

# **FACULTY HANDBOOK**

## **RULES, POLICIES & PROCEDURES**

2021

jsspda@gmail.com



**JSS Polytechnic for the Differently Abled**

**JSS Technical Institutions' Campus**

**Mysuru – 570 006**

**Karnataka**

01

JSS PDA is an Autonomous Institution Aided by the Government of Karnataka

02

Approved by AICTE and affiliated to Board of Technical Examinations, GOK

03

First of its kind in the country setup exclusively for the Differently Abled

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## JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED

(An Autonomous institution aided by the Government of Karnataka and approved by AICTE)

JSS Technical Institutions' Campus, Mysuru – 570 006

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To fulfill the vision of His Holiness Jagadguru Dr. Sri Shivarathri Rajendra Mahaswamiji, JSS Mahavidyapeetha ventured in establishing a special technical institution exclusively for the differently abled students at Diploma level. Thus JSS Polytechnic for the Differently Abled was established by JSSMVP under the World Bank Assistance scheme of Government of Karnataka in the year 1991-92. This Polytechnic is the first of its kind in the country and only Polytechnic in the state of Karnataka set up exclusively for the differently abled. The Polytechnic started initially with 3 Diploma Programmes namely, Architecture, Commercial Practice and Computer Science & Engineering. Later during the year 2000 onwards 3 more programmes namely, Jewellery Design & Technology, Electronics

& Communication Engineering and Computer Applications for the Visually Impaired were introduced. All these courses are approved by All India Council for Technical Education and affiliated to the Board of Technical Examinations, Government of Karnataka.

The duration of all the programmes are of 3 years spread over 6 semesters and the medium of instruction is English. The admission is made on All India basis in the ratio of 60:40 i.e. 60% for students from Karnataka and 40% for Non-Karnataka. The institute admits students who have passed SSLC with the following disabilities :

1. Orthopaedically disabled
2. Hearing Impaired (Partial or profound)
3. Visually Impaired (Partial / totally blind)

The institution started with Grant-in-Aid support from the Government of Karnataka since its inception for the 3 aided courses. The additional courses introduced later are self-financing in nature. The Government has sanctioned 100% salary grant for aided employees and 85% for Operations & Maintenance.

JSS Mahavidyapeetha has allotted 10 acres of land at JSS Technical Institutions' Campus for establishment of this special Polytechnic as per WHO norms. The institute has disabled friendly buildings with covered corridors, access to differently abled students and signage for easy movement and navigation within the campus. The new building complex was inaugurated by the then Hon'ble Prime Minister of India, Sri Atal Behari Vajpayee on 3<sup>rd</sup> January 1999 in the gracious presence of His Holiness Jagadguru Sri Shivarathri Deshikendra Mahaswamiji. The institute has well equipped class rooms, laboratories, common rooms, disabled friendly toilets, library, drawing hall, gymkhana, health centre, cafeteria and other student amenities. Separate hostel facilities for both boys and girls are available within the campus.

The institute has well qualified and committed faculty and staff members who are experienced in handling the differently abled students over decades.

Considering the uniqueness of this Polytechnic, Government of Karnataka has granted academic autonomy during the year 1999-2000.

The institute has received a National Award in the year 2012 and State Award in the year 2016 as the **“Best Institution working for the Welfare of Differently Abled”**.

The other support services to students includes Placement & Training, Industry Institute Partnership, Scholarship & Sponsorships, National Service Scheme (NSS), Youth Red Cross, Counseling and guidance, Sign Language, primary health centre, cultural cell and other student welfare committees.

About 2,500 differently abled students have obtained their Diploma from the Polytechnic since inception. The institute is successfully providing Placement for the completed students upto a tune of 60 – 70% every year. Most of them are well placed in education institutions, Government departments and corporate companies like IBM, Wipro, Infosys, Excelsoft, I-Cad, Dell EMC<sup>2</sup>, Emphasis, Adwit Global, ESCOMS, Tanishq, A-Star Jewellery, Ganjam Jewellers and other public sectors like banks, insurance and other private organizations thereby the differently abled students are leading an independent and quality of life in the society. Some of them have opted for higher education in the field of engineering and commerce and obtained their Bachelor's & Master's in their areas of domain.

The institute has adopted special teaching methodologies including sign language, total communication techniques, use of audio visual equipments, assistive devices & software etc. so that the students are comfortable in learning the technical subjects in all the programmes.

The eligible students after successful completion of all the 6 semesters, they will be issued the Diploma Certificate and Consolidated Statement of Marks by the Board of Technical Examinations, Government of Karnataka.

### **Objectives of JSSPDA**

JSS Polytechnic for the Differently Abled was established exclusively for the Differently Abled with the following objectives:

1. Training of the Differently Abled
  - a. Formal Professional Education for the Differently Abled at Diploma level.
  - b. Training and Placement facilities for the Differently Abled after completion of the Diploma education.
2. Research and Development in the area of Rehabilitation.
3. Extension Programmes
  - a. Courses for the Differently Abled who are not the students of the Polytechnic to acquire skills for gainful employment.
  - b. Short-term and Refresher courses for teachers of Polytechnics.
  - c. Seminars and Workshops on disability issues.
  - d. Public awareness programmes on Rehabilitation of Differently Abled and other disability issues.
4. Integrated education for training the trainers for training the Differently Abled.
5. To function as a Nodal Centre for integrating and disseminating the achievements of the above objectives to other agencies.
6. Interaction with other agencies.
  - a. Inviting national and international experts to expose the teachers to the latest development and techniques for training the Differently Abled
  - b. Deputing the teachers and other staff of the Polytechnic to National and International Organizations for training and updating their knowledge.

### **VISION OF THE INSTITUTE**

Empowering Differently Abled persons with the state-of-art professional skills, enhancing morality and mental ability for better living.

### **MISSION OF THE INSTITUTE**

- M1 : Imparting knowledge to the differently abled students with accessible learning environment.
- M2 : Facilitating appropriate co-curricular, extracurricular and extension activities.

M3 : Providing value-added life skills and knowledge in addition to the regular academic input to make them employment-ready.

