

iv. Costing of consultancy projects.

Revenue sharing as between institution and the consultants- including faculty consultants, external consultants, Technical services staff of the college.

2) Initiate and co-ordinate signing of MoUs with other institutions, industries, corporate houses, for collaborative research and/or development, for synergetic benefit with the overall objectives of enhancing the quality and output of teaching-learning, research and development activities.

3) Evaluate the impact of the linkages, periodically, on:
   i. Curriculum development
   ii. Faculty exchange and development
   iii. Research, Publication
   iv. Consultancy
   v. Student placement.

Functions and Responsibilities of Head of the Department:

1. To take advise/sanction from the Principal for implementation of academic, co-curricular and extra curricular activities.

2. Assigns duties to teaching and non teaching staff of the Department.

3. With the help of the Program coordinator ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff

4. To co-ordinate with the teaching and non teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.

5. To present the departmental budget/requirement to the Principal.

6. To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.

7. To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.

8. To submit Recommendations, if any, to the examination committee for processing of results.

9. To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.

10. To ensure Quality, Maintenance and cleanliness of the department.

11. To recommend leave of the departmental Colleagues.

12. To motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, etc

13. To encourage research/innovative programs in the department.

14. To organize need based workshop/seminars/symposia/visits/excursions etc.

15. To invite guest speakers for interaction and guidance to UG/PG students.

16. To guide the students for career opportunities.

17. To facilitate faculty in the preparation and processing of self-appraisal of performance

18. To ensure that college equipment/facilities under the department´s control are properly maintained and serviced as required.

19. Adherence to the procedures of staff (Teaching and Non-Teaching) of the dept. /college.

Coordinating the activities of the department and assisting the Principal of the College.

Responsibilities include:

Faculty

- ✓ Assisting faculty in providing a quality educational experience for students.
- ✓ Recommending, mentoring, and supervising faculty.
- ✓ Coordinating and recommending full-time faculty responsibilities: teaching assignments, committee assignments, and student advisee assignments.
- ✓ Providing the principal with inputs regarding the needs of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development.

Program and Curriculum

- Preparing and recommending class schedules (Allocating courses (theory and lab)and preparing time-tables).
- Supporting the integrity of curricula, encouraging student success.
- Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the dept.
- Assisting in providing leadership to meet the instructional goals of the department and college.

Department

- o Conducting regular meetings of the department faculty.
- o Coordinating the formulation of department short- and long-term plans.

o Facilitating interaction and collegial spirit among the department faculty.

o Coordinating the preparation of proposed departmental budget request. Administrative

- Represents the department at meetings of department chairs.

- Assists with student complaints, and grievances originate in the department.

- Plans, executes, and monitors academic and support activities of the department

- Maintains discipline and culture in the department

- Picks and promotes strengths of students / faculty /staff

- Adheres to Quality Management System (QMS)Procedures

- Maintains records of departmental activities and achievements

Responsibilities of Faculty:

1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

2. Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom

3. Development of course handout material

4. Development of audiovisual/multimedia materials for the topic presented

5. Prepares and executes Lesson Plan.

6. Completing syllabus within the stipulated time.

7. Reports to the class on time.

8. Utilizes classroom assessment techniques

9. Develops test questions in consultation with the course coordinator

10. Evaluates tests (if appropriate, based on type of test)

11. In consultation with the course coordinator, assures that course content allows students to meet outcomes associated with that course

12. Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counseling)

13. Informs Course Coordinator within a reasonable time about students' progress and how effectively students are learning;

14. Keeps a secure record of each student's results, both electronically and in hardcopy,

15. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator

16. Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues

17. Attends meetings with the course coordinator and the class representatives for the course to obtain feedback

18. A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.

A faculty shall perform any other co-curricular work related to the College as may be assigned to him from time to time by the concerned HoD.

19. Prepares and executes Lesson Plan.

20. Completing syllabus within the stipulated time.

21. Report to the class on time.

22. Maintain attendance record of students

23. Provides information about job opportunities in their respective field to placement cell.

24. Guides students on career opportunities.

25. Maintain teachers handbook.

26. If associated with the lab,
    a. designs new experiments, if any,
    b. prepares lab workbooks
    c. ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed
    d. ensures availability of equipment needed for the lab in proper functioning
    e. evaluates lab workbooks and provides feedback to student on timely basis
    f. recommends for procurement of equipment, if any for the smooth conduct of all experiments,
    g. keeps the lab clean and tidy

27. Ensures quality, maintenance and cleanliness of the dept.

28. Carries out research/innovative programs in the department.

29. Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned HoD

30. Invites guest speakers for interaction and guidance with UG/PG students.

Functions and Responsibilities of Course Coordinator:

Course Coordinator is responsible for planning and coordinating the teaching and assessment arrangements for a course, and upholding its academic quality and integrity, in consultation with the Program Coordinator, who has the final responsibility for the quality of the program offered. Specific responsibilities include the following:

1. Explains the course purpose;

The course purpose involves the following:

- ✓ What role does this course play within the Program?
- ✓ How is the course unique or different from other courses of the Program?
- ✓ What essential knowledge or skills should they gain from this experience?
- ✓ What knowledge or skills from this course will students need to have mastered to perform well in future classes or later (Higher Education /Jobs)?
- ✓ Why is this course important for students to take?
- ✓ What is/are the prerequisite(s) for this course?
- ✓ When students complete this course, what do they need know or be able to do?
    - Is there specific knowledge that the students will need to know in the future?
    - Are there certain practical or professional skills that students will need to apply in the future?
    - Five years from now, what do you hope students will remember from this course?
- ✓ What is it about this course that makes it unique or special?
    - Why does the program offer this course?
    - Why can't this course be "covered" as a sub-section of another course?
    - What unique contributions to students' learning experience does this course make?
    - What is the value of taking this course? How exactly does it enrich the program?

