

EMPLOYEES SERVICE & CONDUCT RULES

These rules approved

By

The Eastern India Educational Trust & Governing Body (GB), AIEM-P

Hereby made amended and effective from 1st January, 2022

And

Supersedes all previous Service Rules

All Disputes Subject to Asansol Court's Jurisdiction



**Asansol Institute of Engineering and Management-Polytechnic
Bagbandi Road, P.O. Kalipahari, Asansol-713339**

PREFACE


Welcome to the Asansol Institute of Engineering and Management-Polytechnic, Asansol.

To those of you who are presently members of the faculty and staff of the Institute, I extend my sincere appreciation for your past loyalty and devoted service.

To those of you who are joining as our Staff - My heartiest Welcome!

We are pleased that you have become a member of The AIEM-P family, and are confident that you will contribute much to our continued growth of this institute. A growth-oriented Institution requires the cooperation of everyone associated with it. Your position on the campus is important to our total effort, and your personal success will be determined by how well you understand and accept this paradigm. This Service & Conduct Rule has been prepared to assist our employees in carrying out their duties and to inform them of privileges and responsibilities as an employee of the Institution.

A variety of information has been assembled here. If you have specific questions that are not covered in the following pages, please contact your Head of the Institution.


Sincerely
H.N.MISRA
Secretary, Governing Body
Asansol Institute of Engineering and Management-Polytechnic

Director
Asansol Institute of Engineering
and Management - Polytechnic

INDEX

CHAPTER	CONTENT	PAGE NO.
1	PREAMBLE	1
2	GENERAL RULES	3
3	CATEGORY OF EMPLOYEES	4
4	TENURE OF EMPLOYMENT	5
5	TERMS AND CONDITIONS OF EMPLOYMENT	6
6	APPOINTMENTS	7
7	CONDUCT RULES	8
8	LEAVE RULES	15
9	PROVIDENT FUND	20
10	TRAVELLING/DAILY ALLOWANCE RULES	21
11	TERMINATION	24
12	DRESS CODE	25
13	NOTICES AND CIRULARS	26
14	PRINCIPAL FUNCTIONARIES	27
15	DICIPLINARY CODE	35
16	CLASSIFICATION OF OFFENCES	41
17	GRIEVANCE POLICY	50
18	HEALTH AND SAFETY POLICY	51
19	OFFICE SERVICES	53
20	DEATH OF STAFF MEMBER, CERTIFICATE OF SERVICE & OTHERS	54
21	ACTIVITY CALENDAR	55
22	NON-COMPLIANCE OF RULES/REGULATIONS	56
23	IMPLEMENTATION OF A PERFORMANCE IMPROVEMENT	57
	ANNEXURE – I	64
	ANNEXURE - II	66

PREAMBLE**CHAPTER - 1**

These rules shall be called the "**EMPLOYEES SERVICE & CONDUCT RULES OF ASANSOL INSTITUTE ENGINEERING AND MANAGEMENT - POLYTECHNIC, ASANSOL**". These rules apply to all employees, whether ad-hoc, temporary, part-time, contractual or permanent, in the service of Asansol Institute of Engineering and Management-Polytechnic, Asansol and at any other Institute or Institute by whatsoever name called, which is or may hereinafter be established or managed, anywhere in India, by Asansol Institute of Engineering and Management-Polytechnic.(AIEM-P).

The Governing Body of Asansol Institute of Engineering and Management-Polytechnic, Asansol hereinafter called "GB" reserves the exclusive right, at any time hereafter and without notice, to amend, alter, modify, add or delete any provision(s) to all or any of these service rules, from time to time and, to bring such amendments, alterations, modifications, additions, deletions into effect from a date to be notified by the "GB". Such amendments, alterations, modifications, additions, deletions if any shall become binding on all the employees covered by these service rules from the date of their notification by the "GB".

The Chairman "GB" shall have the exclusive power to clarify any issue or to remove any doubt relating to these "Service Rules" and or its implementation.

These "**EMPLOYEES SERVICE & CONDUCT RULES**" shall come into force from 01.01.1922. They shall apply to all employees of the Institute.

1.1 Objective

The objective of these rules is to lay down a uniform policy for all the employees of the Institute with a view to minimize use of discretionary powers & procedural delays and hold-ups. All the employees are expected to acquaint themselves with these rules & regulations for most effective results.

1.2 Definitions

In these "EMPLOYEES SERVICE & CONDUCT RULES", unless the context otherwise requires:

The **EIET** means "**The Eastern India Educational Trust**" registered under the West Bengal Societies Registrations Act of 1861, which is responsible for the establishment and management of Asansol Institute of Engineering and Management-Polytechnic. (AIEM-P).

The "GB" means the Governing Body of Asansol Institute of Engineering and Management-Polytechnic which has been constituted in accordance with the provisions laid down in this respect by All India Council of Technical Education.

1.2.1 "Institute" shall mean Asansol Institute of Engineering and Management-Polytechnic regardless of where it's Offices, Campus, Hostels etc., are situated.

1.2.2 "Employee" shall mean all employees belonging to faculty, administrative and technical category of the Institute excluding those who are engaged on part-time, temporary and I or on daily basis. The employee will be governed by all the rules and regulations applicable in their category."

1.2.3 "Management" means such Chairman, Director/Principal, Dean of Academics or any member of the Governing Body of the Institute vested with due authority by the Governing Body and includes any other person or persons duly authorized by the said Governing Body regarding enforcement, observance or execution of the "EMPLOYEES SERVICE & CONDUCT RULES".

1.2.4 Unless specifically stated to the contrary, the masculine shall include the feminine and the singular shall include the plural, where relevant.

1.2.5 The "Director/Principal" means the persons appointed by the "GB" who shall be the principal academics officer of the Institute and who shall be responsible for the proper and efficient

administration of the institute in accordance with the rules and guidelines laid down in this respect by the “GB” and for the imparting of instruction and maintenance of discipline therein.

1.2.6 “AICTE” means the All India Council for Technical Education, which is an autonomous body of Ministry of HRD, Government of India.

1.2.7 "Affiliating Body" means the West Bengal State Council of Technical & Vocational Education and Skill Development, (WBSCT & VE and SD) responsible for according affiliation to the Asansol Institute of Engineering and Management-Polytechnic, Asansol.

GENERAL RULES**CHAPTER - 2**

2.1 The provisions contained in this schedule shall apply, without exception, to all employees of the Institute whether, ad-hoc, probationary, temporary, part-time, contractual or permanent.

Every employee of the Institute, whether ad-hoc, temporary, contractual, part-time or permanent shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct. These rules shall apply to employees of all categories, posts and status.

2.2 These rules supersede all previous orders, rules, minutes, circulars, etc. including the HR policy in as much the matters related to Terms & Conditions of Employment, Conduct, Leave, Promotion Policy, etc.

2.3 All Disputes subject to Asansol Court's Jurisdiction.

CATEGORY OF EMPLOYEES

CHAPTER - 3

3.1. Teaching staff-Includes Head of the Department, Lecturers, Technical assistants and Workshop Instructors.

3.2. Non- teaching staff-Includes Lab assistants, Library staff.

3.3. Administrative staff-Includes Office staff of all designations.

3.4 Hostel /Estate staff-Includes Canteen staff, Hostel staffs, Maintenance and Security.

TENURE OF EMPLOYMENT

CHAPTER - 4

All employees shall fall in either of the categories of employment viz. regular or on contract/probation for a fixed tenure/ job as specified in their appointment letter / mutually agreed upon, subject to the terms and conditions given hereunder in this service manual.

TERMS AND CONDITIONS OF EMPLOYMENT**CHAPTER - 5**

5.1 The age of retirement from the service of Asansol Institute of Engineering and Management-Polytechnic, shall be 65 years for the Academic/Teaching staff and in all other cases the age of superannuation is 60 years.

5.2 The continuance in services beyond 65 / 60 years if approved by the management shall be subject to medical fitness, duly certified by a medical practitioner, nominated by the Institute. Such employment may be in the form of a visiting faculty in the case of teaching staff and in other case as decided by the management time to time.

5.3. The management reserves the right to assign appropriate work commensurate with the qualification and experience of the employee and regulate the working hours from time to time.

5.4. An employee may be assigned any other duty, in addition to normal duty, falling within the functional jurisdiction of the Institute, which he/she is capable of performing and which is necessary to be performed.

5.5. Every employee shall devote his/her full attention to safeguard the interest of the institute.

5.6. He / She shall devote his/ her whole time in the service and for the benefit of the Asansol Institute of Engineering and Management-Polytechnic. During the tenure of this employment with Asansol Institute of Engineering and Management-Polytechnic, he/she shall not take up any other employment or engage in any private business of any other nature. He/ She shall also not make himself or herself directly or indirectly interested in the business of any other person or organization.

5.7. The employment of the Institute has an implied undertaking that he/she shall not divulge any official secrets/ valued information gained by them during the course of their employment with the Institute to any other individual or institution while in service of the Institute or even after leaving the Institute. Divulging of official secrets shall construe misconduct/indiscipline and is a punishable offence.

5.8. He/ She shall abide by and follow the rules & regulations of the Institute and the instructions issued from time to time by the management.

5.9. He/ She shall be responsible for safe-keeping and return in good condition and order the properties, equipments, books, etc. of the Institute which may be issued to him/her for his/her personal use, custody and/or charge. The management has the right to realize cost of the equipment/books/property of the institute placed in custody of/issued to an employee for performing his/her duty from his/her dues. The management reserves the right to take such other action(s) as they may deem proper in the event of an employee's failure to account for the aforesaid items of property to the satisfaction of the management.

5.10. The management will deem to take the address mentioned in employment form as postal address for all communications. All the correspondence and communication forwarded to this address shall amount to proper legal notice. It is the duty of the employee to communicate for any change of their last noted address for communication immediately to the Institute.

5.11. The violation of any terms and conditions of employment shall be liable to instant dismissal without any notice or compensation. Similarly the falsification of information furnished in the personal data shall be liable to instant dismissal without any notice or compensation.

5.12. All employees shall abide by the rules of the Central Library/ Computer Centre/Departments, etc. as issued by the respective departments from time to time.

APPOINTMENTS**CHAPTER - 6**

An appointment /calling designation or assignment shall not imply permanent position/ designation. The senior most people in a section/ department may be called the head but it shall not imply that he/she has the right to that position/ designation/ grade of etc.