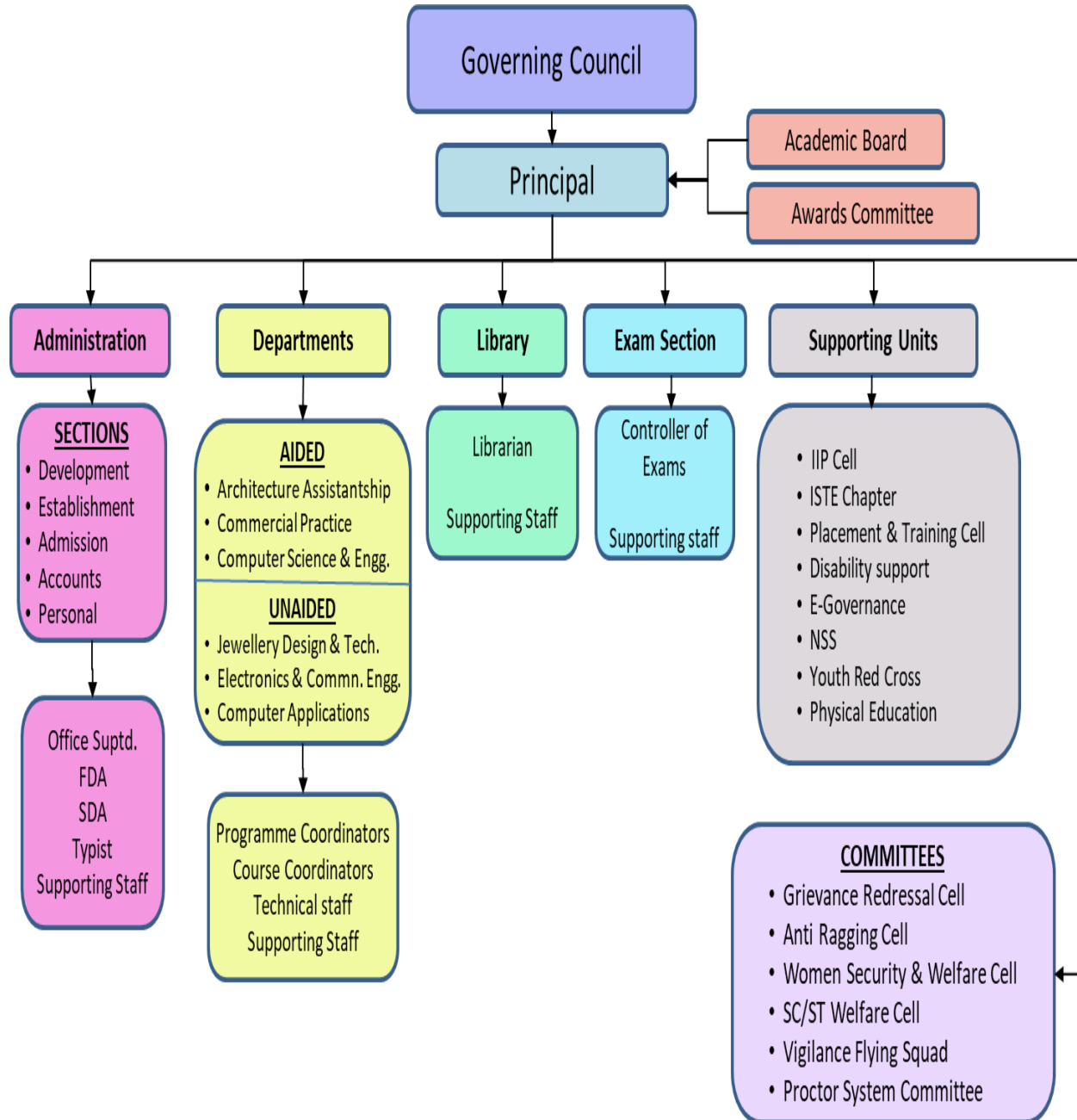
M4 : Instilling the spirit of socialization, equity, ethics and social responsibility.

## 1. INSTITUTE SUMMARY :

Name of the Institute	JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED		
Address	JSS Technical Institutions’ Campus, Mysuru - 570 006		
Phone Number	0821-2548315 / 316		
E-mail ID	<a href="mailto:jsspda@gmail.com">jsspda@gmail.com</a>		
URL	<a href="http://www.jsspda.org">www.jsspda.org</a>		
Year of Establishment	1991-92		
Affiliating Board	Board of Technical Examinations		
Approved by	Directorate of Technical Education, Government of Karnataka and All India Council for Technical Education, New Delhi		
Type of institute	Government Aided		
Parent Organization	JSS Mahavidyapeetha, Mysuru		
Organization ownership status	Registered Society		
Type of courses run by the institute	3 years Diploma		
Details of programmes offered			
Programmes	Year of Estd.	Intake	Revised Intake from 2021-22
1. Architecture Assistantship	1991-92	30	60
2. Commercial Practice	1991-92	30	60
3. Computer Science & Engineering	1991-92	60	60
4. Jewellery Design & Technology	2000-01	30	30
5. Electronics & Communication Engineering	2003-04	40	60
6. Computer Applications	2005-06	30	30
Total		220	300



## 2. ORGANIZATION CHART



### 3. GOVERNING BODY :

#### Governing Council:

The Polytechnic has the Governing Council which has a set of members constituted by the Management as per the norms of AICTE for giving guidance regarding administration of the Institution.

#### The composition of the Governing Council:

The Governing Council shall have at least 11 members including the Chairman and the Member-Secretary. The Management / Registered Society shall nominate members including the Chairman and the Member-Secretary as indicated below:

- The Chairman
- Two to Five members (Industrialist / Technologist / Educationalist).
- One nominee from the Affiliating Board.
- One nominee from All India Council for Technical Education (Ex-Officio).
- One nominee from the State Government (Ex-Officio).
- One Senior Faculty member of the Institute.
- Principal of the concerned Technical institution is the Member Secretary.

The present Members of the Governing Council:

Sl. No.	Name of the Member	Position
1.	His Holiness Jagadguru Sri Shivarathri Deshikendra Mahaswamigalavaru President, JSS Mahavidyapeetha, Mysuru	Chairman
2.	Dr. C G Betsurmath Executive Secretary JSS Mahavidyapeetha, Mysuru	Member Management Nominee
3.	Prof. M H Dhananjaya Advisor, Technical Education Division, JSS Mahavidyapeetha, Mysuru	Member Management Nominee
4.	Dr. H R Mahadevaswamy Joint Director, Technical Education Division, JSS Mahavidyapeetha, Mysuru	Member Management Nominee

5.	The Director Department of Technical Education Govt. of Karnataka, Tantrika Shikshana Bhavana Palace Road, Bengaluru – 560 001	Member (Nominee of the Affiliating Board)
6.	The Commissioner Dept. for the Empowerment of Differently Abled & Senior Citizens, Bengaluru-560 001	Member (Nominee of the State Govt.) (Ex-Officio)
7.	Sri B R Umakant Joint Director (Projects) Technical Education Division, JSS Mahavidyapeetha, Mysuru	Member
8.	Smt. Shanthi Raghavan Founder, Managing Trustee M/s EnAble India Pvt. Ltd., Bengaluru - 560 095	Member
9.	Sri N Narendra Managing Director M/s Vinyas Innovative Technologies Pvt. Ltd., Hebbal Industrial Estate, Hebbal, Mysuru – 570 027	Member (Industrialist)
10.	Sri Murali Kumar Programme Director M/s EnAble India Pvt. Ltd., Bengaluru - 560 095	Special Invitee
11.	Sri N M Shivakumaraswamy Sl. Gr. Lecturer in Science, JSS Polytechnic for the Differently Abled Mysuru – 570 006	Member (Faculty Representative)
12.	Sri B Elangovan Principal, JSS Polytechnic for the Differently Abled Mysuru – 570 006	Member Secretary

**Functions and responsibilities of the Governing Council:**

- Review the action taken in connection with the resolution made during the last meeting.
- Analyze and understand the present administrative processes and provide guidance for improvement of overall development of the Institute.
- Critical comments on the proposed list of activities of the Institute.
- Analyze and guide the financial status of the Institute.
- Suggestions to improve the admissions, placement and other academic requirements of the institute.
- Approval for various activities conducted by the Institute in the areas of curricular, co-curricular and extracurricular.
- Approval of new initiatives, projects and suggestions for improvement.
- Suggestions/recommendations for further development.

**Academic Board:**

Under the Autonomous scheme, the Institute has constituted the Academic Board to review and approve the academic-related matters through meetings when and where required.