The "Course Purpose" should describe how the course fits into the student's educational experience in the program and how it helps in his/her professional career.

2. Provides expected course learning outcomes (CLOs/COs);

    Expected learning outcome statements refer to
    - Specific knowledge
    - Practical skills
    - Areas of professional development
    - Attitudes
    - Higher-order thinking skills, etc.

that faculty members expect students to develop, learn, or master during a course.

3. Facilitates course instructors/faculty teaching the course in writing the COs. While doing so, identifies
    a. what are the most essential things the students need to know or be able to do at the end of this course?
    b. What knowledge and skills are required to do this course?
    c. What knowledge and skills should they learn from the course?

4. Further, in developing the course outcomes
   a. Limits the course-level expected learning outcomes to 5 – 10 statements for the entire course (more detailed outcomes can be developed for individual units, assignments, chapters, etc.).
   b. Focuses on overarching or general knowledge and/or skills (rather than small or trivial details).
   c. Focuses on knowledge and skills that are central to the course topic and/or discipline.
   d. Creates statements that are student-centred rather than faculty-centred (e.g. "upon completion of this course students will be able to list the names of the 20 districts" versus "one objective of this course is to teach the names of the 20districts").
   e. Focuses on the learning that *results* from the course rather than describing activities or lessons in the course.
   f. Incorporates or reflect the institutional and departmental missions.
   g. Incorporates various ways for students to show success (outlining, describing, modelling, depicting, etc.) rather than using a single statement such as "at the end of the course, students will know "_____" as the stem for each expected outcome statement.
5. Develops a course content: Prepares a description of the course mentioning what the course is all about. We may as well provide a written statement regarding the course's purpose; i.e. by clarifying the purpose of the course, faculty can help discover the main topics or themes related to students 'learning.
6. Methods for assessing expected learning outcomes: Develops and implements course assessment, coordinates with other faculty and staff involved in course assessment, prepares solutions, if required, and applies the principles and procedures of the assessment of coursework to all assessment-related activities. This policy contains an extensive list of responsibilities on Course Coordinators, related to:
   a. Setting assessment tasks and weight age
   b. Examinations
   c. Assignments
   d. Tutorials/Case Studies
   e. Marking assessments
   f. Giving feedback to students (including timelines for return of assessment tasks).
7. At least once in two years, updates and/or oversees course design/curriculum which:
   a. is aligned with Course Learning Outcomes.
   b. is compliant with the Course Requirements specified in the academic regulations of the batch of students admitted.
   c. takes account of feedback from course-end surveys, recent course reviews, if any, and other quality indicators and recommends revision of course content, if any, to the Program Assessment Committee (PAC) and supervises implementation of recommendations.
8. Prepares and delivers lectures, tutorials, workshops and seminars in the course.

9. Provides leadership and support for the advancement of teaching in a relevant discipline including overseeing delivery, monitoring student progress, assuring quality, initiating course improvement and innovation, improving academic standards, leading assessment design, conduct and moderation.
10. Contributes to time-tabling and planning processes for structured learning activities and required physical facilities or resources.
11. In accord with PAC and Department Assessment Committee (DAC) processes, coordinates and monitors inputs from other staff, if any, including assessment marking or supervision; and ensures all faculty and staff involved in teaching the course have all course materials and textbooks at least FOUR WEEKS before the commencement of the semester.
12. Organizes textbooks, library reference material, and other learning material so that students can access all such material in timely manner.
13. Informs students of the course objectives, outcomes and requirements and provides a detailed course file coordinating with other faculty teaching the same course.
14. Teaches the course content, coordinates with other faculty and staff involved in teaching the course, inducting, mentoring and meeting them regularly, and also liaises with them by solving problems for course related matters.
15. Providing guidance to students in the course, coordinating course-end survey, providing guidance to faculty teaching the course, ensuring uniform
    a. delivery of instruction in the course
    b. assessment of students
    c. content delivered vis-à-vis time
16. Contributing to reviews and updating of the course, and the programs to which it contributes.
17. Ensures the course achieves the requisite quality outcomes as required by the college and where appropriate, external accrediting agencies
18. Creates a vision for the course and sets future directions in alignment with departmental/ college goals.
19. Collaboratively develop an appropriate academic team to enable course learning outcomes to be achieved
20. Focuses efforts and assist staff to make desired changes and realise vision for course
21. Prepares annual course reports as required by School and or Faculty Committees
22. Chairs the course instructors review meetings, if any.
23. Conducts orientation sessions of the course for new faculty instructors allocated the course
24. Promotes a culture of academic quality, rigor and integrity

Responsibilities of Faculty Adviser / Mentor:

1. Be familiar with the personal history of assigned student including Educational and Family background.
2. Attempts should be made to determine the reason for the student's problem, counsel, and provide guidance to the student to correct the problem and recommend a remedial program, if necessary.
3. Assists student in periodic evaluation of his/her academic progress.
4. Assists student in initial exploration of long range occupational and professional plans,

5. Explains to the student the program in general and basic education as it relates to the branch of the student, and to preparation for life pursuits generally.

6. Helps student understand and examine the graduation requirements for the curriculum leading to the Bachelor's degree.

7. Explains student importance of attendance and its implication to do well in examinations

8. Explains importance of participation in the classic ativities

9. Explains importance of Mid Examination (s) and its consequence in the end semester examinations

10. Explains importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well

11. Explains importance of submission of assignments and its consequence on the performance of Mid Examinations and End semester examinations

12. Explains importance of laboratory exercises and their correlation with theory

13. Helps the student explore the career fields in the student's branch of engineering and provides information about Higher education and job opportunities.

14. Serves as a "**Teacher Friend**" to the student by demonstrating a personal interest in him / her and in his / her adjustment to college; by serving as a central contact person in obtaining information that can be used to help the student; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision.