All appointments to the Service of Asansol Institute of Engineering and Management-Polytechnic shall be **on probation for the period of one year.**

[The Recruitment, Selection and Appointment Policy and Procedure given in ANNEXURE-I of this "EMPLOYEES SERVICE & CONDUCT RULES"]

CONDUCT RULES**CHAPTER - 7****7.1. Teaching Staff**

7.1.1 The teaching staff constitutes the backbone of an academic institute. The students look up to them for almost everything, right from teaching to employment and even for their personal problems. The faculty members thus need to develop a rapport with the students through Mentoring Process to ensure that they are able to mould and make them achieve growth and advancement. Besides, the faculty members shall address the matters pertaining to their own growth. The faculty members shall, therefore devote efforts commensurate with their responsibilities and of course their aspirations of a respected teacher. All that a teacher earns in life is the wealth of 'Respect' of the students and if that is not earned, he/ she shall introspect and decide if he/she shall continue to be a teacher.

Some of the DOs and DON'Ts are listed in succeeding paragraphs.

7.1.2 Do's

- Reach the Institute a few minutes before the scheduled time.
- Reach the class room on time, preferably a few minutes before the scheduled time, as per the time table.
- Ensure that proper discipline and decorum is maintained in the class room.
- Teach in interactive manner (more in discussion mode), as far as possible.
- Refrain from giving dictation or copying from the book/notes on to the board.
- Use slides/PPT for at least one topic from each unit (maintain record).
- Avoid drawing sketches on the board, use slides/PPT.
- Provide good practical examples.
- Provide web site references for further reading by the students (maintain record),
- Train students to present seminars on referenced topics.
- Teach few topics beyond the syllabus.
- Take up the role of Mentors (maintain record), and help students to the best of your ability.

7.1.3 DON'Ts

- Don't let off the class before time unless there is a justifiable reason,
- Don't ever be harsh or disrespectful to the students or their parents.
- Don't be disrespectful to your superiors and colleagues,
- Don't let bureaucracy affect your functioning; bring out the matter in writing/verbally to your superiors immediately.
- Don't indulge in any act of theft, fraud or dishonesty in relation to the property of the Institute or a colleague.
- Don't furnish false information with respect to your age, qualification, service details or any other matter germane to employment, during or after,
- Don't act in a manner prejudicial to the interest of the institute, good order and discipline,
- Don't display willful insubordination and/ or disobedience, individually or collectively towards any lawful order issued by the authority empowered to do so.
- Don't refuse to accept any notice/circular/lawful order and do sign on the office copy in token of having received the same issued by the authority empowered to do so
- Don't indulge in any act of vindication which may affect the organizational culture/ climate.

7.1.4 Code of conduct of teaching staff members

1. A teacher must follow Core Values and Vision of the Institute.

2. A teaching staff member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a teacher do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self motivated. Such students may need regular counseling in various forms. A teacher is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
3. In order to achieve this, a teaching staff member must go to take lectures well prepared with theory and practical examples of the subject. Use pictures and videos to explain the subject. Encourage students to use English to the extent possible as medium of communication during the discussion.
4. A quality and high standard teaching is only possible when a teacher is dedicated to the profession, its students and the subject he /she is teaching.
5. A teacher who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
6. General mentoring / counseling of the students is required and is the responsibility of each teacher. If the student appears to be not convinced from the counseling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and teacher must act wiser to explain what is best in the interest of a student.
7. A teacher should not enter into the arguments with students in front of others. Converse, and communicate with the student the outcomes which he may face, today or in future jobs, due to the poor way of talking with the students /teacher /seniors etc.
8. Many a times, it happens that the student is not always at fault. So, communicate politely and respectfully so that a good rapport with students gets maintained.
9. Behaviour of the teacher with the students should be such that it displays authority and command with love and affection for them. Ultimately teacher should be able to convey to the students that they are being taken care for their all round growth.
10. Behaviour of the teachers with the fellow staff member / teaching staff, students and other stakeholders in the organization during the institute hours, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / teaching staff member and the management especially before the students.
11. It is the duty of a teacher to report any act of indiscipline noticed by him / her within the campus. Also as far as possible faculty member should interrupt in the acts of indiscipline noticed by him I her and make an effort to bring a desired order and situation.
12. Although everybody has a right to look for his / her own career development. However teacher should refrain during college hours from any such activity like preparing for competitive examinations to seek employment outside Asansol Institute of Engineering and Management- Polytechnic arid / or applying outside in other organizations for seeking employment. All such activities are private matters of individual teacher and the same should not be performed during institute hours or within the academic area of the institute.
13. It is expected that teacher shall not keep any material with them or in their departmental cabin other than subject text books, class notes and the related material like the answer sheet submitted by the students etc.
14. Except during the lunch hours, a teacher must be present within the department and / or within the academic area of the institute and must avoid holding private meetings with other staff member / teachers during the college hours to discuss the topics other than academics.

14. A teacher must follow law of the land and should not indulge himself /herself in an activity which can be detrimental to the reputation of the institute.

15. Teacher must maintain high standards of punctuality, honesty and professional ethics.

16. Teachers should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.

17. The teachers must Restrict Private Calls through Mobile Phones during institution hours and avoid it during class rooms, meeting, seminars, examinations etc., except in extremely unavoidable circumstances.

18. Teaching staff members should have high performance expectations and a mindset of excellence.

19. Teachers are expected not to share any report, files, data or source code with any unauthorized person/group/organization through the internet or internet or any other tool.

7.1.5 Code of conduct for employees other than teaching staff.

1. An employee must follow Core Values and Vision of the Institute.

2. An employee should not enter into the arguments with the teaching staff members, guardians, students and guests.

3. It is the duty of an employee to report any act of indiscipline noticed by him / her within the institute campus. Also as far as possible they should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.

4. Except during the lunch hours, a teacher must be present within the department and / or within the academic area of the institute and must avoid holding private meetings with other staff member / teachers during the college hours to discuss the topics other than academics.

5. Behaviour of the employee with the fellow staff member / teaching staff, students and other stakeholders in the organization during the institute hours, should be very decent which could be set as an example-to follow. He/she should not criticize fellow staff member / teaching staff member and the management especially before the students.

6. An employee must follow law of the land and should not indulge himself / herself in an activity which can be detrimental to the reputation of the institute.

7. Employees must maintain high standards of punctuality, honesty and professional ethics.

8. Employees should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.

9. All employees should maintain integrity and ethical standards of the institution.

10. The employees must restrict on illegal activities within the institute campus: activities including smoking, drinking alcohol, using foul language.

11. Employees should deal with people and issues openly, directly and respectfully.

12. Employees should take active responsibility for the quality of service they provide to students and others.

13. Staff members should have high performance expectations and a mindset of excellence.

14. Employees should maintain an absolute commitment to safety for themselves and others.

14. Educate other employees on this Code of Conduct and the requirements applicable to employees' work activities.

15. Employees are expected to uphold the spirit of team work and ensure that the best interest of the team and institute prevails at all times.

16. Employees not to share any report, files, data or source code with any unauthorized person/group/organization through the internet or any other tool.

17. An employee must comply with the spirit of any applicable law, rule or regulation, the protocols, policies and procedures of the institute and also encourage other employees to do the same.

18. Employees shall not engage in any corrupt practices including offering/accepting bribes or kickbacks or any other kind of improper payment including facilitation payments, giving false incentives, indulging in the /fraud, embezzling funds, indulging in personal money transactions or personal entertainment with vendors/suppliers.

19. At all times employees must be able to act in the interests of the organization.

7.2. Misconduct

The following shall constitute misconduct and shall attract disciplinary action against the defaulting employee:-

- Willful in-subordination/ disobedience of lawful orders issued by the authority empowered to do so.
- Habitual late coming, irregular attendance and willful absence from duty.
- Signing the attendance register without express permission of the Director/Principal/Dean of Academics/ HOD/Office in-charge after having been marked absent/ on leave, etc.
- Neglect of work or negligence in performance of duty including malingering and avoiding assigned work.
- Academic/ administrative responsibility non-compliance.
- Damage to the property of the institute.
- Drunkenness, disorderly/ indecent behavior within the premises of the institute.
- Collection of money from the students/employees without the permission of the competent authority.
- Commissioning of an act which amounts to criminal offence- involving moral turpitude.
- Misuse/ misappropriation of Institute property or funds assigned to an employee for official purposes.
- Instigating students into undertaking unlawful activities.
- Developing unhealthy relationship with students.
- Violating the teacher-taught norms.

7.3. Participation Demonstrations

No employee of the Institute shall engage him / her or participate in any demonstration, which involves incitement to an offence.

7.4. Accepting Gifts, Presents/ Invitations Parties and Private Functions

Many suppliers, Students and other parties with whom the Institute has connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, the employee may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Institute, as:

- The image of the Institute will be adversely affected
- One cannot be selective in such matters without offending others.
- It will be impossible to accept all such invitations.

The host may in return expect a favour from the employee or the intention may be to use the employee to indirectly influence a decision of the Institute, in which the host is interested. Whatever

may be the intention of the host and in whichever form the reward is made, the Institute will appreciate if the employee refrains from accepting such invitations or presents.

It is common to receive presentation articles from suppliers, customers, etc., and gifts during festivals. Such gifts, when received, are to be forwarded to the Principal who will distribute them to different managerial divisions. However, gifts of a consumable nature, eg, cakes, sweets, etc., need not be sent to the Principal but should be distributed locally.

7.5. Consumption of Intoxicating Drinks and Drugs

7.5.1. An employee of the Institute shall strictly abide by the law relating to intoxicating drinks and drugs in force.

7.5.2. An employee of the Institute shall not be under the influence of any intoxicating drink or drugs during the course of his/her duty and shall take due care that" his/her performance is not affected in anyway by the influence of such drugs or drinks.

7.8. Work Schedule

7.8.1. Working Hours

7.8.1.1. All teaching faculty members are expected to be on duty for at least 42 hrs per week. Similarly all non teaching staff and the administrative staff employees shall devote a minimum of 48 hrs per week and maintenance staff shall devote a minimum of 54 hrs per week at the Institute. The working hours are exclusive of time spent in doing personal work, etc. The following schedule shall, henceforth, be applicable for teaching staff, Non-teaching staff and the administrative staff:

Teaching faculty members

Monday-Friday· 09:30 to 16:00 hrs: with 40 minutes lunch break.

Saturday - 09:30 to 14.00 hrs

Non teaching staff and the administrative staff

Monday-Saturday· 09:30 to 16:30 hrs: with 40 minutes lunch break.

In the cases of residential hostel employees and maintenance staff, the administrative department shall prepare the schedule of working hours depending upon the nature of duty.

Residential hostel employees and maintenance staff

Working shifts - 07:00 hrs to 14:00 hrs, 14:00 hrs to 23:00 hrs & 23:00 hrs to 07:00 hrs with one hour overlapping between corresponding shift.