**The constitution of the Academic Board:**

The members of the Academic Board:

Sl. No.	Constitution	Role
1.	Principal	Chairman
2.	One Representative from the State Board of Technical Examination	Member
3.	One nominee from ISTE	Member
4.	One member from NITTTR, Chennai	Member
5.	Two experts from Industry	Member
6.	HOD of Architecture Assistantship	Member
7.	HOD of Commercial Practice	Member
8.	HOD of Computer Science & Engg.	Member
9.	HOD of Jewellery Design & Technology	Member
10.	HOD of Electronics & Communication Engg.	Member
11.	HOD of Computer Applications	Member
12.	One Senior Faculty of the Institution	Member
13.	One Representative of the Alumni of the Institution	Member
14.	Controller of the Examination of the Institute	Member Secretary

**Powers and Functions of the Academic Board:**

The Academic Board shall have the following powers and functions

- To frame curricula for the courses based on the guidelines of the Directorate of Technical Education and get them approved by the Curriculum Development Cell, DTE, Govt. of Karnataka
- To decide the teaching methods and sequence.
- To evolve and adopt suitable practical and project-oriented training programmes, educational tours etc.
- To update the course contents according to the changing needs and communicate them to the DTE.
- To device suitable methods of the continuous internal evaluation system.
- To device suitable forms of records for entering marks/grades obtained by the students in the various tests and examinations.
- To appoint such other adhoc or standing committees to perform such functions as it may delegate in both Curriculum formation and evaluation.
- To perform such other functions as may be prescribed by the Directorate of Technical Education for maintaining a high standard of technician training.

**Awards Committee:**

Under the Autonomous scheme, the Institute has constituted the Awards Committee to review and approve the examination related matters through meetings at the end of each examination (twice in a year).

**The constitution of the Awards Committee:**

The following shall be the members of the Awards Committee:

Sl. No.	Name & Designation	Role
1.	Director, Technical Education Division, JSS Mahavidyapeetha	Chairman
2.	Principal	Member
3.	One Representative from the State Board of Technical Examination	Member
4.	HOD of Architecture Assistantship	Member
5.	HOD of Commercial Practice	Member
6.	HOD of Computer Science & Engg.	Member
7.	HOD of Jewellery Design & Technology	Member
8.	HOD of Electronics & Communication Engg.	Member
9.	HOD of Computer Applications	Member
10.	One Senior Faculty of the Institution	Member
11.	Controller of the Examination of the Institute	Member Secretary

**Powers and Functions of the Awards Committee:**

The Awards Committee shall have the following Powers and Functions

- To review the working of the internal and external evaluation scheme and to inspect the records thereof.
- To provide statistical analysis of the assessment of student's performance and to suggest norms for grading based on the guidelines of the Directorate of Technical Education.
- To recommend candidates to the Board of Technical Examinations for either promotion to the next higher semester or for the award of Diplomas.
- To devise a suitable mechanism to hear and dispose of appeals from individual students against evaluation.
- To perform such other functions as may be prescribed by the Directorate in connection with the evaluation of student's performance.
- The Awards Committee shall meet as often as necessary, at least twice in a year.

**Internal Quality Assurance Cell (IQAC):**

The Internal Quality Assurance Cell was constituted by the Institute to inspect/verify all the academic- related documents such as IA test books, attendance registers, course plan, continuous internal evaluation sheets, CO attainments of courses, time tables, practical records, academic calendars and other academic documents related to the department etc. The committee also prepares the detailed proceedings of the verification process and further action will be initiated depending on the shortfalls of the evaluation.

The IQAC consists of the following members:

Sl. No.	Name & Designation	Role
1.	Sri B Elangovan, Principal	Chairman
2.	Smt. C Nirupama, Programme Coordinator, Dept. of CS	Member
3.	Dr. S Uma, Programme Coordinator, Dept. of AR	Member
4.	Sri K Mahadevaswamy, Programme Coordinator, Dept. of CP	Member
5.	Smt. C Kavya, Programme Coordinator, Dept. of EC	Member
6.	Smt. V Geetha, Programme Coordinator, Dept. of CAVI	Member

7.	Dr. S G Srikantaswamy, Sl. Gr. Lecturer in TC	Member
8.	Smt. Sunanda, Sl. Gr. Lecturer in CS	Member
9.	Sri M B Raghu, Sl. Gr. Lecturer in CP	Member
10.	Smt. M Suchetha, Lecturer in Psychology	Member
11.	Smt. D Banumathi, Lecturer in CS, JSSPW, Mysuru	Alumni Member
12.	Smt. Shilpa Jnanesh, Sr. HR Manager, M/s rProcess, Mysuru	Industry Member
13.	Sri N M Shivakumaraswamy, Sl. Gr. Lecturer in Science	Coordinator

### **Roles & Responsibilities of IQAC:**

- Improvement of quality of teaching by regular inputs to all concerned on the feedback of students.
- Providing inputs for better practices in administration for effective resource utilization of better services to the staff and students.
- Providing inputs for academic audit and analysis of results for improvement in the areas found weak.

### **Internal Complaint Committee:**

The Internal Complaint Committee comprising of the following members to address the complaints received by the students:

Sl. No.	Name & Designation	Role
1.	Smt. C Nirupama, Programme Coordinator, Dept. of CS	Presiding Officer
2.	Sri N M Shivakumaraswamy, Sl. Gr. Lecturer in Science	Member
3.	Smt. N G Nayana, Lecturer in CS	Member
4.	Smt. B P Dakshayini, Studio Assistant	Member
5.	Sri C V T Murthy, Helper in CS	Member
6.	Kum. H B Priya, 3 <sup>rd</sup> Sem CS	Student Member
7.	Kum. Ranjani, 3 <sup>rd</sup> Sem JD&T	Student Member
8.	Sri S Rahul, 3 <sup>rd</sup> Sem E&C	Student Member

**Anti Ragging Committee:**

The Anti Ragging Committee comprising of the following members to create awareness about ragging and ensure a student-friendly environment at all times and to facilitate campus monitoring to ensure ragging free campus.

Details of Members in Anti-Ragging Committee:

Sl. No.	Name & Designation	Role
1	Sri B Elangovan, Principal	Chairman
2	Smt. Nirupama C, HOD of CS	Member
3	Sri Shivakumaraswamy N M, Warden	Member
4	Sri Chandrashekar H E, HOD of AR	Member
5	Sri Mahadevaswamy K, HOD of CP	Member
6	Sri Srikantaswamy S G, SGL in TC	Member
7	Sri Raghu M B, SGL in CP	Member
8	Police Inspector, Jayalakshmipuram Police Station Mysuru	Member
9	Sri Devegowda, Security Officer	Member
10	Kum. Lingapriya, CS Sri Sanjay, EC Kum. Sparsha, CS Sri Puneethkumar, AR	Student Members
11	Smt. Uma S, SGL in AR	Member Secretary

**Women's Security, Welfare & Grievance Redressal:**

Smt. Geetha V, Lecturer in Computer Applications for the Visually Impaired, is in-charge of Women's Security, Welfare & Grievance Redressal Unit involved with the cases/complaints of sexual harassment and any other type of harassment of female students, teaching and non-teaching women's Staff.