15. Explains importance of getting a meritorious Engineering Degree and how the degree helps in building a career in other areas and programs such as M.S / M. Tech, MBA, Civil Services, Group Services, etc.

16. Assembles, organizes, channels, and centralizes all information, observations, and reports from every source related to his student's progress, needs, abilities, and plans

17. Assists the student at regular intervals to make adequate self-evaluation

18. Explains importance of Self-Motivation to do well in career and subsequently in life.

19. Counsels students whose progress is unsatisfactory and reports the same to Program Coordinator.

20. Monitors the interim and final performance of students assigned and liaises with parents, whenever required.

Responsibilities of Department's Examination Branch Coordinator:

Under the supervision of the PIC Examinations, performs the following duties:

Major Duties and Responsibilities:

1. Ensures adherence to BPUT policies in addition to REC's autonomous status governing examinations.

2. Organizes and coordinates submission of Question papers of Mid Examinations well within time (as per the schedule).

3. Manages conduct of the Internal/External examinations. This will include ensuring that all

required material is in the examination branch allocated room-wise before the start of the examinations and arrangements for candidates with special needs are in place.

4. Organizes exam material, providing safe custody of and organizing examination stationery and material, including question papers, in accordance with regulations.

5. Organizes examination rooms/halls, in accordance with regulations (seating arrangement as per the norms).

6. Coordinates distribution of hall tickets through department's Office Assistant and class adviser

7. Ensures distribution of all examination answer books to invigilators and the same are received soon after the examination is completed and verifies the same.

8. Ensures distribution of question papers to all examination halls within the time schedule

9. Briefs invigilators on examination regulations and producing appropriate written guidelines for invigilators, staff and students.

10. Assists in the preparation of invigilation schedule, arranging additional invigilator(s) under exigency, if any, briefing and training invigilators as per procedures

11. Being present and available in the College on the days when results are notified, and overseeing the distribution of results to students.

12. Produces analysis of examination results as soon as possible.

13. Provides statistics on examination entries and results for the HoD/Principal, senior management team, etc.

14. Prepares examination schedules and timetables, wherever applicable. Distributes the same to faculty members and students of his / her department through the Head of the department. Resolves schedule conflicts, if any.

15. Provides information on substitute courses, if any, for readmitted students who were detained earlier

16. Coordinates with respective department students, and class adviser towards timely submission of examination application form along with the examination fee for regular semester examination

17. Coordinates the printing, storage and delivery of examination question papers and answer books. Verifies to ensure all instructions have been followed by faculty members. Ensures all information is accurate. Ensures security measures are in place and maintained in the Examination Branch.

18. Acts as resource person. Liaises between faculty members of his/her department, students

and the Examination Branch of the College. Resolves problems. Makes recommendations to improve functioning process of examination branch.

19. Coordinates and authorizes allocation of room for examination purpose. Schedules and administers special needs of students for examinations.

20. Uses a variety equipment such as a personal computer, photocopier, fax machine, and other standard office equipment for examination work

The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks, and may be requested to perform other reasonable tasks, if any commensurate to the examinations from time to time.

Responsibilities of Department's Placement and Alumni Coordinator:

1. Acts as a link between Students, Alumni and the Placements Cell.

2. Provides the list of students eligible for placements from time-to-time to the Placements Cell.

3. Keeps close contact with Placements Cell on daily basis for information and circulate the same to concerned students, HoD and others related in the matter.

4. Provides Campus Placements Training attendance statements of students undergoing such training to the placements cell, and HoD immediately the next day of the completed training session.

5. Highlights the absentees' names along with Roll numbers and provide the same to the Placements Cell and HoD.

6. Analyzes students' performance in each of the tests conducted as part of Campus Placements Training from time-to-time and share the same with students, HoD, and Placements Cell. Keep a record of the same.

7. Provides information with regard to the students going abroad for higher education to the Placements Cell from time-to-time so that Placements Cell can update its database that can be shared later with the junior students whenever a need arises.

8. Facilitates in up-gradation of the students' skill sets commensurate with the expectations of the industry.

9. Interacts with students of parent department with regard to any issues and bring the same to the notice of the Placements Cell in written form.

10. Provides suggestions in improving the functioning of the Placements Cell may also be given in written form to the Placements Cell.

11. Attends all meetings called by Placements Cell and conveys the outcomes of such

meetings to the concerned students, and HoD.

12. Facilitates printing the material provided for students (testing material, reading material, etc.) by Placements Cell.

13. Facilitates Placements Cell in procuring any material that may be of some value addition to the students as suggested by Placements Cell.

14. Contacts alumni of the department and finding the various opportunities that may be available to students for internships, placements, etc. in the organization in which alumni is working.

15. Contacts alumni and apprises them about the various activities undertaken by the institute.

    a. Contacts the alumni and requests them to deliver some lectures for the benefit of the department's students (lectures on special topics of relevance, career guidance to students, etc.)

    b. Contacts the alumni and requests them to attend alumni association meeting conducted from time-to-time.

16. Maintains database of the department's alumni and sharing the same with the Placements Cell.

17. Keeps close contact with alumni who went for higher education and enquire vis-à-vis their well being and performance and share the same with the HoD, and the Placements Cell. Passes this information to the students concerned on request.

Responsibilities of Lab In-charge:

A Lab In-charge (I/C) is responsible for the following types of tasks:

1. Facilitates procurement of hardware, software and other consumable items well before commencement of the semester. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.

   a. Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the Principal for necessary action.

2. Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical' satisfactorily.