The above schedule is the indicative minimum working hours to be observed for all employees.

7.8.1.2. Save as otherwise provided in these rules, the office timings· maybe changed/ modified to suit the functional imperatives of the Institute. The faculty and staff members shall NOT claim compensation for such additional hours of work put up by them.

NOTE: It shall, however, be noted that working schedule shall not be presented a constraint for Non-completion of an assigned responsibility. All assigned responsibility must, however, be completed by the stipulated time.

7.8.2. Late Arrival

7.8.2.1 Late arrival up to 10 min shall not attract any penalty provided it does not affect the class schedule. The time of arrival shall however be entered in the Biometric Attendance Machine or Register maintained for the purpose.

7.8.2.2 Late arrival beyond 10 minutes and up to 30 minutes on three occasions shall entail loss of half day Casual Leave.

7.8.2.3 Habitual late coming shall attract disciplinary action.

7.8.2.4. Late arrival at exam hall will be sufficient cause for deduction of 1 day CL.

7.8.3. Movement out of institution premises

7.8.3.1. Employees, who are required to go out of office on official duty, shall record in 'Outdoor Duty (OD) register signed by the **office head / superintendent**. Employees leaving the office on personal accounts without approval/ grant of leave shall be treated as absent without leave (AWL) and shall be liable to disciplinary action including the loss of pay.

7.8.4. Absence Without Leave (AWL)

7.8.4.1. Absence without leave, particularly during the currency of the academic session, tantamount to **misconduct**. This must be avoided. The employees of the Institute shall, therefore be NOT ABSENT without having taken the leave of absence, particularly during the academic session. However, in case of emergency including sudden sickness, the employee shall inform his/ her immediate reporting authority/ Departmental Head and seek his/ her permission for absence. This shall be followed by a written request for regularizing the absence.

7.8.4.2. In case an employee remains absent from the Institute for more than **14 days** without any information/ sanction of leave, he/ she shall be considered as a defaulter and it shall be presumed that he/ she is not interested in the job and that the continued absence shall be considered as abandonment of services which shall ultimately call for his/ her removal from the employee's roll.

7.8.5. Working on Sundays/ Holidays/ After office hours

7.8.5.1. Any employee may be called upon to work beyond the stipulated working hours to meet a specific job requirement. All employees shall abide by the demand of the Institute. Evading the responsibility shall tantamount to indiscipline.

7.8.6. Political and Communal Activities

The Institute expects the employee to refrain from involving himself in controversial spheres like political parties, communal organizations, etc. The employee is, of course, free to have his own political and communal ideologies but active involvement in this field is considered inadvisable by the Institute, as the personal opinion of the employee may be construed as the opinion or the ideology of the Institute with which he is associated. Therefore, it is imperative that the employee keeps away from active political life while in the service of the Institute.

7.8.7 Extra Curricular Activities

The Institute does encourage the employee to be a part of the community where he lives and participates in and accepts offices of honorary capacity in community activities like Social Welfare Committees, Cooperative Societies, Clubs, Rotary/Lions, Educational Institutions, etc. The spirit behind such participation should be service and not other considerations. At the same time, the Management expects the employee to be selective in accepting such tasks, keeping in mind his own need for rest and relaxation, and that his involvement in such activities does not impair his health or affect his main responsibilities in the Institute.

Another sphere of such activity is participation in developmental programs, courses and seminars conducted by different organizations, Many a time, an employee may also be requested to assist the organizers of such courses by being on the Faculty. The Institute supports participation in such activities but within limits so that they do not interfere with the due execution of his duties and responsibilities.

In all such cases, the Institute expects the employee to take prior permission from the Management. The employee may also be called upon to contribute articles to journals and periodicals of a general and professional nature, deliver lectures and talks in institutions, colleges and on radio/television. The Management should be apprised of such activities and copies of articles, talks and lectures should be submitted to the Management for prior approval.

7.8.8. Adherence to Law

The Institute follows the principle that all dealings, measures, contracts, etc., should be strictly lawful and its employees are bound to observe the same principle.

This basic principle does not arise out of business expediency, viz., that tress passing the law may bring about business disadvantages such as prosecution, tax or duty punishments, etc., but it is observed quite independently of any business opportunism.

Every employee is personally responsible or adherence to the laws in his range of work and it is the duty of all superiors to supervise carefully to ensure this.

Arguments brought forward sometimes, that in order to achieve advantages or quicker business results in the interests of the Institute, certain deviations from the above principle would be necessary, are totally unacceptable.

It is also not permissible for anyone in the Institute to assist a third party in any unlawful dealings.

Also, in the private and personal spheres, the employee is required not to get involved in any unlawful dealings-for instance, Tax, Customs Duty, or Foreign Exchange offences or undue indebtedness-which would reflect upon his position and dealings in the Institute and which could affect his reputation within and outside the Institute. The more responsible the position of an employee, the more far-reaching can be the consequences of his prosecution, also for the Institute.

The Institute will in no circumstances protect or assist the employee in a prosecution launched against him for any breach or violation of any Law or Regulation.

LEAVE RULES**CHAPTER - 8****8.1 Introduction**

Leave is a provision to stay away from work for genuine reasons with **prior approval** of the authorities. It may be granted for a casual purpose or a planned activity (Earned Leave), on medical grounds or in extra-ordinary conditions (Maternity Leave). Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. The following leave rules and norms give details about the different types of leave and how they can be availed of. Certain rules are common to both faculty and non-faculty of the Institute.

8.2 The leave year is the academic year viz **1st July to 30th June**.

8.3 The leave **cannot be availed in advance**, except under special circumstances or in case of emergency. All Leave thus availed shall be fully regularized through a written request.

8.4. The leave admissibility in respect of all the staff members (except the casual /temporary/visiting faculty and employees under probation period) shall be as under:

TYPE OF LEAVE	ANNUAL ADMISSIBILITY	MAXIMUM ACCRUAL DAYS IN SERVICE PERIOD	REMARKS	CATEGORY OF EMPLOYEE
Earned Leave	12 days	30 days	Can be cashed at the end of service period and will be lapsed over and above the limit.	Non Teaching, Office & Administrative staff.
Casual Leave	12 days	NIL	Will lapse on 30th June .	Teaching and Non Teaching, office & Administrative staff.
Maternity Leave	As per maternity rules provided in service rule here.	NA	During service period maximum two occasion.	
Medical Leave	7.5 days	NIL	Upto 14 days on half pay	
End semester leave of 10days after the end of each semester for teaching staff.				
[Note: National Holiday/ Festival/ Declared /Weekly-off days are decided and announced by the institute are applicable.]				

8.5. On severance of the services, if an individual has availed Leave in excess of the entitlement, the same shall be compensated / recovered at the time of next settlement of the accounts and will be subjected to actions as provided for continuous absenteeism elsewhere in this rule.

8.6. In the event of an individual resigning from the services of the institute, EL shall not be allowed to be availed during the notice period. However, CL may be availed during the period.

8.7. Earned Leave (EL)

8.7.1. Earned leave means the leave earned by an employee for the services rendered during the calendar year.

8.7.2. EL shall be credited to an employee's account after he/ she completes one year. It shall be calculated proportionately for the duration of the service rendered during the calendar year.

8.7.3. Earned leave can be availed only after the completion of **ONE YEAR** of continuous service.

8.7.4. EL shall be recommended by the immediate superior/ departmental head. The **Principal** shall be the sanctioning authority.

8.7.5. Request for EL shall be made well in advance, requests made less than 3 days in advance may not be entertained except in some special cases.

8.7.6. Intervening Sundays and other holidays falling within the leave period shall be counted towards leave.

8.7.7. National /Festival / Declared / Weekly off days cannot be prefixed and /or suffixed to EL.

8.7.8. National /Festival / Declared / Weekly off days between EL will be treated as sandwich.

8.7.9. Any absence of more than the number of EL sanctioned will be treated as leave without pay, unless given valid reasons to the management.

8.7.10. Balance EL remaining unutilized as on 30th June will be carried forward.

- EL can be accumulated for a maximum of 30 days.
- Accumulated EL over and above 30 days will be lapsed.
- At the time of retirement only the balance EL, will be encashed at the basic pay rate as on the day of retirement.
- EL will be credited to permanent staff (Non-teaching and administrative).

8.7.11 The **Director/Principal** is the sanctioning authority of EL.

8.8. Casual Leave (CL)

8.8.1. Casual leave is catered to meet emergent/ unforeseen requirements of an employee. It shall, however, to be sanctioned in advance unless unavoidable.

8.8.2. The **Principal** is the sanctioning authority of Casual Leave.

8.8.3. Like Earned Leave, Casual Leave can also not be availed in advance.

8.8.4. An employee is entitled to ONE CL every month of 14 days attendance in the institute.

8.8.5. Continuous CL can be availed up to the number of days of CL: earned or up to 4 days, whichever is lesser.

8.8.6. A minimum of half CL can be availed.

8.8.7. It is up to the Management's discretion to sanction more than 4 days of CL at a stretch.

8.8.8. Intervening National / Festival/ Declared holidays will be counted as leave.

8.8.9. Balanced CL remaining unutilized as on **30th June** will lapse.

8.8.10. When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective HOD's /In-charge on the same day through phone/e-mail.

8.8.11. Officials joining during the middle of a year may avail of CL proportionately or to the full extent at the discretion of the competent authority.

8.8.12. CL cannot be combined with any other leave:

8.9 Penalty for late Attendance

8.9.1 Half-day's CL should be debited from the CL account for each **3 days** late attendance after **15 minutes** of scheduled arrival time.

8.9.2 In case of attendance after **11:00am**, formal application for **half-day's leave** to be submitted.

8.9.3 If attendance is recorded after **01:30pm**, **one full day's leave** will be debited and the formal leave application to be submitted.

8.10. No leave will be granted to the employees during the period of examinations unless given valid reasons to the management.

8.11 Medical Leave (ML)

8.11.1. The medical leave shall be admissible to an employee for his/ her own sickness. It shall NOT be admissible for attending to sick family members.

8.11.2. The employee can either avail 07 days full pay leave or 14 days half pay leave.

8.11.3. Sick leave in excess of 1 days shall require a medical certificate. "Sick leave in excess of 7 days' shall require records of hospitalization. In both the cases, a medical fit certificate to be produced at the time of rejoining.

8.11.4 Intervening National / Festival / Declared holidays will be counted as part of the leave.

8.11.5 Balanced ML remaining unutilized as on **30th June** will be lapsed and will not be carried forward to the next year.

8.11. 6 Inability to attend office because of any sickness should be notified to the respective HOD's /In-charge on the same day through phone/e-mail.