Details of Members in Women's Security, Welfare & Grievance Redressal Unit:

Sl. No.	Name & Designation	Role
1	Sri B Elangovan, Principal	Chairman
2	Smt. Nirupama C, HOD of CS	Executive Chairperson
3	Smt. Uma S, SGL in AR	Member
4	Sri Shivakumaraswamy N M, Warden	Member
5	Smt. Kavya C, HOD of EC	Member
6	Sri Raju N, FDA	Member
7	Smt. Komala M, Lecturer in EC	Member
8	Kum. Roopanjali H S, Lecturer in EC	Member
9	Smt. Geetha V, HOD of CA	Member Secretary

**SC / ST Committee:**

Sri Srinivasa B, Lecturer in Commercial Practice is in-charge of SC/ST Committee, the Committee aim to uplift the morale of deprived section of students and staff. And also Students are properly informed about different scholarship schemes, deadlines etc. to avail the benefit.

Details of Members in SC/ST Committee:

Sl. No.	Name & Designation	Role
01	Sri B Elangovan - Principal	Chairman
02	Smt. Nirupama C - HOD of CS	Member
03	Sri Chandrashekar H E - HOD of AR	Member
04	Sri Mahadevaswamy K – HOD of CP	Member
05	Sri Shivakumaraswamy N M – HOD of JD & Warden	Member
06	Smt. Kavya C – HOD of EC	Member
07	Smt. Geetha V- HOD of CAVI	Member
08	Sri Raghu M B – SGL in CP	Member
09	Sri Srinivasa B – Lecturer in CP	Member Secretary

## 4. ADMINISTRATIVE RULES & REGULATIONS :

### 4.1 Norms & Rules

The Polytechnic abides by the Norms & Rules laid down by All India Council for Technical Education (AICTE) and Karnataka Civil Service Rules (KCSR).

### 4.2 Pay Scales & Service conditions and qualification for teachers and other academic staff

For teachers, pay scales, Service conditions and qualifications are followed as per AICTE norms (enclosed in Appendix-1) and other academic & administrative staff the Pay Scales, Service Conditions and qualifications are followed as per KCSR.

## 5. ADMISSION RULES & REGULATIONS

### 5.1 Eligibility Criteria for admission :

The institute admits students on All India basis as per the intake approved by AICTE and the Board. SSLC or its equivalent examination passed students with minimum of 35% marks with the following disabilities are eligible for admission to this institution :

Hearing Impaired (HI) with 60 Db & above, Orthopaedically Disabled (OD) above 40% of disability and Visually Impaired (Partially Blind VI-PB), Visually Impaired (Total Blind VI-TB) with 6/60 or 20/200 Snellen are eligible for admission subject to the following conditions :

- HI & OD candidates are eligible for Architecture
- HI, OD, VI-PB & VI-TB candidates are eligible for Commercial Practice
- HI, OD & VI-PB candidates are eligible for Computer Science & Engg.
- HI & OD candidates are eligible for Jewellery Design & Technology
- HI, OD & VI-PB candidates are eligible for Electronics & Communication Engg.
- VI-PB & VI-TB candidates are eligible for Computer Applications for the Visually Impaired

## 5.2 Admission Procedure :

After the announcement of SSLC results by the Board, the admission process will be started by the institute. Every year a list of students appearing for SSLC will be obtained from the Karnataka Secondary Education Examination Board, Government of Karnataka. Individual correspondence through mail and SMS will be made to all the students who are eligible for admission to Diploma courses. After obtaining all the applications, the merit list will be prepared and the candidates will be called for interview. The admission committee has the following members:

1. Principal
2. Heads of all 6 Departments
3. Nominee from the Directorate of Collegiate and Technical Education, GoK
4. Medical experts from the departments of Orthopedics, Speech & Hearing and Ophthalmology.

The experts committee after verification of documents of students will allot seats to the students as per the prevailing norms of the Government for aided courses (AR, CP & CS). For unaided courses (JD, EC & CA), the institute will admit as per the merit list.

## **6. EXAMINATION RULES & REGULATIONS**

As per the Rules of Autonomy, the examinations are conducted at the institute level and approved by the Board of Technical Examination. A full time Controller of Examinations is appointed to oversee the examination activities along with the department coordinators. The department coordinator will be designated by the Head of Department on rotation basis in each semester / year. The examination process involves announcement of calendar of events and exam dates, application of students for exams, preparation of master candidates list, issue of admission tickets to students, preparation of question papers by faculty members, scrutiny of question papers by external faculty members, indent for examination stationery to the Board, conduction of theory & practical examinations, preparations of invigilation memo, invigilation diary, absentees list and other relevant documents during examination, entry of IA marks, practical marks and examination marks to the exam software module, preparation of

Register of Marks (RoM), conduction of Awards Committee meeting, announcement of results, preparation of marks cards, CSM and Diploma Certificates and other tasks related to examination.

## 7. RECRUITMENT OF TEACHERS, OTHER ACADEMIC STAFF & NON-ACADEMIC STAFF

The Rules & Policies regarding recruitment and promotion are as per AICTE and JSS MVP norms.

The eligibility criteria for appointment of teachers are followed as per AICTE norms and appointment of other academic and non-academic staff are as per KCSR Rules.

### **Recruitment Procedure :**

**Mode 1 : through the Department of Collegiate and Technical Education (DCTE), Government of Karnataka for aided posts (faculty and staff).**

1. **Approval** : Approval for filling the post in line with Roaster from the DCTE is obtained.
2. **Advertisement** : In leading newspapers requesting the eligible candidates as per AICTE and KCSR norms to apply within a given time.
3. **Applications** : The applications along with the resume and supporting documents will be collected at the Polytechnic office.
4. **Listing** : After the applications are received, a list will be prepared highlighting the eligibility, qualification and experience.
5. **Merit list** : The list will be prepared as per the requirements of the individual department.
6. **Selection Committee** : A selection committee consisting of the following members :
  - a) Management nominee appointed by the President, JSS MVP
  - b) DCTE Nominee
  - c) AICTE Nominee
  - d) Principal
  - e) Subject experts

7. **Call letters** : Eligible candidates will be called for interview.
8. **Interview** : Discussions with candidates to know their potentials, strengths, teaching skills will be conducted.
9. **Selection of candidates** : The selected candidates will be listed and sent for approval from Government of Karnataka through DCTE.
10. **Appointment letter** : After approval from the Government, appointment letter will be issued to the candidates.
11. **Service book** : Service book will be maintained for the appointed employee.

**Mode 2 : through JSS Mahavidyapeetha for unaided posts (faculty and staff).**

1. **Requirement** : The institute provides the requirement of faculty and staff members as per C&R Rules.
2. **Appointment** : The appointment of faculty and staff members by the Management through the selection committee. The appointment order will be issued by the Management to the selected candidates.
3. **Reporting to duty** : upon receipt of the appointment order, the candidate reports to duty to the institution on a day & time.
4. **Work allocation** : The appointed faculty & staff members are assigned the duties either at the administration or at the department.
5. **Service book** : Service book will be maintained for the appointed employee.

## 8. CODE OF CONDUCT

### 8.1 General Rules for employees :

All the employees are required to follow the Rules & Regulations, standards of courtesy, conduct, co-operation, professional ethics and etiquettes as expected by the institute. The following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment :

- Insubordination
- Theft
- Conviction of felony involving moral turpitude
- Bringing discredit to the institute
- Falsifying, grafting or forging or any record, report or information
- Discourteous behavior

- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence
- Dereliction of duty
- Interfering with work performance of other employee
- Favoritism
- Wasting materials
- Willful damage to equipment or property of the institute
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence of duty
- Habitual absence or tardiness
- Job abandonment

## **8.2 Policy for Differently abled persons :**

Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the essential functions of the job with reasonable accommodation.