3. Prepares lab manuals and arrange to get them printed as per the required number.

4. Introduces new experiments, if any, that can reinforce the student learning.

5. Arranges to display the laboratory schedule

6. If it's a computer lab

   a. Arranges to manage network taps and server capacity and configurations,.

   b. Arranges to manage hardware and software configurations and updates.

    c. If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.

    d. Makes periodic server backups

7. Coordinates periodical testing of equipment
8. Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
9. Maintains lab documentation (such as lab descriptions, diagrams, and processes).
10. Establishes physical security.
11. The lab I/C takes measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
12. Sets up an inventory control system.
13. Establishes a lab budget for support costs.
14. Labels hardware, including cabling.
15. Resolves environmental problems, if any.
16. Implements a preventative maintenance program for equipment.
17. To hold those responsible for any breakage / loss etc. and recover costs.
18. In order to prevent theft/damage, the Lab In-charge shall take the following action:
    - Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HoD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
    - Lab Assistants in turn shall note down the missing items in the respective Lab Register.
    - If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
19. Establishes an approval process for removing any equipment.
20. Ensuring the lab is kept clean and orderly.
21. Any other duty as may be assigned by the HoD/Principal from time to time.
22. Ultimately, a lab I/C is responsible for making the lab as usable and flexible as possible.

Ensures all of the processes designed to accomplish the above tasks should facilitate, not inhibit, use of the lab.

Functions and Responsibilities of System Administrator:

The Systems Administrator shall discharge the duties under directions of the Head concerned i.e. Head, Computer Centre; He/she shall broadly perform the following duties:

1. Performing systems requirements and related activities pertaining to obtaining quotations for procurement of h/w ands/w
2. Administering and configuring servers and System performance tuning
3. Facilitating development and maintenance of institute's websites and updating the same
4. Installation and maintenance of software for the systems in the campus including operating system updates, patches, and configuration changes
5. Installing and configuring new hardware and software
6. Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running
7. Facilitating conduct of periodic computer awareness/literacy courses/training programs for the students, and other staff in the college
8. Identify and help implement installation of ICT and MIS requirements for the institute
9. Analyzing system logs and identifying potential issues with computer systems.
10. Introducing and integrating new technologies into existing data centre environments.
11. Performing routine audits of systems and software.
12. Performing backup of data and files.
13. Adding, removing, or updating user account information, resetting passwords, etc.
14. Answering technical queries
15. Be responsible for security of systems and network
16. Any other work assigned from time to time.

Functions and Responsibilities of Training and Placement Officer:

1. Liaisons with industry
2. Identifies and provides for training needs of students
3. Arranges campus interviews
4. Proposes annual T & P budget

5. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.

6. Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.

7. Assists students develop and implement successful job search strategies.

8. Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.

9. Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.

10. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.

11. Prepares a placement brochure having all the student profiles.

12. Undertakes a rigorous placement campaign.

13. Assists employers achieve their hiring goals.

14. Empowers students with life-long career decision-making skills.

15. Provides resources and activities to facilitate the career planning process.

16. Acts as a link between students, alumni and the employment community

17. Up gradation of the students' skill sets commensurate with the expectations of the industry.

18. Generation of awareness in the students regarding future career options available to them.

19. Assists different companies in recruiting candidates as per their requirements.

20. Assists students in obtaining final placement in reputed companies.

21. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.

22. Communicates the resume of suitable candidates to the potential employers.

Provides right placement to the right candidate so that students excel in their future life.

23. Organizes placement training for the students and make them ready for interview and group discussion.

24. Shall be a live wire connecting the students and the industrial houses.

25. Arranges to find suitable summer assignments to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.

26. Notifies all department placement coordinators, HoDs, Deans, Registrar, CoE, Principal, and students of the recruitment drive timetable well in advance.

27. Makes requests for resources well in advance, coordinates with those involved, and ensures that they are available.

28. After the recruitment drive is concluded and placements declared, details of placed candidates are forwarded to all HoDs, department placement coordinators, Dean, Students Affairs, Registrar, and CoE.

29. SendshardcopiesofallappointmentordersofstudentsrecruitedtotheconcernedHoDs.

Roles and Responsibilities of Administrative Officer:

Administrative officer is the over-all in charge of administrative functions, responsible to Registrar/Principal for Transport, Campus maintenance, Security of college property, and personnel, canteen operations, Public relations, Health Centre, among others. His specific duties and responsibilities are as follows:

1. Assists the Registrar in the day-to-day administrative functions of the college, and also in developing policies, procedures, and systems which ensure productive and efficient operations.

2. As the custodian of the college property records, manages the filing, storage and security of documents.

3. Assists in the preparation of contract agreement/document for canteen operations, Security services, general maintenance, supply of Private Vehicles by Travel agencies, as required.

4. Oversees and manages the transport operations with the assistance of Transport-in-charge and ensures provision of convenient, safe and hassle-free transport to the students and staff as per the college policy and in conformance with RTA rules.

5. Makes logistic arrangements for College Day, Graduation Day, Traditional Day, FDPs, placements, conferences, BoS meetings, Governing Body meetings, Academic Council meetings, faculty selection interviews, Industrial visits, and such other events.

6. Liaisons with consulting architects/engineers for translating college's needs into specific requirements.

7. Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories , washrooms, electrical installations, RO plants, borewells, furniture, campus green cover, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, Cash Counting Machines, CC Cameras, Water Coolers etc.

8. Manages admission process of students for "B" Category seats and spot admission for unfilled convener quota seats for all the programs.

9. Ensures campus security and safety of personnel through administering the Agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the college from time to time.

10. Oversees the functions of Caretaker, responsible for care and upkeep of buildings, grounds, offices etc.

11. Monitors CC TV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly reports such incidents to Registrar, Principal, and management, and to Police, with proper approvals.

12. Oversees canteen services, administers canteen service contract, with the assistance of Canteen committee.

13. Serves as the primary point of contact and liaison with public, state Government departments, MROs, Police, Election Commission, student organizations, and other entities for administrative information about the college.