8.11.7 Approved leave application should reach the competent authority within 3 working days of rejoining.

8.11.8 ML cannot be combined with any other leave.

8.11.9 The **Principal** is the sanctioning authority of medical leave.

NOTE: EL/CL/ML shall be got sanctioned by the competent authority on the prescribed form. All leave applications shall have the endorsement of the administrative department indicating the days of leave availed/ days of leave in balance. All applications duly approved shall be submitted to the management before proceeding on leave. Non-compliance may lead to a person being marked absent.

8.12 Maternity Leave

8.12.1 The employees covered under ESIC maternity leave to female employees shall be granted as per the ESIC Act 1848 and Rules thereof. The leave shall become applicable only after the completion of the more than one year service at the Institute.

8.12.2. In the cases of other permanent employees having more than one year service at the Institute and having no children or at most one surviving child are eligible for grant of maternity leave. A suitable medical certificate from a competent doctor must be attached with the leave application. Maternity leave can be granted for a period of 84 days at the maximum.

8.12.3 During the leave period, a medical certificate and progress report from a competent doctor must be submitted. In the absence of such report, the leave salary shall not be paid.

8.12.4 The salary for the leave period shall be paid in three equal installments in three consecutive months after the employee joins the duty (on completion of leave period) .If the employee joins the duty in first half of the month then the first installment shall be paid in that month itself. Else the first installment shall be paid in the next month. Each installment shall be paid along with the salary.

8.12.5 In case of miscarriage, leave up to a maximum period of 6 (six) weeks on each occasion (up to a maximum of two) may be granted, provided that the application for the leave is supported by a certificate from a competent Doctor. The leave salary shall be paid in three equal installments as per the procedure given above.

a) 84 days of paid Maternity Leave is allowed to females who have to deliver a child.

b) A female employee can adjust this leave before and after the delivery of child totaling it to 84 days.

c) Before availing this leave, a certificate from the gynecologist has to be submitted mentioning the expected date of delivery.

d) Intervening National / declared / festival / weekly off days will be counted as part of leave.

e) If, because of any complication, leave may be extended, it can be done only by the appropriate authorities on case to case basis.

f) **The Principal** is the sanctioning authority of maternity leave.

8.13 Extra Ordinary Leave

In case of genuine necessity and when no other leave is due, leave without pay may be granted subject to the conditions to be specified at the time of granting the leave. The **Principal** shall be the sanctioning authority.

8.14. Leave Encashment after Retirement/ Resignation

A person shall be entitled to encashment of accrued/ unavailed EL to a maximum of 30 days subject to his/her confirmation and after the completion of 1 year service at the Asansol Institute of Engineering and Management-Polytechnic.

If an employee to be relieved has availed more number of CL against the number of months he has worked, then the excess CL will be deducted during his final settlement.

8.14 Leave for Part-time Education

8.14.1 The faculty members may be granted leave to attend morning/ after-noon classes provided the same leads to the improvement of qualification.

8.14.2 The faculty member shall, however, be required to execute a bond to serve the Institute for a minimum of three years after the completion of the-course or draw proportionately reduced salary.

8.14.3 The faculty member shall continue to draw normal pay and allowances during the period of such leave if he/ she execute the bond mentioned above.

8.14.4. The Conditions enumerated in preceding paragraphs shall apply except in case of an employee recruited with such approval already accorded to him/ her while working with the former Institute.

8.14.5 The **Principal** shall be the sanctioning authority.

8.15 Academic Leave

8.15.1 Academic leave may be granted to only the teaching faculty members including the Principal and Dean of Academics.

8.15.2 It may be granted for the following specific academic activities:

8.15.2.1 An academic activity which brings laurels to Asansol Institute of Engineering and Management-Polytechnic, Institute.

8.15.2.3 Delivering an invited talk to students/ employees of an institute.

8.15.2.4 Documentary evidence shall be accompanied with the request.

8.15.2.5 TA/DA & registration charges shall be borne by the individual/ host institution.

8.15.2.6 The said leave can be granted up to three times during an academic year.

8.15.2.7 The incumbent shall seek CL/EL for attending all paid activities e.g. working as an external examiner for conducting practical examinations, member of an inspection committee, etc.

8.15.2.8 The **Principal** shall be the sanctioning authority.

8.16 Leave for employees under probation period

An employee under probation period of his/her appointment will be entitled for CL and ML. Proportionate days CL and ML only (one casual leave will be due after completion one month) in a year.

8.18 Leave Encashment after Retirement

A person shall be entitled to encashment of accrued/ unavailed EL to a maximum of 30 days subject to his/her confirmation and after the completion of 1 year service at the Asansol Institute of Engineering and Management-Polytechnic, Institute.

If an employee to be relieved has availed more number of CL against the number of months he has worked, then the excess CL will be deducted during his final settlement.

8.19 Procedure for applying leave

The available leave balance is to be checked by the employee with the administrative department and the leave to be applied by duly filling up the leave application form and writing in a paper. The application has to be forwarded by the employee through their departmental head for approval by the Director/Principal. The departmental head is authorized to either recommend or disapprove the leave on valid grounds. The approved leave application has to be submitted to the administrative department for recordings and subsequent processing.

8.21 Cancellation of leave

The appropriate authorities can also cancel the once sanctioned leave on situational need basis. If an employee proceeds to avail the cancelled leave then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.

8.22 Extension of leave

As it is necessary to get prior approval for leave, so is also for extension of leave. The employee has to apply through his/her department head for extension of leave well in advance and get it sanctioned to avail them. In case an employee overstays, the unsanctioned leave availed will be treated as absence from duty, if there is no any information to HOD by phone or email.

8.23 Absence from duty

- a) When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty.
- b) The days of absence should be sanctioned by the appropriate authority.
- c) The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again.
- d) If an employee is absent from duty continuously for more than 14 days (including any National / Festival/ Declared / Weekly off days which may fall in-between), an official correspondence from the administrative department will be sent to him asking to report to duty and to provide explanation for his absence.
- e) Based on the enquiry any action deemed fit will/would be taken by the management.

If there were no response from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee has withdrawn his service from the institute on his own accord and recorded accordingly.

PROVIDENT FUND

CHAPTER - 9

Employees covered under P.F. Scheme/ Act as per salary structure is entitled to employer's contribution up to limit specified in law.

TRAVELLING ALLOWANCE / DAILY ALLOWANCE RULES**CHAPTER-10****10.1. General**

The Traveling and daily allowance rules are framed to ensure that an employee is able to perform his/her duties at the outstation effectively. The TA/DA shall be regulated in accordance with TA/DA rules laid down here amended from time to time.

10.1.1 These rules are laid down to assist each employee in knowing his/ her authorization and limit of expenditure while on official tour.

10.1.2 Although all possible efforts have been made to lay down the rates of DA, which would make an employee get reasonable comfort while at the outstation, no employee is expected to use outstations duty as the source of income.

10.1.3 Any outstation journey on official authorization shall be deemed as 'on tour'. This excludes duty to satellite cities towns adjoining Head Quarters.

10.1.4 Journey beyond 50 Km. limits of the Head Quarter (Asansol) shall be considered as 'on tour' only if night stay is involved and the duty has been duly approved.

10.1.5 Unutilized advance money shall be returned to the Institute **within 3 days of return** from tour.

10.1.6 Actual tour expense bills shall be submitted positively **within 3 days** of completion of tour. A copy of tour report may be submitted to the HR Department. In case the employee fails to do so, Institute may recover the advance from the salary of the employee in the ensuing month. Any falsified information during tour programme/ submission of fake bills may invite strict disciplinary action against the defaulter.

10.1. 7. Classification of Cities

A1 Class	Delhi *, Mumbai*, Calcutta, Chennai, Bangalore, Hyderabad
A Class	All State Capitals, Pune, Ahmedabad, Cochin, Kanpur, Baroda
B Class	All other cities not listed under the above two classifications.

10.1. 8. Travel by Air or 1st AC Rail shall be approved by the Principal prior to the commencement of journey for a non entitled person.

10.1. 9 For stay in hotel, actual bills shall be produced even if the bill is less than the entitlement.

10.2 Approval

All journeys must be got approved by the competent authority (Director/Principal) in writing. If, however, time does not permit written permission in advance it shall be done immediately on return from tour/temporary duty but in such cases verbal permission need to be obtained.

Power of approval:

Director/Principal**10.3 The journey on tour may be performed by any of the following modes**

- a) Air
- b) Train
- c) Road
- d) Combination of the above.

10.3.1 Journey by Air: May be performed in exceptional circumstances with the prior approval of Director/Principal.

10.3.2. By the Rail: The entitlement of the class of journey by rail is given below:

- | | |
|--|-------------------|
| a) Director/Principal/ Dean of Academics | Flight/ Second AC |
| b) Head of the Departments/Lecturer and equivalent | Third AC |
| c) Technical Assistant and equivalent or below | SL Class |

10.3.3 Journey by Road

The entitlement is given below

- | | |
|---|---------------------------|
| a) Director/Principal/Advisor Academic /Dean of Academics - | Institute car/Own vehicle |
| b) Faculty & Equivalent- | Bus /Own vehicle |
| c) Tech. Asstt. & Equivalent | Bus |

10.4 Mileage Allowance

Mileage allowance is admissible when the journey is performed by own vehicle. It is admissible at the following rate:

Own Scooter/two wheeler Rs. 3.00 per Km

Own Car Rs. 12.00 per Km (Without A/C)

No mileage allowance is however admissible when the journey is performed within a radius of 8 KM from Institute. Actual expenses may, however, be charged rendering an appropriate certificate.

10.5 Daily Allowance for Halts at outstation

DA at the prescribed rates for each full day of halt for a maximum of 30 days of halt at out station except under special circumstances is admissible. However, when an employee enjoys free boarding and lodging at the expenses of the Institute/ host organization/government, he is entitled to draw only one fourth rate of full rate of DA. Faculty and Staff deputed for counseling during admissions are generally expected to avail of the facilities provided by the counseling agency. Additional arrangements may, however, be made under special circumstances.

10.5.1 The DA rates are given below

- | | |
|--|----------------|
| a) Director/Principal/Dean Academic/Advisor Academic - | Rs.350 per day |
| b) Head of the Departments/Lecturer and equivalent - | Rs.250 per day |
| c) Technical Assistant and equivalent - | Rs.140 per day |

10.6 Incidental Charges

Incidental charges are admissible as under:

10.6.1 Transportation from residence to railway station/Airport, Airport/ Railway Station to place of duty; Actual expenses will be admitted.