## **8.3 Drug & alcohol free work place policy :**

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy. All employees as a condition of employment: Abide by the institute's policy on prohibited substances; and inform the institute if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

**8.4 Equal employment opportunity :**

It is a policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute.

**8.5 Sexual harassment :**

Sexual harassment of employees or students at the Institute is strictly prohibited and offender is either dismissed from the duty or disciplinary action will be taken against them.

**8.6 Attendance :**

Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department / Head of the institute due to emergency situation. An employee other than the Head of the Department, who knows he / she will be absent from duty on a particular day, should report such anticipated absence to the Head of the Department before availing the leave. A record of tardiness and unexcused / unauthorized absences may result in loss of pay or other disciplinary action. The Head of the Departments should inform the Head of the institution before availing the leave with the compliance of above rules. The Head of the institution should inform to Management / his or her higher authority about the leave of absence. Those who are on official duty (OOD) should inform the concerned higher authorities in writing before availing OOD. The OOD will be granted only for official purposes or as per the orders of the Management.

**8.7 Conflicts of interest :**

An employee of the Institute avoids actual or apparent conflicts of interest between his / her institute's obligations/ responsibilities and outside activities.

**8.8 Safety :**

Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department immediately. The campus has 24 x 7 security available to monitor the activities related to safety. Further entire campus is on CCTV surveillance and the surveillance video is recorded on the DVR. A full fledged health centre with a medical officer, nursing staff and medical attenders is available within the campus for providing remedies for illness and first aid for major injuries and then taken to nearby hospital for further treatment.

**8.9 Confidential information :**

Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified / confidential information invites suitable disciplinary action against him / her depending on the severity of the matter.

**8.10 Gratuities :**

Employees of the Institute do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.

**8.11 Disruptive behavior :**

While honoring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching,



administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

**8.12 Outside employment :**

Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department / institute before indulging in any outside employment to be sure that there is no conflict Rules, Policies & Procedures of Karnataka Government and JSS MVP. Use of institute property in such endeavors is strictly prohibited. An employee must seek written permission of the Management before taking up any kind of employment.

**8.13 Malpractices :**

No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute. Violators are subject to undergo the enquiries and also face disciplinary action.

**8.14 Revelations :**

Without prior sanction from the Management no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters. Anonymous letters without signature or identity of the sender for any complaints against any individual or institution will not be considered for further action.

**8.15 Disciplinary proceedings**

- No order imposing any punishment on an employee shall be imposed except after the employee will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing. Such representation, if any, is taken into consideration by the competent authority.

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

## **9. STUDENT DISCIPLINE & CONDUCT**

1. Every student should maintain discipline and decorous behavior both inside and outside the campus with faculty and their friends and will not to involve in any activity, which shall tend to bring down the prestige of the Institute.
2. Any act of indiscipline of a student reported to the Authorities, shall be discussed in the meeting. The Committee shall enquire into the charges and recommend necessary action if the charges are substantiated.
3. During the conduct of lectures / practical / term work, student should not loiter in and around the Institute premises.
4. Every student must attend all lectures, practical, term work and examinations conducted by the Polytechnic.
5. Students should not organize on their own picnic, excursion etc. without prior written permission of the Principal.
6. If a student while studying in the institute is found indulging in anti-national activities contrary to provisions of acts and laws enforced by Government she/he is liable to expulsion from the institute without notice.
7. If a student is involved in any kind of ragging, the student shall be liable for strict action as per the provisions of Anti-ragging committee of the institute.
8. The students should not involve in any activity such as “common off”. If they are found to be involved in “common off”, are liable to disciplinary action as decided from time to time.
9. Student should be in proper uniform decided by the institute.
10. Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at Institute. The

valid ID card must be presented for identification purpose as and when demanded by authorities. Refusal shall be subjected to disciplinary action.

11. Mobile phones are banned during academic hours. Mobile phones must be switched off before entering classrooms or laboratories. If any student is found using mobile phones during academic hours, she/he will be liable to necessary action.
12. All students must handle Laboratory Equipment, Machineries and Computers in the institute with proper safety and care. Rules, Policies & Procedures.
13. All students must use all internet facilities ethically.
14. The library facilities shall be properly used. All students must adhere to the rules and regulations of Library.
15. Every student should take utmost care of the Institute property and try to keep the Institute and its premises neat, clean and tidy. Any Intentional damage done to the Institute building, furniture, equipments by the students shall be treated as breach of discipline and the students will be punished or imposed penalty.

## 10. WORKING HOURS & WORKLOAD

### 10.1 Muster / Attendance :

A record of entry time of employees is maintained by signing in the muster / attendance without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.

### 10.2 The Standard Workweek

Since the requirements of the various operations of the Institute are Diverse, different work schedules are adopted to meet different needs. However, the standard workweek of the employees is Monday to Saturday. The timings except Saturday is 10:00 am to 5:30 pm for Administrative Staff, for faculty and technical staff timings varies i.e. 8:00 am to 3:00 pm or 10:00 am to 5:30 pm depending on the academic classes. On Saturdays, the working hours will be 10:00 am to 2:00 pm or 8:00 am to 12:00 noon. All days have a 45 minutes break for lunch except on Saturdays. Every employee should work minimum of 7 hours a day in the institute.

### **10.3 Overtime**

No overtime charges are provided to any employee of the institute.

### **10.4 Leave Rules**

#### **10.4.1 Casual Leave**

1. All the employees are entitled for 15 days of casual leave (CL) and 2 days of restricted holidays (RH) in a calendar year.
2. Faculty and staff who have not completed one year of service can avail CLs only on Pro-rata basis.
3. Saturday (if not a working day), Sundays, Compensatory offs and Holidays availed during the period of casual leave are not counted as part of casual leave.
4. Casual leave not availed in an academic year will subject to lapse.
5. Saturdays (if not a working day), Sundays/public holidays/restricted holidays/ weekly offs can be prefixed and/or suffixed to casual leave.
6. Casual leave can be availed by individuals only on prior sanction. It is the responsibility of the faculty to make alternative arrangements for the academic load the faculty misses because of the casual leave. The Head of Department will monitor and take suitable steps to see that no class is unattended.
7. CLs or RHs are sanctioned by the Head of Institution only with the recommendations of the Head of the Department.
8. The rules and regulations given above may be followed while working out the pay bill for that month, Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

#### **10.4.2 Earned Leave**

All employees are entitled for 30 days of earned leave per year.

#### **10.4.3 Maternity Leave**

All the female employees are entitled for 180 days Maternity Leave (twice in the entire career) as per the prevailing norms of KCSR and 135 days Maternity Leave (twice in the entire career) as per the norms of JSS MVP.

#### **10.4.4 Permissions/Movements**

Depending on urgency of the mater faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority with prior information to the Head of the Department. Such permission can be given two times per month only. Those movements should be registered in the movement register maintained in the department.

### **10.5 Other Policies**

#### **10.5.1 Security and Vigilance on campus**

Campus has equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. Institute has also installed cameras at important locations as outdoor security monitoring.