14. Represents the college at meetings convened by BPUT, Social welfare department, Minority Welfare department, or other Government departments/bodies on matters relating to scholarship, election duties, conduct of OPSC examinations, NSS, Swach Bharat etc.

15. Co-ordinates response to legal notices, filing of petitions and liaisons with advocates representing the college.

16. Co-ordinates disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise.

17. Manages distribution of incoming mails, and dispatch of out-going mails.

18. Identifies training needs of office staff, and organizes staff development programmers.

19. Recruits ministerial, contingency staff, and drivers in co-ordination with HR department, following proper procedures.

20. Carries out periodical shuffling of ministerial and contingency staff across departments/sections, in co-ordination with HoDs/ Sections-in-charge, following proper procedures.

21. Prepares capital and operating budgets for Administration department, exercises budgetary control so as to regulate expenditure to the levels of provision in the approved budget.

22. Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required.

23. Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.

24. Keeps an inventory of office equipment and furniture, identifies them with unique asset Nos., co-ordinates annual verification of the assets.

25. Convenes meetings with Bus-In charges, at least once in 2 months, to review transport operations, acts promptly to resolve issues, if any, forwards a copy of the minutes to Registrar and Principal.

26. Convenes meeting of General Services Committee, at least once in 3 months, acts on the problems, if any, with promptness and forwards a copy of the minutes to Principal and Registrar.
27. Reviews the working of Transport section, Maintenance section, Security, Canteen on a regular basis and prepares quarterly reports on the performance vis-à-vis set goals (preferably physical), suggestions/complaints received and closed, future plans for improvement in line with the college's motto of "striving towards perfection" requiring continuous improvement.
28. Guides and assists Transport-in-charge in fixing bus routes, allocating buses and drivers on the routes, factoring in the seating capacity, age of vehicles, route distance and experience of drivers, ensuring optimum use of college resources,
29. Any other functions assigned by the Registrar /Principal from time to time.

Functions and Responsibilities of Accounts Officer:

Responsible for the following activities in consultation with the Registrar:

1. Writing and maintaining accounts, cash books /ledgers
2. Preparation of monthly accounts including writing of cash books, journals
3. Verifying bills prepared
4. Preparation and consolidation of budgets pertaining to all departments/sections/centers
5. Cash collection
6. Supervision of challan writing and remittance to bank
7. Supervision of postal accounts, if any
8. Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/Principal for scrutiny
9. Verification of cheques and bills
10. Writing daily collection register for college accounts.
11. Writing demand draft register, and other forms of money value register
12. Preparation of audit reports and replies
13. Responsible of keeping the following in safe custody
    a. Bill books / receipt books
    b. Files pertaining to accounts/purchases
    c. Registers
    d. Cash books
    e. Ledgers

f. Vouchers

g. Cheque books / passbooks

h. Bank challans

i. Fixed deposit certificates

j. Other important office documents

14. Preparation of salary reports

15. Preparation of acquaintance register and obtaining signatures of all employees

16. Attending to the subject of income tax, and performing TDS at source for all payment transactions

17. Writing Caution deposit register, if any

18. Any other accounts related function assigned from time to time

Responsibilities of Transport In-charge:

Identifies the transport requirements of the college from to time and informs the same to AO/Registrar and initiates action for meeting the requirement of Vehicles, drivers, parking place etc.,

2. Receives requests/applications from students and staff for seats in college buses and allots routes, on first – cum-first served basis and issues bus passes.

3. Fixes bus routes, and stages, allocates vehicles and drivers on the routes, in consultation with Administrative Officer and with the approval of Registrar/Principal

4. Reviews the routes and the allocation of buses and drivers at least once in year (at the end of Academic year), re-organizes them, based on previous year's experience and expected future needs.

5. Sets the time of starting of the buses from the originating points so as to ensure their arrival at college by 8-30 A.M. Also ensures compliance of drivers with these requirements.

6. Processes leave applications of drivers, recommend sanction, while deploying substitute (spare) drivers and ensure all vehicles run as per schedule.

7. Operates limited buses on semester end examination days and during vacations as per actual requirement, making changes in the routes, if found necessary.

8. Schedules VL/EL of drivers during vacation ensuring uninterrupted, skeleton transport services, as planned.

9. Assigns extra/overtime duties to drivers following appropriate procedures.

10. Prepares overtime bill for payment to drivers on monthly basis

11. Prepares bill for rent for private parking lots

12. Scrutinizes and processes Diesel/ Petrol bills, Vehicle repair, maintenance bills and bills for private vehicle hiring charges for payment

13. Stays connected with drivers / bus-in-charges during journey time and assists in trouble-shooting or in case of vehicle break-down, arranges relief/ spare vehicles.

14. Interacts regularly with Bus-in-charges to understand and assists in resolving problems if any, such as: traffic congestions, restrictions, enroute, student behavior, unauthorized travel, need for tweaking of routes/stages, vehicle fitness, unsafe driving etc.,.

15. Schedules the regular maintenance of the vehicles and follows up on the same.
16. Oversees daily maintenance of the vehicles by the drivers as per College Vehicle and Driver Policy.

17. Handles requests for change of routes, special permission for travel by college buses for short periods.

18. Handles transport related complaints from students, parents of students, staff, and drivers and resolves issues with the help and guidance of Administrative officer.

19. Receives transport requests (other than those for regular commuting from place of residence to college) from student/staff duly approved by the competent authority and makes necessary arrangements, ensuring that college vehicles are put to optimum use. It may include arranging for private vehicles from any approved Travel agency, if :

      a. College vehicles are not available, and private vehicle booking is authorized.
      b. Specific requests for private vehicle booking are received.
20. Maintains a current inventory of college owned vehicles.
21. Complies with local (RTA) regulations, college procedures, pertaining to registration, fitness inspection and use of college vehicles.