10.6.2 Taxi charges for traveling to other offices in town: Actual expenses will be admitted.

10.7 Lodging at the outstation

It is expected that the faculty in general will be able to arrange accommodation in the guest house/hostel of the host organization. In such a case, no additional allowance will be admitted. However, if the employee has to make his/her own arrangements of accommodation, following are the entitlements:

Type of City	Director/Principal/Advisor Academic/ Dean of Academics	HOD/ Sr. Lecturer/ Lecturer
Class A city	Rs.1000/- per day	Rs.600/- per day
Class B city	Rs.800/- per day	Rs.500/- per day
Class C city	Rs.500/- per day	Rs.400/- per day

10. 7.1 Hotel charges will be paid against actual bills and most practical generally be resorted to. Full day taxi shall not be hired unless unavoidable.

10.8 Advance

Advance may be drawn with the approval of the sanctioning authority.

Settlement of TA/DA claim

TA/DA claim must be settlement within 7 days from the date of return from tour. TA/DA claim shall be got countersigned by the HOD and submitted to the Accountant, who in turn shall check for entitlement and get it approved by the Director. All claims must be accompanied with bills etc. In case of non-settlement within prescribed time, advance drawn will be deducted from the salary.

10.9 Official Duty TA Report

All TA/DA claim shall be accompanied with a copy of official duty report. This shall briefly highlight the activities and the duties performed by the officer at the outstation. No claim will be passed OD report.

TERMINATION**CHAPTER - 11****11. Termination:**

11.1. Service of an employee shall automatically stand terminated if an employee remains absent from duty without sanction of leave-for seven consecutive days. The services will stand terminated in case of any one or more of the following conditions too:

11.1.1. On expiry of the period of employment.

11.1.1. Indiscipline/disobedience/misconduct/moral turpitude.

11.1.2. Resignation.

11.1.3. Non-fulfillment of the Terms & Conditions of Employment” as contained in these rules.

DRESS CODE**CHAPTER - 12**

The students have a dress code.

It laid down for the faculty members. Not-with-standing, all the faculty members are expected to come to the Institute properly dressed. **T-shirts & Jazzy clothes are NOT** expected to be used by the faculty members on academic days.

NOTICES AND CIRULARS**CHAPTER -13**

All the departments shall maintain a file of NOTICES/ CIRULARS in the respective departmental office. It shall be the **responsibility of all the employees** to make themselves conversant with all the instructions issued from time to time.

13.1 All notices displayed on the Notice Boards shall be treated as read and accepted.

13.2 All circulars issued by the offices of the HOD/ Dean of Academics/ Advisor Academic /Director/Principal are expected to have been read and complied with.

13.3 Circulars/notices not read on account of absence shall be read on return from absence.

14.1 Duties & Responsibilities**14.1.1. Principal****The roles and responsibilities of Principal are as follows:**

The role of the Principal of Asansol Institute of Engineering and Management is to develop a vision and strategy which keeps the Institute at the forefront of educational innovation and outstanding achievement and which maintains its position within its local community as a key and valued partner committed to excellence.

The Principal will be expected to lead, inspire and develop the management team and staff, maintaining at all times that ethos of partnership and shared decision making which has been so fundamental to the institute's success.

The Principal will be expected to develop strong and purposeful working relationships with the Management, Governing Body, Executive Director and Dean of academics, whose role it is to aggregate educational character and strategic priorities of the Institute. It will then be the Principal's role to implement these policies and to provide leadership to Institute staff, ensuring that they share and reflect the Institutes' Vision, Mission, values and aspirations.

The "Principal" means the person appointed by the "Governing Body" who shall be the principal academic officer of the Institute and who shall be responsible for the proper and efficient administration of the Institute in accordance with the rules and guidelines laid down in this respect by the "Governing Body" and for the imparting of instruction and maintenance of discipline therein. He is responsible for operating the facility according to the policies and philosophy formulated by the Management. He should consult with the Parent Body and Asansol Institute of Engineering and Management-Polytechnic, Executive Director and Co-coordinator as necessary, in carrying out the following key responsibilities.

1. Leadership

The Principal will:-

- 1.1. Provide effective leadership to the Institute in fulfilling its mission as determined by the Management.
- 1.2. Make proposals to the Management regarding the educational character, activities and mission of the Institute, developing a suitably ambitious vision to inspire and motivate.
- 1.3. Ensure that the Management is fully engaged in all strategic decisions which affect the mission and character of the Institute and implement the decisions of the Management.
- 1.4. Determine the Institutes' academic and other activities.
- 1.5. Organize, direct and manage the Institute and lead the staff, providing inspiring and motivating leadership to those engaged in teaching and training.

2. Guidance to Students

The Principal will:-

- 2.1. Introduce effective academic strategies for the students.
- 2.2. Ensure high quality arrangements exist for teaching, learning and students support and that the Institute delivers high quality education and training.
- 2.3. Strive to make the Institute an inclusive, student-centered organization and an effective learning environment for all Stakeholders.
- 2.4. Maintain students discipline and within the rules and procedures provided for suspend or expel students on disciplinary grounds or expel students for academic reasons.

3. Policies:

The Principal will:-

- 3.1. Lead and contribute to the development, implementation and monitoring of Institute plans and policies.
- 3.2. Ensure the effective review of policies and procedures which involve the Management, staff, students and other Stakeholders.

4. Guidance to Staff

The Principal will:-

- 4.1. Provide the organisation, direction and management of the Institution and leadership of the staff.
- 4.2. Ensure the appointment, assignment, grading, appraisal, suspension, dismissal and determination, within the framework set by the Management, of the pay and conditions of service of staff.
- 4.3. Provide management and leadership *of* staff which will ensure that the Institute discharges all of its legal responsibilities and that good employee relations are maintained and developed.
- 4.4. Promote discipline and good conduct and encourage commitment of staff; leading by example.
- 4.5. Contribute to the training of staff to ensure the effective implementation of policies and systems agreed by the senior management team.

5. Finance and Management Information

The Principal will:-

- 5.1. Prepare annual estimates of incomes and expenditures for consideration and approval by the Management and manage the budget and resources within the estimates approved by the Management
- 5.2. Demonstrate prudent and effective budgetary management
- 5.3. Ensure that there is proper and effective operation of financial, planning and management controls.
- 5.4. Ensure that information systems are in place which provides robust data to support the management of the whole Institute.

6. Management and Quality:

The Principal will:-

- 6.1. Co-operate with colleagues in the senior management team to ensure that the Institute offers the highest quality service to its clients and foster a culture of excellence and innovation.
- 6.2. Directly line manages and monitors the work of the senior management team.
- 6.3. Develop an ethos of teamwork throughout the organization.
- 6.4. Ensure the dissemination of information about, and examples of, best practice in the sector as well as information on relevant national and local policy developments.
- 6.5. Ensure that appropriate targets are set and agreed throughout the Institute, that performance against them is monitored and that the Institute meets or exceeds them.
- 6.6. Make certain that the Institute at all levels is committed to the development and personal growth of all the individuals it employs or serves.

7. Partnerships and Communication

The Principal will:-

- 7.1. Seek out development opportunities for the Institute.
- 7.2. Ensure that the Institute is effectively represented and promoted in local, regional and national forums and that information from external sources is disseminated widely throughout the Institute.

7.3. Contribute to the development and maintenance of effective communication within and beyond the Institute and act as an ambassador for the Institute and an advocate of its interests.

7.4. Work closely with AICTE / State Council / local high schools / colleges / institutes etc. to develop the most effective local response

7.5. Maintain and develop the Institutes' partnerships with higher education institutions to meet the higher education needs of students

7.6. Develop effective partnerships with employers to provide a wide range of education and training opportunities.

8. Health & Safety

The Principal will ensure that the Institutes' health and safety policies are implemented

9. Flexibility

The Principal will adopt flexible working methods to meet the changing needs of the Institute & Society.

10. Equality of Opportunity

The Principal will adopt and encourage a positive attitude towards equal opportunities and ensure the development of equal opportunities throughout all aspects of service delivery and employment.

11. Professional Standards

The Principal will

11.1. Develop and maintain quality standards appropriate to the post.

11.2. Develop and maintain professional standards and expertise by undertaking relevant professional development.

However, the above is not a complete statement of all duties and responsibilities of this post. The Principal may be required to carry out other duties in keeping with the nature of the post as directed by, and agreed with, the Management and as provided in the service rule of the Institute.

14.1.2. Advisor Academic / Dean of Academics

The roles and responsibilities of Advisor Academic / Dean of Academics are as follows

Dean of Academics of Asansol Institute of Engineering and Management-Polytechnic, shall look after the Curriculum, Examinations, liaison with State Board, Students' activity etc., NBA Accreditation of different programmes. He shall be assisted by a number of HOD / In-Charge of the departments and Office Superintendent. He is responsible for implementing the academic policies of the management as formulated by the Chairman as well as GB.

- All matters pertaining to students' admission, results, records/files, marks sheet, certificates, Attendance, students' scholarship, communication with the Council, students related court cases, etc.
- All matters relating to employees welfare/discipline.
- Counseling of faculty/staff members on rules & conduct.
- Performance Appraisal of employees.
- Look after the activities of IMC as convener and implementation of the measures taken to the respective department concerned.
- Arranging motivational lectures for faculty and staff.
- Feedback of faculty members from students and HODs/ In-Charge of the departments-analysis and corrective measures taken therein.
- Arranging, Orientation Programme for the newly recruited faculty members of the department.

- Organize/ conduct various in house /Council examinations.
- Submission of Sessional marks to the Council.
- Uploading /submission of attendance for use by the State Council
- Liaison and correspondence with the State Council.
- Liaison and correspondence with the Director, Principal.
- H.R. Policies
- Leave record
- P.F. of employees
- Preparation of pay bills assisted by the accounts department.
- Court cases related to the employees
- Oversee the increments and promotions
- Advertisements for recruitment
- Look after the appointment / discharge / retirement.
- Maintain record of admissions, failures, promotions, dropouts, ex-students and pass outs.
- Issue of mark sheets, provisional certificates, etc.
- Correspondence in relation with scholarship for students and liaison for the same.
- Oversee the Maintenance of records/students files prepared by the departments.
- All correspondence with the State Council and other Academic Institutions.
- Maintenance of students discipline
- Counseling/ Mentoring of poorly performing and generally defaulting students.
- Interacting with students' parents for:
 - a. Short-fall in attendance
 - b. Poor academic performance
 - c. Attending to students general (non -academic) problems

14.1.3. Head of the Department / In-Charge

i) The roles and responsibilities of Head of the Department / In-Charge are as follows.