#### **10.5.2 Biometric Attendance facility**

Every staff member of this Institute is required to register the finger print in biometric system and must record attendance through this system.

#### **10.5.3 Examination Duties**

All teaching and non-teaching staff is allotted Examination duties under scheme of autonomy of the institution. Further, all should work in any departmental examinations like KPSC, CET, NEET and other competitive examinations.

#### **10.5.4 Private Coaching / Outside Employment Policy**

No staff should be involved in private coaching without prior permission. Also staff must not take up any other employment such

as part time or full time at any other place without the permission of the Head of Institution. Disciplinary action will be taken such staff members.

#### **10.5.5 Internet Facility policy**

Staff must use the internet facility provided by Institute only for office and academic purposes. Staff must not be involved in sending unsolicited mails through internet facility. Staff must not download material from internet without proper acknowledgement of original source. Staff must not watch unsolicited videos or must not waste the internet resources. Staff members should not also involved in playing games, online gambling, forwarding messages which are harmful to any individual or the society through any social media such as WhatsApp, facebook, instagram etc. Further, all the staff members are informed not to share any official letters/documents/sensational photos/videos through social media.

#### **10.5.6 Non smoking, non alcohol and no-tobacco chewing policy**

At Institute no tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as serious issue and strict action is initiated against the staff members and student found indulged in smoking, drinking and tobacco chewing.

#### **10.5.7 Keys deposition Policy**

The keys of classrooms, labs, staff rooms and other rooms are kept in the department office. The keys of administrative offices and other general offices are kept in the main office of the institute. The staff member who are authorized to unlock and lock the rooms before and after the working hours.

#### **10.5.8 Vehicle parking policy**

All the staff members are required to park preferably at the designated parking lots for proper management. Students are required to park vehicle properly so that it should not create parking problems. Moreover designated parking for the users of 3 wheelers are available in the parking lot. Faculty/Staff shall not

park the vehicle continually for days without prior permission; else action will be taken against it.

## **10.6 Faculty Development and Welfare Measures**

### **10.6.1 Faculty Development**

#### **Deputations for Post Graduate Studies**

Staff members having Graduate qualification are encouraged to go for higher studies to get higher qualification with the prior permission of the Management and if required, from the Government. Staff members who have put in at least five years of continuous service and whose performance is satisfactory, can request management to depute them for completing PG from recognized institutions. The grant of such request is considered depending upon merit of the case as judged by Head of the Department, Principal. In case the Management decides, the staff member is required to sign a legal bond, before starting of PG course. Head of the Department extends necessary support to such aspiring staff members in terms of adjustment of teaching load etc. Such support however is available to staff member for the specified minimum tenure of the PG course and it is expected that staff member completes the PG in this tenure only. In addition to the permission of the Management the concerned staff member has to get the approval from the Department of Collegiate & Technical Education, Government of Karnataka regarding the same.

#### **Deputation for Ph.D. Work**

Staff members having Postgraduate qualification are encouraged to pursue PhD qualification. Staff members who have put in at least five years of continuous service and whose performance is satisfactory, can request management to depute them for completing PhD from recognized institutions. Such request is granted considering merit of the case as judged by Head of the Department, Principal. Such member is required to sign a legal bond before the start of PhD. They also have to submit the progress report to Institute (through Head of the Department) at every interval of six months. For self sponsored staff

members doing PhD at IITs or any other recognized universities, the entire expenses towards completion of PhD are borne by staff member.

### **Seminars / Workshops / Conferences**

Selected staff members are required to get the approval from the Principal and deputed by the institution for seminars, workshops & conferences and treating the period of absence as "ON DUTY". The expenses for attending the above programmes will be borne by the staff member only. The faculties are being deputed to short term/orientation courses during working days without hindrance to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement. The period of absence is treated as "ON DUTY" during the period of attending the courses.

### **Staff Development and Training**

All Staff members are encouraged to attend/participate various AICTE, DCTE, DST and other agency approved/sponsored short-term training programs or attend reputed conferences/seminars/workshops etc. Staff members who have put in more than two years of continuous service are eligible for such deputations. Head of the Department shall decide the usefulness of such programs and recommend the name of staff members for attending the programs to Principal for approval. After attending conferences / workshops, it is mandatory for all deputed staff to submit a copy of the proceedings, documents, etc to the department. In addition, the staff member is required to make a presentation on the conference or training program attended to the department.

#### **10.6.2 Welfare scheme for Faculty and Staff:**

1. Free medical facility is provided for all the staff members.
2. Group Savings Linked Insurance (GSLI) facility is provided for interested staff members.
3. Employees Provident Fund (EPF) facility is extended to all the Staff members.
4. Employees State Insurance (ESI) facility is provided to the staff members whose gross salary is less than Rs. 21,000/-.
5. Accident Insurance Benefits are provided to all the staff members.



6. Gratuity benefits is extended to all the staff members those who have completed minimum of 5 years of continuous service.
7. Festival Advance is provided to eligible staff members once in a year.

## 11. JOB RESPONSIBILITIES

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability. The Institute follows a well decentralized pattern of working with each staff member being held accountable for the assigned responsibilities.

### 11.1 Functions of Key Administrative Positions:

#### a) Principal: Academic and Administration of the Institute

1. Provide effective leadership to the Polytechnic.
2. Liaison with Management, AICTE, NBA, DCTE, BTE, Industries, Parents, Students, Alumni and other stakeholders of the institute.
3. Implement and monitor policies of Management, decisions taken in Governing Council.
4. Guide various committees and cells for effective functioning.
5. Approve Academic calendar, hold regular / periodical meetings with Head of Departments and faculty members, monitor admission, academic and exam related activities.
6. Monitor faculty performance, resolve issues / conflicts (if any) to create conducive atmosphere.
7. Ensure safety and security measures of Institutional infrastructure and the resources.
8. Evolve future plan and prepare for progress, development and sustainability.
9. Ensure the effective financial planning such as budgeting, Receipts & Payments, Balance Sheet and Management of financial accounting of the institute.
10. Provide guidance and support to various statutory committees of the institute for effective performance and growth of the institute.

#### b) Head of the Departments:

##### Academic and Administration of the department

1. Planning, Implementation, Supervision and General Departmental control over academic activities, class time-tables, etc.

2. Analyzing and planning for the implementation of Curriculum offered by the Department.
3. Evaluate performance of Faculty and staff members, their academic duties such as lectures, demonstrations, assessments, tutorials, workshops, etc.
4. Arrange discussions with Class representatives, mentors and seek suggestions for development of department, meetings with parents / guardians regarding attendance, performance of their wards, academic progress and keep records of the same and report to Principal.
5. Entrust Lab Incharge to maintain the Departmental Stock, Consumable Stock Registers and prepare annual requirement of the consumables and seek approval of the Principal. Also responsible for preparation for obsolescence removal and write off.
6. Development of necessary resource material for theory and practical instructions.
7. Prepare annual budget required for department and forward the same to Principal for consent.
8. Maintain constant vigilance on engagement of classes by the staff members regularly, punctuality in imparting lessons as per the curriculum and time table.
9. Conduct weekly meeting with staff and check whether the syllabus has been completed as decided and maintained in the academic diary.
10. The Head of the Department is responsible for the smooth functioning of the department as per the academic calendar.
11. Entrust responsibilities among the department staff members to conduct co-curricular and extracurricular activities of the students of the department.
12. Monitoring the Industry Interaction for Guest faculty, In-plant Training and Projects.
13. Assign various responsibilities such as Mentors, Co-curricular coordinators, Academic co-ordinators, Lab In-charges etc. to Faculties and other Staff members of the department.
14. Enforcing punctuality, maintenance of list of equipments / inventories.
15. Assist the Principal in timely procurement of equipments, preparation of comparative statements and submission of recommendations thereon.
16. Placement of students, identification of training places in association with institute Training & Placement officer and prepare the training schedule.