22. Arranges to insure all vehicles, monitors the expiry dates of insurance certificates and schedules premium payments for renewals well in time

23. Maintains documents such a vehicle registrations, insurance certificates, fitness certificates, permits and pollution certificates.

24. Arranges periodical eye-check ups for drivers and ensures their fitness for driving.

25. Attends to any other duties assigned from time to time.

Functions and Responsibilities of Librarian:

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage library as well as digital library of the college.
3. Arranges to prepare the library budget and policies relating to the library/Digital library.
4. To encourage widespread usage of available information access facilities.
5. To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics about the same for procurement
6. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
7. Provides URL links/resources for information on various study material
8. Weeding out obsolete study material as per the college norms
9. Disposal of weeded out material
10. Ensures availability of reprographic facilities
11. Maintaining the books in good condition
12. Seeks reviews on books recommended
13. Seeks suggestions / feedback on databases used.
14. Provides digital library access from anywhere on campus.
15. Establishes specialized search facilities for faculty's teaching and research needs.
16. Establishes a repository of cases and keeps adding new cases on a continuous basis.
17. Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.
18. Provides content page service.
19. Encourages use of smart card for library services.
20. Facilitates conduct of reading sessions.
21. Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
22. Makes arrangements in the library for hooking up laptops.
23. Develops a system for posting new additions online.
24. Any other work related to library that may be assigned from time to time.
25. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports
26. Coordinates with departmental library in-charge for smooth functioning of department's library
27. Provides all statistical information pertaining to the library

Roles and Responsibilities of Maintenance Supervisor:

The maintenance supervisor is responsible for general maintenance work throughout the college and campus which includes following functions:

1.Plan and execute maintenance work systematically by

    (a). Preparing schedules for routine maintenance on daily, weekly and monthly basis.

    (b). Monitoring of work carried out as per plans through personal inspection and a sound feedback system.

    (c). Taking corrective action to minimize gap between plan and action. (d). Submission of monthly status report on complaints.

    (e). continuously striving for increase in the efficiency of maintenance staff by progressively mechanizing the work and reducing manual work.

2.Trouble-shoot maintenance problems/complaints including plumbing problems.

3.Trouble-shoot,diagnose and correct minor failures of photo-copiers, water coolers, fans, pumps etc.

4.To work in liaison and in co-ordination with outside maintenance contractors and technicians.

5.Facilitate in the maintenance of the college grounds

6. Manage staff of maintenance technicians /semi-skilled, unskilled labour.

7. Assist in monitoring inventory of maintenance cleaning supplies and facilitate issue of purchase order.

8. Inspect the college properties for safety hazards and take corrective action.

9. Co-ordinate the setting up of different areas/class rooms, Seminar Halls/Auditorium etc.

10. Dealing with setup of various rooms, offices and assisting in removal and relocation of offices, rooms and equipments.

11. Upkeep of maintenance store.

12. Any other function assigned by Administrative officer/ Dean-Admin / Principal

.Roles and Responsibilities of In-charge, Electrical Maintenance:

The electrical maintenance In-charge is responsible for the maintenance of Electrical Equipment in the college and campus which includes following functions.

1. Attending to general complaints received from different departments, which includes repairing of tube lights, fans, switch boards, electrical power points for projectors, water coolers, water dispensers, Air conditioners, three phase motors etc.

2. Providing Uninterruptible power supply for smooth conduction of ONLINE exams, placements and main events in the college by switching ON generators and UPS, as and when required.

3. Perform regular maintenance and servicing of the generator.
4. Perform regular maintenance and servicing of the UPS and batteries.
5. Recording the runtime readings of both the generators.
6. Recording the output voltages of both UPS and batteries for smooth functioning of ONLINE exams.
7. Repairing of OHPs.
8. Maintenance of LT and HT side 100 KVA and 200 KVA transformers.
9. Maintenance of all panel boards in the college.
10. Erecting of cable from panel boards to distribution box.
11. Installation of capacitor banks to improve power factor at LT side of both the transformers.
12. Daily recording the power factor readings to check for unity power factor and thereby avoiding penalty charges from TPCODL.
13. Filing of electricity bills, generator service reports, UPS service reports, test reports and bills of equipment purchased if any.
14. Providing assistance during emergencies by operating floodlights and generators.
15. Providing support for the installation of Electrical Equipment in the campus.
16. Any other function assigned by Principal.

Annexure I
RAAJDHANI ENGINEERING COLLEGE, BHUBANESWAR
MONTHLY FACULTY APPRAISAL

(A) SELF APPRAISAL

1. General Information:

   (a) Name in full (In Block Letters)   :

   (b) Date of Birth   :

   (c) Date of Joining   :

   (d) Designation   :

   (e) Subject Taught   :

   (f) Academic Qualification   :

   (g) Area of Specialization   :

   (h) Period of absence during the month :

{On leave/training or for other reasons}
(Please specify period(s) of absence
And nature/purpose of absence.)