He/ She is the architect of the department. Its smooth functioning and further growth largely depends on the vision of the In-Charge / Head of the department and the implementation of the Institutes' policies .Although individual faculty members are fully responsible for effective conduct of their own classes, yet the over-all responsibility of efficient functioning of the Department rests with the In-Charge / Head of the department.. Apart from heading their respective department and working towards its improvement, the range of their responsibilities includes the following:

- Organize the department for most efficient operations.
- Assign responsibility to all the faculty & staff members in writing, monitor their performance & counsel them as required.
- Plan & monitor curricular & co-curricular activities of the department.
- Promote healthy atmosphere among the members in the department
- Preparation of Project proposal for funding
- Assisting resource mobilization for the institution
- Conduct performance appraisal of teachers
- Oversee Department's financial performance and departmental financial controls
- Appoint class / programme coordinators and laboratory in charges and monitor their performance.
- Counsel defaulting faculty/staff members

- Monitor syllabus completion & academic progress of the students.
- Counsel defaulting students & communicate with their parents, both in writing as well as telephonically
- Plan and implement faculty, staff, and students development activities
- Arrange alternate classes for absenting faculty member, if required
- Get departmental professional society activities organized regularly.
- Organise seminars/conferences at regular intervals
- Organise industrial visit/ in-plant training for final year students.
- Extend support to the Training & Placement department in placement activities
- Provide assistance to the other academic departments
- Provide assistance to the Administrative management of the institute
- Ensure proper delivery of curriculum and timely coverage of the syllabus
- Identify gray areas in the department and initiate strategies for their improvement
- Organize departmental meetings.
- Seek research & consultancy projects from the Industry.
- Maintain students' discipline.
- Get departmental website updated regularly through web admin
- Ensure proper maintenance of students' sessional marks, attendance, etc.
- Identify week/defaulting students, counsel them and seek assistance from their parents for improving the performance of such students.
- Identify and Conduct Continuing Education Programmes for faculty, students and others.
- Ensure provisioning of equipments/ consumables/ books, etc. well before the commencement of the semester.
- Ensure appropriate readiness for the next semester as also smooth functioning. of the ensuing semester.

The responsibilities include the following:

- Identification and procurement/repair of deficient/repairable items of equipments for the labs.
- Formulation of Time-Table, Session Plan, Lesson Plan, Academic Calendar, subject allocation & faculty load, Individual Faculty Course files, etc.
- Periodic review of progress and completion of syllabus (theory and practical).
- Submission of Home Assignments/ project work of the students etc.
- Evaluation /assessment of the students.
- Organize: Colloquiums/Guest lecturers/Industrial visits./Faculty development programme.
- To engage in long-term planning for the future direction of the department.

ii) Duties & Responsibilities of Course-in-Charge

- a) Provide assistance to the In-Charge of the department.
- b) Guide and support new teachers in their department.
- c) Guide the students in terms .of academic, extracurricular & co-curricular activities.
- d) Participate in professional development programmes and share information and resources.
- e) Participate in programmes and instructional planning with the colleagues.
- f) Promote healthy atmosphere among the members in their department.
- g) Planning and implementation of instruction in laboratory.
- h) Monitoring & Evaluation of academic activities in the department
- i) Preparation of Time Table.
- j) To liaison with Training & Placement Department in absence of In-Charge of the department

And any other relevant work assigned by the Director/Principal from time to time.

14.1.4. Training and Placement Officer

The roles and responsibilities of Training and Placement Officer are as follows

Training and Placement Officer constantly visits various Industries and meets personnel and project managers, to look after the job opportunities and placement of passing out students in those industries. The goal of Training & Placement is to provide relevant training and arrangements of Campus Recruitment drives.

The responsibilities comprise the following

- Arranging short term Industrial Training for students & faculty members.
- Arranging guest lectures by Industry experts.
- Arranging Career Development Training programme.
- Arranging personality development programmes through experts.
- Arranging additional short term courses in consultations with Chairman/HODs which help in getting students the placements.
- Conduct Entrepreneurship Development Programmes.
- Establish liaison with industry houses, R&D organizations, placement consultancy agencies, etc. for placement of final year students.
- Arrange training of students in attending interviews.
- Arrange campus interviews
- Conduct free JELET coaching classes for final year students.
- Identifies the industry expectations and promotes institutional preparation to meet industry needs through Industry-Institute-Interaction Cell (IIIC).
- Identify industry academia gap and suggests the respective academic departments to include more industry relevant topics.

14.1.5. Office Superintendent/In-Charge**The roles and responsibilities of Office Superintendent are as follows:**

He is responsible to open the files, maintain them, write note on cases allotted to them, prepare draft replies, memorandum, statements, prepare bills, data entry in computers if required, maintenance of guard files, dairies etc

- Prompt and efficient processing of papers coming up for disposal in his section.
- An even allocation of work amongst the staff under him with the approval of higher authorities if required.
- Maintenance of discipline amongst the staff working directly under him. That the administrative office is kept neat and tidy.
- Proper maintenance of files, registers and other documents and papers being handles in the section.
- Strict observance of the instructions contained in the codes/manuals /office orders etc. including prompt submission of periodical statements.
- Oversee punctuality in attendance by the staff under him.
- Weeding out of old and unwanted papers/documents in the section.
- Any other work assigned by the Chairman/ Director/Principal / Dean of Academics.
- Preparation of appointment letter to employees as per direction of selection committee.
- Preparation of joining report of employee
- Issuance of clearance /experience /release certificates.
- Processing RTI matters.
- Proper maintenance of Service Book and personal files of the employees.
- Maintain establishment register and other valuable record registers.
- Preparation of Tender documents
- Processing Budget matters/ Maintain Budget register.
- Processing Superannuation/ Death etc.

- Maintain leave record of the employee.
- Supervise the work assigned to staff working directly under him.
- Assist to Chairman/Director/Principal/ Dean of Academics in connection to the matters of establishment.
- Handle phone calls, transfers them as necessary and all related correspondence
- Manage reception area and looks after visitors
- Attends workshops, conferences and Staff Development Programmes.
- May take care of website functions and social media profiles.

14.1.6. Librarian

The roles and responsibilities of Librarian are as follows

He/she is responsible for the procurement and provisioning of text books, reference books, journals and research papers to the students and the faculty members of the institute. The major responsibilities are listed below:

- Maintain required number of text books & reference books as per AICTE norms.
- Procure books as demanded/required by the faculty members duly approved by the authorities.
- Ensure automation of library system which includes functions like receipt, issue, search, reservation of books, etc.
- Arrange procurement of Journals, magazines, news papers, etc.
- Issue/receive books to the teachers and students and other members of library.
- Maintain library records including accession register and discipline within the library.
- Maintain books in good state/ get the same bound, if required.
- Conduct meetings of the library committee.
- Co-ordinate all types of inspection and audit.
- Maintain software and system in force time to time.
- To do all related correspondences.
- Preservation of old books and records in systematic manner (Archive) .
- To maintain vendors data base.
- Identify slow / non moving accession.

14.1. 7. Store officer

The roles and responsibilities of Store officer are as follows:

He is responsible for the procurement & provisioning of all the capital equipments, consumables, stationery items, general maintenance stores, etc. The major responsibilities comprise the following:

- Prepare central inventory of all stores held on charge of institute.
- Ensure annual stock taking of all the stores held by individual departments as well as central stores.
- Periodic survey boards to declare unserviceable items of equipments/ stores/furniture etc. and get the same auctioned/disposed off.
- Identify deficient/repairable equipments/stores required by the departments well before the commencement of the semester and arrange their procurement/repair.
- Check quality and quantity of stores received
- Determine regular/monthly requirement of stationery items, electrical items, building maintenance stores, cleaning stores and arrange their bulk procurement.
- Carry out market survey of _regularly required items and establish method of their procurement.
- Arrange payment of suppliers on time.
- Co-ordinate all types of inspection and audit.
- To do all related correspondences.

- To maintain vendors data base.
- Identify slow / non moving items.

15.1 Introduction

- a) This document is an expression of Asansol Institute of Engineering and Management-Polytechnic, policy on discipline and a guide to all Institute employees.
- b) Discipline is a system designed to promote orderly conduct.
- c) Formal disciplinary action should be the final course of action in rectifying employee behavior.
- d) Disciplinary action should be supported through investigation, reasonable evidence of guilt and careful consideration of the circumstances of each case before formal action is taken.
- e) Disciplinary action should always be prompt, fair and firm.
- f) While every attempt has been made to ensure that this Disciplinary Code is applicable to general disciplinary instances in Asansol Institute of Engineering and Management-Polytechnic, the requirement for use of discretion within the framework of and in accordance with the spirit of the code may be required.
- g) A successful disciplinary system and climate is dependent on the good judgment, understanding and consistent treatment of the parties involved in disciplinary action.

15.2 Procedure and Documentation**15.2.1 Action of Director/Principal/ Advisor Academic / Dean of Academics when an alleged offence has been committed or is reported to have been committed**

When an offence is alleged to have been committed, the Principal/ Advisor Academic / Dean of Academics concerned will investigate the matter through disciplinary committee, and take any form of the following actions.

- a) Dismiss the case;
- b) Counsel the employee;
- c) Give a verbal warning;
- d) Give a recorded warning;
- e) Initiate an action recommended by disciplinary committee;

15.2.2 Informal disciplinary action

It is desirable for sound interpersonal relations within Asansol Institute of Engineering and Management-Polytechnic that Principal/ Advisor Academic / Dean of Academics where possible resolves disciplinary matters by means of informal disciplinary action. Informal disciplinary action can take the form of either a verbal warning or counseling.

An employee found to have committed an offence of a minor nature should be counseled by the Principal/ Advisor Academic / Dean of Academics, without an entry being made on the employee's personal record. The Principal/ Advisor Academic / Dean of Academics may however, make a record of the counseling session to allow for an assessment of the employee's performance record, should this be necessary at the time, and with the employee's knowledge and understanding thereof, formulate a plan of corrective action.

During the counseling, the Principal/ Dean of Academics should ensure that the employee is made aware of the nature of the offence and the standard of the conduct or performance that will be expected in the future.

15.2.3 Procedure for formal complaints

- a) A Principal / Advisor Academic / Dean of Academics for handling a formal complaint must investigate the case with the assistance of the disciplinary enquiry committee, where possible,

and ensure that the investigation is completed within 48 hours of the offence having been committed or the Principal / Advisor Academic / Dean of Academics having been made aware of the fact that an offence has been committed.

- b) Disciplinary committee advise the Principal / Advisor Academic / Dean of Academics on whether to continue with a formal complaint and recommend further action.