17. Promotions and encouraging appropriate innovative activities in the department.
18. Plan and conduct internal examination and support for external examination extended to the Controller of Exams.
19. Take prior permission of the Principal to move out of the campus.

**c) Lecturer (including Senior & Selection Grade) :**

1. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical, preparation of course materials, course plan, personal time table, maintain attendance of students, lab manuals, presentation materials, conduct of internal exams and maintain the Course files and other Academic records in the appropriate format.
2. To use innovative teaching aids and adopt innovative teaching-learning methodologies suitable for the differently abled students in class rooms & labs.
3. To counsel students and conduct additional and revision classes for students those who require additional help.
4. To organize/coordinate / attend various seminars / workshops / STTPs / FDPs/ other training programmes.
5. To participate proactively in any department development activities.
6. To perform other academic/administrative duties assigned by Head of the Department.
7. To follow all rules and regulations as lay down by the Institute which includes working hours in the Institute, signing of the attendance, wearing Institute ID, applying leave (CL/EL/Commuted Leave/RH), submission of Income Tax details, updation of ESI/EPF details etc.
8. Interaction with industries and professional bodies.
9. Compile student records within the department and plan for remedial action thereon.
10. Improve communication skills to deal with the differently abled students.
11. Assisting the HOD / Principal in academic, administration, student related matters as and when needed.
12. Involved in upgrading qualifications with the approval from the HOD and Principal.

13. Any other administrative, academic or extracurricular duties assigned to him / her by the authorities and / or administration.
14. Take prior permission of the HOD to move out of the campus.

**d) Administrative staff (FDA, SDA) :**

1. Liaisoning with AICTE, DCTE and BTE.
2. Maintain Service Registers (SR) of all Staff members.
3. Maintain personal files of all staff members.
4. Maintain minutes of meeting held related to the section.
5. Preparing new proposals for upgradation / strengthening of existing infrastructure.
6. Co-ordinate day to day activities of office.
7. Purchase process as per the Management / Government norms.
8. Prepare Annual budget of the institute.
9. Follow financial accounting procedures as per the norms.
10. Maintain leave registers of all the staff members.
11. Maintain centralized stock / inventory register.
12. Coordinate admission related activities.
13. Maintain Biometric and manual attendance of all the staff members.
14. Maintain official correspondence related to the institute.
15. Maintain/supervise outsourcing activities such as gardening, housekeeping, AMC etc.
16. Maintain / prepare salary bill of every month for all the staff members and prepare standard deductions as per the norms.
17. Take prior permission of the Principal to move out of the campus.

**e) Administrative staff (Stenographers / Typists) :**

1. Maintain files / documents / testimonials / records related to general administration of the institute.
2. Prepare Proceedings of meetings conducted by the institution.
3. Preparation of documents / proposals as per the directions of the Principal
4. Taking dictations from the Head of Institution and convert into document and get it approved by Principal for further action.
5. Maintain E-mails, websites (when & where required) of the institution including replies, forwarding, printing and also check the E-mails regularly.

6. Regular visits of the official websites of Government, Management and notify to the Principal the relevant items.
7. Maintain the schedules of the Head of Institution and notify / remind about the meeting schedules.
8. Keep track of the flow of work on day to day activities related to office procedures and documentation.
9. Upgrade knowledge in computer skills and help the Head of Institution to prepare the Powerpoint Presentations for scheduled meetings.
10. Receive the phone calls of the institute and reply / forward to the concerned section and also manage the phone calls of the Head of Institution.
11. Assist the concerned section incharge for online payments / updation of data related to EPF, ESI, LIC, PT and other statutory deductions.
12. Take prior permission of the Principal to move out of the campus.

**f) Training and Placement Officer**

1. Liaison with Industries, preparation of MoUs between institute and the industries.
2. Facilitate career guidance to students.
3. Facilitate training to students and arrange Placement activities such as campus interviews, placement camps and monitoring the pre and post placement activities.
4. Maintain and update database of final year students, students placed and training details.
5. Prepare budget for Training & Placement Cell and get the approval from the Head of institution.
6. Conduct placement activities in association with department placement coordinators smoothly.
7. Update and maintain the contact details of companies interested in recruitment activities.
8. Send invitation to industries and companies for campus recruitment and notify the students about the events and take necessary action.
9. Arrange Training and Soft skills to students as per requirements of Companies / Industries with the support from NGOs' and industry experts.
10. Take prior permission of the HOD to move out of the campus.

**g) Librarian**

1. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines.
2. To display all technical articles, literature and new arrivals.
3. Co – ordinate day to day activities of Library such as issue and receipt of library books, reference books and other study materials to students.
4. Plan and propose expansion and development.
5. Maintain library discipline and culture.
6. Prepare annual budget for library and get the approval from the Head of institution.
7. Monitor and administer the working pattern with the staff members of the library.
8. Take prior permission of the Principal to move out of the campus.

**h) Examination Section**

1. Maintain database of students enrolled in the first year and students promoted to the higher semesters.
2. Smooth conduct of all practical and theory examinations as per the Rules & Regulations of the institute / the Board.
3. Examination related guidelines are forwarded to concerned staff and students from time to time.
4. Record Keeping and Safety of Exam stationary and other related Inventory.
5. Exam form filling of Regular & Ex-students and enter these details in the examination software module.
6. Prepare and maintain Exam related documents / activities such as Master Candidate List, admission tickets, exam time table, coordination of question paper setting, scrutiny and printing, question paper issue register, issue of exam stationery to invigilators / practical examiners, Register of Marks, arrangements for Awards Committee Meeting, announcement of results, result analysis, preparation of consolidated statement of marks and Diploma Certificates.
7. Prepare the list of students who require extension of time for writing examinations.
8. Prepare the list of students who require scribes for writing examinations.

9. Conduct Examination as per BTE Norms in free and fair environment.
10. Maintain confidentiality and sanctity of conduction of examinations.
11. Take prior permission of the Principal to move out of the campus.

**i) Physical Education Instructor**

1. Ensure smooth conduct of sports.
2. Ensure proper use of gymkhana.
3. Purchasing of sport items with the approval from Principal.
4. Encourage students to participate in Zonal, District, State & National level sports & Games events.
5. Maintain proper documents / records related to the Physical Education
6. Maintain hydrotherapy pool periodically.
7. Ensure conduction of sports & games activities, physical exercise and yoga practice regularly to the students.
8. Maintain log book of students during the usage of gymkhana, indoor games etc.
9. Conduct Annual Level sports & games competitions at institution level.
10. Prepare for National festivals like Independence Day & Republic day.
11. Keep the gymkhana, indoor games and hydrotherapy pool clean and tidy.
12. Take prior permission of the Principal to move out of the campus.