2. Research work done for the month:

   (a) Research work for M. Tech. or equivalent
       Ph.D. Post Doctorial   :

   (b) Publications   :
       {Please furnish list together with
        Particulars}
   (c) Research Guidance   :
       {Please furnish name(s) of students and
        Subject of research}
   (d) Research Projects carried out   :
       {Full particulars to be furnished}

3.Seminars, Conference, Symposia Workshops, Refreshers Courses etc. Attended :

Particulars of the Seminar/Conference/Symposia Workshop/Refreshers Course	Name of the Sponsoring Agency	Place and Date	Nature of participation and detailed particulars of papers presented

4. Teaching Experience:

Course Taught	Number of Classes assigned during the Semesters			Number of Classes taken during the month			Reasons of short fall (if any)
	Sem.	Subject	Periods	Sem.	Subject	Periods	

5. Details of Teaching:

   (a) Details regarding lesson plan completion
   Of courses etc.   :

   (b) Were the lesson plans prepared and
   Lessons given as per the plan?   :

   © Was the courses completed in time   :

   (d) Extra classes required to be taken?   :

5. Any other work assigned or executed:
   Details of Innovations made in during the month:

   (a) Design of Curriculum   :

   (b) Teaching Methods   :

   (c) Laboratory Equipment's   :

   (d) Evaluation Methods   :

   (e) Preparation of resources material
   Including books, reading materials
   Laboratory manuals etc.   :

   (f) Remedial Teaching/Student counselling :
   (Academic)

   (g) Any Other   :

6. Extra-Curricular Activities:

   (a) Proctorial work   :

Sl. No.	No. of Proctorial Session convened	No. of students Counselled	No. of action taken to solve problems of the students	No. of Parents counselled over telephone	No. of Parents counselled personally

(b) Other Initiatives like preventive and corrective actions for enforcing discipline and inculcate behaviour in students.

Sl. No.	Nos. counselled for preventive actions	Results thereof	Nos. counselled for corrective action	Results thereof

(c) Debate, Quiz organized   :

(d) Personality Development classes organized:

(e) Group Discussion organized :

(f) Sports and Games organized :

(g) Study Tour / Field Visit organized :

(h) Publication of Magazines / E-Magazines
  Organized   :

(i) Cultural activities organized :

(j) Participation on NCC, NSS and other
Social work and Voluntary organization :

(k) Hostel services provided   :

(i) Co-Curricular activities specially assigned
  And achievements / Failures thereof :

7. Assistance in admission in University /
College Examinations, Invigilation,
Evaluation & Co-curricular activities :

8. Area of Interest   :

Date :   Signature
Place :

            (Name in Block Letters)

(B) EVALUATION BY REPORTING OFFICER

9. Length of service under reporting officer :

10. Please comment on statement-1 as filled out by
    The Officer and specifically state whether
    Information given is correct, is there anything
    You wish to add or modify   :

11. Report on academic work:

    (a) Knowledge of the subject   :

    (b) Regularity and Punctuality   :

    (c) Preparation of lesson plan and lesson
        Notes   :

    (d) Whether took extra classes   :

    (e) Communication skill as a teacher   :

    (f) Maintenance of discipline in classes :

    (g) Overall assessment of performance
        As a teacher   :

12. Assessment of examination Work   :

13. Report on qualities and general performance
    Of the officer:

    (a) Power of taking responsibilities   :

    (b) Relation with students   :

    (c) Initiative   :

    (d) Official Conduct   :

        (i) Relation with superiors, colleagues
             And sub-ordinates   :

        (ii) Inter personal relation and team work :

14. Steps taken to point out defects and results   :

15. General assessment   :

16. Grading   :

    (Outstanding, Very good, Good, Average, Below average

(A faculty should not be graded as outstanding unless exceptional qualities and performance have been noticed and it should be clearly brought out)

                       Signature

Date   :   Name in Block Letters

Place   :
                                        Designation

(C) EVALUATION BY COUNTER SIGNING AUTHORITY

17. Length of service under countersigning officer   :

18. Do you agree or disagree with the assessment of the
    Officer given by the reporting officer   :
    (In case of disagreement, Please specify)
    Is there anything you like to modify or add?

19. Does the officer have any special characteristics
    And or any abilities which would justify his / her
    Selection for specific assignments   :

20. Is the officer fit for administrative assignments   :

21. General Assessment   :

22. Grading   :

(Outstanding, Very good, Good, Average, Below average)

(An officer should not be graded as outstanding unless exceptional qualities and performance have been noticed, ground for giving such a grading should be clearly brought out)

Date   :   Signature

Place   :   Name in Block Letters

Remarks by Accepting Authority

Date   :   Signature

Place   :   Name in Block Letters

Annexure III

RAAJDHANI ENGINEERING COLLEGE, BHUBANESWAR

JOINING REPORT

1. Name of the Candidate :

2. Designation & Department :

3. Date of Reporting :

Signature of Candidate :

Signature of Accountant :

Signature of System Administrator :

Signature of HODS : _____

_____

Signature of Dean Academic :

Signature of Library In-Charge :

Signature of Establishment Officer :

Signature of H.R. Department :

Signature of Dean (Admin.)   Signature of Principal

RAAJDHANI ENGINEERING COLLEGE, BHUBANESWAR
LEAVE APPLICATION FORM FOR TEACHING STAFF (CL/EL/OD)

Name……………………………Designation……………..Department………………

Nature of leave…………From……………..To……………Duration (No of days)…….

Reason………………………………………….Contact No………………………………

Leave address……………………………………………………………………………

Alternative arrangements made (Examination/Class Work/Any other assignment)

Sl. No	Date	Subject/Semester	Tutorial/Lecture/ Proctorial	Assigned to	Signature
1.					
2.					
3.					

Approval from Examination Cell (While on Exam)……………

Dean Academic………………..

For Office use:

Leave Credit………..days   Balance…………days

                           Sign of applicant

Signature of HOD

                     Approved/Not Approved

                                        Principal

Posted in leave Account, Page no_____ Dt._____

Annexure V

RAAJDHANI ENGINEERING COLLEGE, BHUBANESWAR
APPLICATION FORM
(Faculty going out early/ coming late)

Name…………………………. Dept.………………………Designation……………….
Date & Time…………………………….

(Going out early/coming late)

Purpose/Reason………………………………………………………………………………
Contact Phone Number…………………………
Alternative arrangements made (Examination/Class work/any other assignment

Sl. No	Date	Subject/Semester	Tutorial/Lecture	Assigned to	Signature

Approved from Dean Academics/Examination Cell…………

(Signature of Applicant)

(Sig of HOD)   Approved/Not approved

Principal

Actual time out ………….