15.2.4 Disciplinary Inquiries

The Director/ Principal / Advisor Academic / Dean Academic will be responsible for the overall application of the code and should where possible:

- a) Advise and guide all participant on the Disciplinary Code;
- b) Ensure that the code is applied fairly and consistently in all cases (procedurally and substantively).
- c) When all documentation pertinent" to the matter has been collected, the disciplinary committee shall serve the papers on the accused and/or his/her representative to allow the employee to fully prepare himself prior to the hearing.
- d) The Hearing Chairperson will hear the case within four full working days of the complaint being lodged.
- e) Only when further investigate is required shall this period be extended; The disciplinary committee will be responsible for arranging a suitable venue and date for the inquiry, informing all the relevant parties; informing the accused of his/her rights to representation; informing the accused of his/her right to appeal against the decision and arranging for all relevant statements to be taken.

15.2.5 Attendance at the Inquiry

The following persons must be in attendance at any hearing inquiry

- a) Hearing Chairperson and members in disciplinary committee
- b) Complainant
- c) Alleged Offender (accused)
- d) Representative of alleged offender (if requested by alleged offender)
- e) Witness (as) (as an orally when required for the duration of the testimony)
- f) Director / Principal

15.2.5.1 The Hearing/Inquiry

- a) The accused should be given at least 48 hours notice in advance of the disciplinary hearing, indicating the date, time and venue of the hearing. In addition, the responsible person convening the hearing should advise the accused of his/her right of representation.
- b) In the event that the accused alleges that the Hearing Chairperson is implicated in the case and therefore will not be unbiased, the accused may request the appointment of an alternative Hearing Chairperson, giving a full motivation for such a request. The decision whether to appoint another Hearing Chairperson or not rests with the Principal / Advisor Academic / Dean of Academics. Such requests shall however not be unreasonable withheld.

15.2.5.2 Duties and Responsibilities of the Hearing Chairperson

The Hearing Chairperson shall be any employee on the same level as the direct Principal/ Dean of Academics of the Complainant, but not the direct Principal / Advisor Academic / Dean of Academics.

The Hearing Chairperson should not have been privileged to any information pertaining to the inquiry prior to the inquiry.

Ideally the Chairperson of a disciplinary inquiry committee will be required to follow the guidelines below when performing duties of a presiding official:

- a) Introduce and identify all present, stipulate the purpose and format of proceedings;
- b) Ensure that the alleged offender has been given sufficient notification of the inquiry, and that he/she has signed and acknowledged acceptance thereof. Ensure that the alleged offender has understood his/her employee rights in this regard;
- c) Establish if witnesses are present and if so inform the hearing that they will be excluded from proceedings once they have led evidence and have been cross questioned;
- d) Should it be established that the accused was not informed of his right to representation or that the witnesses are not present, the Hearing Chairperson will adjourn and reschedule the hearing for a later date;
- e) Should the accused fail to attend the hearing, the Hearing Chairperson will establish whether the accused was notified of the date, time and venue of the hearing. It will be advisable to re-notify all parties to attend the disciplinary hearing at a later date if notification was not given;
- f) If the accused fails to attend a disciplinary hearing, the Hearing Chairperson should in writing advise the accused of the date, time and venue of the hearing and advise him that should he fail to attend, the hearing will proceed in his absence;
- g) Should the accused fail yet again to attend and if no prior notification for his absence was given, he may be deemed to have waived his right to attend the hearing. The Hearing Chairperson will then decide the case in absentia on the facts available and the accused will be informed, in writing, of the outcome;
- h) Having ascertained that the particulars on the complaint form are correct, the Chairperson will inform the accused of the charge(s) against him/her, ascertain his/her understanding thereof and the accused will be asked to plead on the charges;
- i) The accused should be permitted to make any further pertinent comments should he/she wish to do so (whether or not he/she has already made a written statement);
- j) According to the plea entered by the accused, the Hearing Chairperson must verify all facts and allegations by questioning the accused, Complainant and any other parties in order to arrive at a decision. Only information provided in the case documentation pertaining the charge in question and statements raised during the inquiry will be used as facts pertaining to the disciplinary inquiry;
- k) The Hearing Chairperson will allow the accused, with his/her representative, the opportunity to express opinions on the case;
- l) All witnesses should be called to give evidence and to have such evidence examined by the hearing Chairperson, the Complainant and the accused and/or the accuser's representative.
- m) If during the course of the hearing, the Hearing Chairperson finds it necessary to obtain further information, the case should be adjourned to allow for further investigation;
- n) If the accused wishes further evidence to be submitted, this should be allowed, provided that the Hearing Chairperson is of the opinion that such further evidence could be of relevance.
- o) Once the Hearing Chairperson is of the opinion that he/she has gathered sufficient evidence surrounding the case, he/she should request any witness (as) to leave the room;
- p) At this stage the Hearing Chairperson may call for a recess during which he/she may liaise with the Director / Principal in order to obtain further advice and information.
- q) The Hearing Chairperson may call a recess at any stage of the proceedings and may consider any call for a recess by any other party of the inquiry;

- r) Once the Hearing Chairperson is satisfied that he/she is in a position to make a decision on the guilt or innocence of the accused, he/she will reconvene the inquiry and inform the accused and his/her representative of his/her findings. The Complainant and Human Resources Official (where possible) should be present when the decision of guilt or innocence is informed.
- s) If it is the opinion of the Hearing Chairperson that the accused is not guilty, he will inform him accordingly and the finding "case dismissed" will be entered on the Complainant form and the employee's disciplinary record will be cleared of any reference to the case;
- t) Where an employee is found guilty, the Hearing Chairperson will then take note of the offender's record of service, disciplinary record, mitigating and -aggravating circumstances, seriousness of the offence, consistency of application and any other circumstances he/she may deem necessary to consider.
- u) In all cases, current un-expired disciplinary warnings will be taken into account when deciding on the appropriate action;
- v) Depending on the nature and seriousness of the offence, the whole of the employee's disciplinary record may be considered.
- w) The Hearing Chairperson will then record the penalty on the complaint form and inform the offender of the penalty awarded in terms of this code and the reasons for arriving at the decision. The Hearing Chairperson will inform the offender of the period for which the warning will remain on his/her record as a valid entry. The Hearing Chairperson will also inform the offender of his/her right to appeal in terms of this code;
- x) With regard to corrective action, the Hearing Chairperson will, in liaison with the immediate Principal / Advisor Academic / Dean of Academics, the employee and/or representative, and the Director / Principal formulate an action plan to address the required change in behavior. The employee will be required to assist in this process and make proposals in this regard. The aim is to ensure that the process of correcting unacceptable behaviour is addressed objectively and amicably;
- y) Request the employee to acknowledge the disciplinary action proposed. Should the employee opt not to sign, a witness should be requested to acknowledge that the details of the inquiry have been communicated to the accused.

15.2.5.3 Recording of Proceedings

- a) It is in the interest of Asansol Institute of Engineering and Management-Polytechnic services and the individual that all proven offences and subsequent disciplinary action be accurately recorded.
- b) The Chairperson will ensure that all other required administrative details on the complaint form are completed before forwarding the document to the Director /Principal for overall review and control.
- c) Statements, Complainant forms and other disciplinary records will be retained by the Director /Principal as these may be required even after an employee has left Asansol Institute of Engineering and Management--Polytechnic services.
- d) The Director / Principal will be responsible for the input of disciplinary penalties on employee's personal files.

15.2.5.4 Special Cases

15.2.5.4.1. Suspension

An employee may be suspended from work immediately if he/she has allegedly committed or is allegedly involved in any one of the following offences:

- Assault/attempted assault

- Desertion
- Sleeping on duty
- Negligent loss, driving, damage or misuse of Institute property
- Abuse of electronic/data facilities
- Sexual Harassment
- Fighting
- Riotous Behaviour
- Alcohol and drug offences
- Willful loss, damage or misuse of Institute property
- Theft/Unauthorised possession of Institute property
- Breach of Trust
- Offences related to dishonesty
- Offences related to Industrial Action
- Any act or omission which intentionally endangers the health or safety of others, or is likely to cause damage to Institute property
- Interference with disciplinary and/or grievance investigations
- Abusive or provocative language (when it is likely to cause a disturbance)
- Insubordination (if the situation shows signs of getting out of control)
- Persistent refusal to obey instructions.
- In certain instances the Principal/ Dean of Academics will recommend that the offender be removed from the work place pending investigation of the case. He/she will take immediate steps to report the matter to his/her immediate Principal/ Dean of Academics, who will raise the matter with the Chairman. Irrespective of the outcome, the employee will be paid for days he/she was suspended;
- It is mandatory to liaison with the Director/Principal prior to suspending an employee in order to ensure that the suspension is procedurally and substantively fair.

15.2.5.4.2 Poor Work Performance

Cases involving substandard or deteriorating work performance are to be treated differently from those regarded as transgressions of misconduct.

The following guidelines should be considered when dealing with such cases. An attempt should be made to resolve alleged poor work performance by means of counseling the individual involved. Where poor, the Principal / Advisor Academic / Dean of Academics identify work performance, the following procedural action should be considered.

- a) Investigate and identify the problem area(s)
- b) Communicate this to the individual concerned, and jointly agree on the appropriate plan of action in order to resolve the matter. If deemed necessary and relevant, norms should be established by arranging appropriate task lists and the time duration allowed for the completion of each task;
- c) Consideration should be given to the appointment of a coach or mentor to assist the employee to improve performance.
- d) Accurately minute the agreed contents of any agreement put in place and provide the Director/ Principal with a copy for record keeping purposes;
- e) Regular evaluation and follow up on the agreed plan of action should be made;
- f) Should counseling fail to produce the desired improvement, alternative action should be considered in liaison with the Director / Principal. Alternative action could include, but is not limited to, termination of the employment contract on the grounds of incapacity, demotion or

a transfer to an alternative position. The employee, throughout this process, will be entitled to representation.

15.2.5.4.3 Offences outside normal working hours

Asansol Institute of Engineering and Management-Polytechnic reserves the right to take any action it may deem appropriate against employees who are, in the opinion of Asansol Institute of Engineering and Management-Polytechnic, guilty of gross misconduct not merely in their working situations. This is particularly so where the nature of the misconduct may affect the employment relationship with any other party. Actions that directly relate to the nature of the business are also liable for disciplinary action.

15.2.5.4.4 Court Actions

Where an employee has been criminally charged or legal action has been instituted for an employment related breach, Asansol Institute of Engineering and Management-Polytechnic reserves the right to take disciplinary action against the employee for the alleged offence, in terms of this Code.