**j) Alumni Association coordinator :**

1. Registration of alumni every year.
2. Arrange alumni meet regularly.
3. Contact with alumni and obtain feedback regularly.
4. Arrange meetings with department alumni coordinators and plan for activities related to alumni association.
5. Arrange activities such as quizzes, drawing competitions and other events during Alumni Meet.
6. Take prior permission of the Principal to move out of the campus.

**k) E-Governance coordinator and system analyst :**

1. Update and maintain institute website with institute data collected from the departments.
2. Administer and maintain intranet, LAN, servers, firewalls, routers, manageable switches UPS, batteries, Projectors, display units, bio-metric device, CCTV and other equipments.
3. Provide support and updates for software and hardware.
4. Ensure continuous internet service during working hours.
5. Give support to On-line exam, Seminar, Workshop, technical training program.
6. Online / digital payments of statutory deductions with the approval from Principal.
7. Maintain documents related to software renewal, AMCs' etc.
8. Take prior permission of the HOD to move out of the campus.

**l) Instructors / Assistant Instructors / operators / Mechanics / Technical staff :**

1. Prepare the laboratories for smooth conduction of laboratory sessions.
2. Assist faculty and students during laboratory sessions.
3. Maintain stock register of both equipments and consumables.
4. Issue of tools / consumables to students and maintain issue register.
5. Conduct installation of new equipments and maintenance of existing equipments.
6. Maintain and update the approved supplier list for equipments.
7. Assist the department related activities as instructed by the Head of the Department.
8. Take prior permission of the HOD to move out of the campus.

**m) Helper**

1. Present in all the laboratory sessions to assist the faculties.
2. Clean and maintain the equipments regularly.
3. Arrange the tools & equipments for practical purpose.
4. Assist the students during practical hours for those who are finding difficult to move / work depending on the nature of disability.
5. Keep clean and tidy the lab / workshop.
6. Assist the HOD to send and receive letters from the office and vice versa.



7. Supervise the cleanliness of toilets, corridors and other areas of the department.
8. Report to HOD if any issues / problems / requirements etc.
9. Take prior permission of the HOD to move out of the campus.

**n) Group D worker**

1. Cleaning the department / office and other areas.
2. Handover files / letters from one department to another department.
3. Locking and opening the department / office before the scheduled time.
4. Inform the HOD regarding cleaning of toilet by housekeeping staff.
5. Inform the about HOD any issues / problems regarding building other general maintenance.

## **11.2 Performance Appraisal**

### **Preamble**

JSSPDA has committed to move on the path of excellence with a clear vision for quality of education for differently abled students. Image of any academic institution is determined by the quality of its faculty, their qualifications and academic achievements. The institute will provide full freedom to the faculty members in performing academic work of their choice within a framework of Board of Technical Examinations, Government of Karnataka. It is necessary to periodically review the faculty performance to ensure the following.

1. The work done by faculty is in tune with the BTE and modern engineering / non-engineering practices.
2. The teachers continuously benchmark against the best in the region and set high standards of teaching and learning.

Faculty Appraisal and Development System (FADS) should focus on the delivery by quality faculty in different activities they undertake. Faculty of JSSPDA is expected :

- a) To teach and guide students in the diploma in Engineering & non-engineering Programmes.
- b) To teach in the Academic Programmes including FDP / STTPs of similar type.
- c) To organize national / international workshops / seminars / conferences / conventions / conclaves / summit.
- d) To undertake consultancy assignments.
- e) To undertake institution building activities.

It is in relation to each of these activities that a faculty member's contribution needs to be measured and a suitable mechanism needs to be evolved.

#### **11.2.1 Work Norms (Expected Minimum Work load)**

Minimum performance expected from JSSPDA faculty in an academic year is six courses (of 20 credits TH/PR) or equivalent units. It is expected that faculty member require devoting 40 hours per week to teach a Theory and practical of 12-20 credits for odd and even semesters which include plans of TH/PR, teaching, preparations, assignments / practical / projects/ term work/ question paper setting and evaluation etc.

For other academic activities (Ind. visits, guest lectures, practical, research, training, publication, academic administration etc.) faculty members' contribution needs to be measured with appropriate "teaching unit" equivalence. These equivalence needs to be work out based on output rather than input and a suitable mechanism needs to be evolved.

The minimum academic work load as per the Board norms is :

- a) Principal : 6 hours per week
- b) HODs' : 16 contact hours per week
- c) Sl. Gr. Lecturer : 18 contact hours per week
- d) Sr. Gr. Lecturer : 18 contact hours per week
- e) Lecturer : 18 contact hours per week

#### **11.2.2 Quality Assurance**

For emphasizing quality in all endeavors, the following broad criteria should be used for different activities.

##### **1. Academic Programmes**

- a) Remedial teaching
- b) Development of teaching aids, course material
- c) Students' feedback

##### **2. FDP, Any Other Training Programme**

- a) Middle management Level programs (EDP, IIPC, soft skill)
- b) Participants' feedback
- c) New Programmes floated according to clientele needs

##### **3. Research Publications**

- a) National / International (conference/ Journals)
- b) Books / Book Chapters in reputed Publishing house

4. Workshops / Seminars / Conferences
  - a) Coordinator of the Programme
  - b) Members of the Programme
5. Institution building activities
  - a) Chairmanship of Various Committees of JSSPDA
  - b) Membership of Various Committees of JSSPDA
  - c) Membership of other Statutory Bodies of JSSPDA

### **11.2.3 Faculty Performance Review**

The process of appraisal will consider, in addition to quantitative evaluation on the basis of faculty work norms, evaluation on qualitative performance which is reflected through the positive contribution of an individual faculty in overall development of JSSPDA and the subject area of specialization, feedback of the academic activities like teaching in academic programme, FDP or training programmes of similar type. Hence, the feedback for teaching, training and research shall be an integral part of the faculty performance appraisal.

The process for the performance appraisal system would be as follows :

- (i) Maximum workload
- (ii) FDP (or any other training programme of similar type) Load + Quality
- (iii) Academic programs Load + Quality
- (iv) Research and publications (Quantity + Quality)
- (v) Workshops / seminars / conferences
- (vi) Institution building activities

Principal/Heads will administer the feedback questionnaire to students for academic programmes and also for FDPs and any other training programme of similar type. Consolidated feedback will be shared with the individual faculty members. No individual faculty will take feedback on their own cases from Students / Trainees.

However, the course allocation meeting in the respective faculty area should also take place by first week of July every year. Principal along with faculty member heads and academic coordinator should discuss the academic calendar of the academic year.

The concerned department shall compile these data along with the feedback on teaching, training and research activities. This will be followed by a meeting of the

individual faculty member with the Principal to complete the process of appraisal. The Appraisal Report of the faculty members will be the basis for recommending their increments / promotion.

### **Annual confidential report.**

Annual confidential report (CR) will be collected for each faculty / staff member which will be evaluated at the first level by the concerned Heads of Department and Head of Institution will evaluate the second level and then recommends for promotion / increments / other related action. This report consists of faculty performance, participation in departmental / institutional activities, work ethics, knowledge on the subject, up gradation of knowledge in the relevant field to FDPs / STTPs etc. Appropriate action for the high performing and poor performing faculty members will be taken with the approval from the Management as per the rules.

Faculty Appraisal and Development System (FADS) can be reviewed from time to time to make it effective and relevant to the context.