(Signature of Security Supervisor)
……………………………………………………………………………………......

Annexure X

SEMINAR/WEBINAR/WORKSHOP/INVITED TALK/GUEST TALK REPORT FORMAT

1. Topic Name   :

2. Event Date   :

3. Time Duration and Time Period   :

4. Organizing Department   :

5. Mode of Event (Online/Offline)   :

6. Event Venue (Room No)   :
(In case of online mode please mention Online Meeting Room Link and Platform Used)

7. Resource Person Name   :

8. Resource Person Affiliation   :

9. Resource Person Contact Number   :

10. Resource Person WhatsApp Num.   :

11. Resource Personal Email ID   :

12. Resource Person Likend in Link   :

13. CV/Brief Profile of the Resource Person :(Attached/Not Attached)

14. Total Number of Attendees   :

15. Status Photograph and Attendance   :(Attached/Not Attached)

POST SEMINAR INTERACTION SESSION

1. List of members who have attended the session:

2. Few Questions Discussed:

3. Remarks:

Authorize Signatory with Name

[1]Please attach Photos/Screenshot of the Event and of post interaction session with the Report

[2] Please attached Attendance of the Participants with the report.

[3] In case if the event is organized in Online Mode please share the recording of the event with the report.

[4] Incase if any PPT/Material shown or used by the Invited Speaker during the session please share with all the concerned people

Annexure XI

Sample Letter and Subject Line for Invitation to the Seminar/Workshop/Invited Talk/Guest Lecture
(Offline Mode)

Sample draft can be modified or can be tailored as per the need and requirement of the hour.

The Subject Line of the Invitation Email shall contain the following information about the Event:

a. The Topic of the Seminar/Workshop/Talk/Guest Lecturer
b. Name of the Resource Person
c. Designation/Position of the Resource Person
d. Date of the Event

Sample Subject: Invitation for the talk/seminar on "**Topic Name**" by **Name of the Resource Person** of **Affiliation of the Resource Person** on **Date of the Event**.

Dear Colleagues & Students,

Dr./Mr./Ms. _____ of _____ will be gracing our college with her presence on

Date:
Time:
Venue:

to address our students, faculty & staff and to motivate them to_____. He/She will also be interacting with students and give his/ her valuable knowledge on

"Name of the Topic of the Seminar/Invited Talk/Workshop."

The Talk has been arranged for the students of

[1] **B. Tech/MBA/MCA/M. Tech/Diploma** _____**year** & the faculties who teaches them during the time of meetings

But any faculty & students who are interested may avail the opportunity by permission from their HOD / Class teacher

Attendees are requested to occupy their seat fifteen minute prior to the schedule time.

Dr./Mr./Ms. _____ is a _____. He/She hails from.....and graduate from...

Further information regarding her can be obtained from her LinkedIn profile below or from the CV/Brief Profile attached herewith.

https://www.linkedin.com/in/xxxxxx

A short post-session interaction meet of half an hour have also been arranged. 10 students and 2 faculty attending the above session shall utilise the opportunity to clarify their doubts on the talk delivered and related matters and to cultivate personal interaction.

It is expected from the attendees that they are well prepared for the talk & know about the resource person well so that, silly and repetitive questions can be avoided.

Interested students & staff are required to register their willingness to attend the above mentioned post-session interaction meet in the Google form below:

https://forms.gle/8Librc16wT4Kj6

If the number of applicants exceeds the desired numbers a small interview/interaction shall be conducted by the organizing committee for the final selection of the participants for the post-session interaction meet.

 Thanks

Sample Letter and Subject Line for Invitation to the Webinar/Workshop/Invited Talk/Guest Lecture (Online Mode)

Sample draft can be modified or can be tailored as per the need and requirement of the hour.

The Subject Line of the Invitation Email shall contain the following information about the Event:

a. The Topic of the Seminar/Workshop/Talk/Guest Lecturer
b. Name of the Resource Person
c. Designation/Position of the Resource Person
d. Date of the Event

Sample Subject: Invitation for the webinar/talk on "**Topic Name**" by **Name of the Resource Person** of **Affiliation of the Resource Person** on **Date of the Event**.

Dear Colleagues & Students,

Dr./Mr./Ms. _____ of _____ will be addressing our Students. Faculty, and staff through an online platform as per below-mentioned Schedule:

Date:
Time:
Online Platform:
Online Meeting Room Link:

This session will motivate them to_____. He / She will be interacting with students and give his/ her valuable knowledge on

"Name of the Topic of the Webinar/Invited Talk/Guest Lecturer/Workshop."

The Talk has been arranged for the students of

[1] **B. Tech/MBA/MCA/M. Tech/Diploma _____year** & the faculties who teaches them during the time of meetings

But any faculty & students who are interested may avail the opportunity by permission from their HOD / Class teacher

Attendees are requested to join the meeting five minute prior to the schedule time.

Dr./Mr./Ms. _____ is a _____. He / She hails from.....and graduate from...

Further information regarding her can be obtained from her LinkedIn profile below or from the CV/Brief Profile attached herewith.

https://www.linkedin.com/in/xxxxxx

A short post-session interaction meet of half an hour have also been arranged. 10 students and 2 faculty attending the above session shall utilise the opportunity to clarify their doubts on the talk delivered and related matters and to cultivate personal interaction.

It is expected from the attendees that they are well prepared for the talk & know about the resource person well so that, silly and repetitive questions can be avoided.

Interested students & staff are required to register their willingness to attend the above mentioned post-session interaction meet in the Google form below:

https://forms.gle/8Librc16dC1wj6

If the number of applicants exceeds the desired numbers a small interview/interaction shall be conducted by the organizing committee for the final selection of the participants for the post-session interaction meet.

 Thanks