CLASSIFICATION OF OFFENCES**CHAPTER-16****16.1 · Classification of Offences:**

Offences are classified into five major categories

- Absenteeism
- Offences related to Control at Work
- Offences relating to indiscipline or disorderly behavior
- Offences related to dishonesty
- Industrial Action

16.1.1 Absenteeism

Absenteeism in the disciplinary context means being absent from work for an entire working shift, or part thereof, without the expressed permission from a direct Principal/Co-coordinator.

A sanction of dismissal can apply for the first offence of being absent without permission provided that the employee was absent for three continuous working days without a valid reason.

- a) Absent without leave;
- b) Desertion: Leave the work place without intending ever to return; leave without help or support; abandon: leave without authority or permission

16.1.2 Offences related to Control at Work**16.1.2.1 Poor Time Keeping and related offence**

- a) Reporting late for work
- b) Leaving work early
- c) Extended or unauthorized breaks during working hours
- d) Persistently committing all or any of the above

16.1.2.2 Sleeping on duty

Any employee who is found asleep on duty, whether or not such an action constitutes a hazard to the safety and health of the offender or others or leads to damage to Institute property, shall be deemed guilty of an offence.

16.1.2.3 Negligent Loss, Driving, Damage or Misuse of Institute property

- a) Negligent loss of Institute property: any act whereby an employee, through carelessness or negligence, loses Institute property or is unable to account for it satisfactorily.
- b) Negligent driving; driving a Institute owned or rented vehicle without due care, whether such an act results in an accident or not.
- c) Negligent damage to Institute property: any act whereby an employee through carelessness or negligence causes or allows Institute property to become damaged.
- d) Misuse of Institute property: using Institute property for a purpose other than that for which it was intended.

16.1.2.4 Unsatisfactory Work Performance

- a) Carelessness: Performance of a task or duty without the exercise of due care and attention.
- b) Negligence: failure to exercise proper care and regard to the manner of discharging duty to the extent that tasks have to be repeated or equipment or persons are at risk of damage or injury.
- c) Inefficiency: failure to carry out work at the required standard or failure to complete tasks within the given reasonable time limits, without reasonable cause. This includes poor supervision.
- d) Loafing: passing time idly or failing without reasonable cause to complete tasks set.

16.1.3 Offences Related to Indiscipline or disorderly behavior.**16.1.3.1 Disobedience and related offences**

- a) Refusing to obey an instruction: deliberate refusal to carry out a lawful and/or reasonable instruction given by a person in authority and within the area of his jurisdiction.
- b) Failing to obey an instruction: failure to obey a lawful instruction given by a person in authority and within the framework of his/her jurisdiction.
- c) None-compliance with established procedure *I* standing instructions: failures to follow establish procedures.
- d) Abuse of electronic *I* Data facilities: excessive use *I* abuse of e-mail and communication facilities; storage and/or transmission of material of discriminatory nature; storage and/or transmission of pornographic material; unauthorized monitoring and interception of electronic documentation.

16.1.3.2 Abuse and related offences

a) Abusive Language:

The uttering of any words or the publication of any writing expressing or showing hatred, ridicule or contempt for any person or group of persons. The offence is more serious when it is wholly or mainly because of his/her/their nationality, race, colour, ethnic origin, sex, marital status, religion, creed, political opinion, social or economic status, degree of physical or mental ability, sexual orientation or culture.

b) Insubordination

Insolence towards a superior shown by action or words.

16.1.4 Disorderly behaviour and related offences

Disorderly behavior

Indulging in rough or unruly behaviour or practical jokes whether or not such behaviour endangers the safety or health of others or the smooth running of the work place.

16.1.4.1 Threatening violence

Threatening to do physical injury to any other person.

16.1.4.2 Fighting:

Physical contact between two or more persons, engaging in or inciting a group of persons to indulge in disorderly behaviour or willfully to damage institute property.

16.1.4.3 Riotous behavior

Unruly behaviour between two or more persons, engaging in or inciting a group of persons to indulge in disorderly behaviour or willfully to damage_ institute property.

16.1.4.4 .Sexual Harassment

Any unwanted or unwelcome sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, causes unreasonable interference with an individual's work performance or creates an intimidating, hostile or offensive work environment.

16.1.4.5 Discrimination

Any act whereby an employee discriminates against any other employee or group of employees on the grounds of nationality, race, colour, ethnic origin, sex, marital status, religion, creed, political opinion, social or economic status, degree of physical or mental ability, sexual orientation or culture.

16.1.4.6 · Willful loss, damage or misuse of Institute property

Willful loss: any act whereby an employee willfully or deliberately loses or causes Institute property to be lost. Willful damage: any act whereby an employee willfully or deliberately damages, or allows or causes damage to Institute property. Willful misuse: any act whereby an employee willfully or deliberately misuses Institute property:

16.1.4.7 Offences Related to Dishonesty

Disciplinary cases involving the following offences must be reported to the Director/Principal.

16.1.4.8 Bribery or Corruption

Giving or receiving or attempting to give or receive any bribe or inducing or attempting to induce any person to perform any corrupt act. ·

16.1.4.9 False Evidence

Deliberately giving untrue, erroneous or misleading information or testimony whether verbally or in writing.

16.1.4.10 Forgery and uttering

Falsifying or changing any documentation with fraudulent intent or attempting to do so. Uttering or attempting to utter fraudulent or false statements or documents

16.1.4.11 Misappropriation

Applying or attempting to apply to a wrong use or for any unauthorized purpose, any funds, assets or property belonging to Asansol Institute of Engineering and Management-Polytechnic.

16.1.4.12 Theft of or unauthorized possession of Institute property

Stealing or attempting to deprive Asansol Institute of Engineering and Management-Polytechnic permanently of its rightful ownership. Being in possession or disposing of Institute property without due authorization

16.1.4.13 Fraud

The unlawful making of a misrepresentation with the intent to defraud, which causes actual or potential prejudice to another party.

16.1.4.14 Breach of Trust

Actions or-conduct of an employee that cause a reasonable suspicion of dishonesty or mistrust and for which there exist extraneous evidence to prove a breakdown in the relationship of trust between the concerned employee and Asansol Institute of Engineering and Management-Polytechnic. This will include a situation where the conduct of the employee has created mistrust, which is counterproductive to Asansol Institute of Engineering and Management-Polytechnic's commercial activities or to the public interest, thereby making the continued employment relationship an intolerable one.

16.1.5 Industrial Action

16.1.5.1 Intimidation

Any act by an employee, whether by himself or in concert with other persons (whether or not such other persons are employees of Asansol Institute of Engineering and Management-Polytechnic); to intimidate any employee with the object of compelling him to take part in any strike or other action which interferes with the normal operations of Asansol Institute of Engineering and Management-Polytechnic

Intimidation is an offence even if all the procedures for the settlement of the industrial disputes and grievances and the Law have been exhausted.

16.1.5.2 Sabotage

Any deliberate action by an employee that results in the interference with the normal operations of Asansol Institute of Engineering and Management-Polytechnic by damaging any machinery or equipment or by interrupting any supplies of power, or services necessary to the operations.

16.1.5.3 Illegal Strike/Lockouts

Participation in any illegal strike action, lockouts, boycott or any other form of work disruption not in accordance with the applicable statute that constitutes a blatant refusal to work. Examples of such action include, inter alia, work-to-rule: overtime ban; go-slow.

Any disciplinary matter referred to in this subsection will not preclude Asansol Institute of Engineering and Management-Polytechnic from exercising its common law rights to terminate the employment contract in the case of illegal industrial action.

16 .1.6 Penalties

Classification of Penalties

- Verbal Warning - VW
- Recorded Warning - RW
- Severe Warning - SW
- Final Warning - FW
- Dismissal - DC
- Demotion - DM
- Transfer - TM
- Alternative Penalty to Dismissal – PM

16 .1.6.1 Verbal Warning

Any Principal/Co-ordinator may, at any time and at his discretion, reprimand an employee without completing a complaint form, in which case there will be no entry made on the employee's disciplinary record. When a verbal warning is given, the Principal/Co-ordinator must ensure that the employee being reprimanded is made aware of the existence and function of the Disciplinary Code. A verbal warning is usually issued where the offence is of a minor nature.

16 .1.6.2 Recorded Warning

Application: This may be given for a repetition of an offence for which an unrecorded warning has been given, or it may be given for a first offence.

Validity Period: The employee must be informed that the warning will remain in force for a period of **six months**.

16.1.6.3 Severe Warning

Application: Given for a repetition of the same offence or similar offence during a period when a recorded warning is still in effect, or for a first offence of a more serious nature.

Validity Period: The employee must be informed that the warning will remain in force for a period of **nine months**.

16.1.6.4 Final Warning

Application: Given for a repetition of the same offence or a similar offence during a period when a severe warning is still in effect or depending on the nature thereof, for a first offence of a serious nature. In the case of an employee being found guilty of an offence of a dissimilar nature within the prescribed period, the hearing official may, at his discretion, issue a comprehensive final warning on the understanding that if any offence is committed within the next **12 months**, it will render him liable for dismissal.

Validity Period: A final warning is effective for a period of twelve months. The employee is advised in writing by the official hearing the case of the period applicable and reminded that a repetition of the offence or the committing of any similar serious offence within the prescribed period will render him liable for dismissal. A copy of the notice shall be forwarded to the Human Resources Department.

16.1.6.5 Dismissal

Application: Dismissal is the final sanction and should be used.

- when other forms of disciplinary action have failed;
- when an employee on a final warning commits a serious offence;
- when the offence committed is of such a serious nature that it amounts to a serious breach or repudiation of the employee's contractual obligations;
- in cases relating to dishonesty e.g. theft, fraud or corruption;
- in the case of any employee who is absent from work without permission for a period of three continuous working days or more. In this case the employee will be dismissed in absentia after the third day if no reason for such absence is received. Should the employee return to work after he has already been dismissed, he may request that the case be re-opened.

Once an employee has been dismissed in accordance with the procedure contained in this Code, under no circumstances will he be considered for re-employment should he re-apply at a later stage. If it is discovered that a dismissed employee has obtained re-employment with Asansol Institute of Engineering and Management-Polytechnic service either inadvertently or through deception, his services will be terminated immediately.

16.1.6.6 Demotion

Demotion is not an acceptable corrective action and is therefore, not used as a punishment for a specific offence. It is used only where the employee is unable to meet the requirements of his present job but is suitable for continued employment in a lower capacity..

16.1.6.7 Alternative Penalty to Dismissal

A comprehensive final warning may be considered at the discretion of the Hearing Chairperson as an alternative penalty to dismissal in instances where an employee is found guilty of an offence of a dissimilar nature to a valid final warning on his personal record. The sanctioning of a comprehensive final warning will only be considered in circumstances warranting corrective action and liaison between the Hearing Chairperson and the Human Resources Officer is encouraged before such a penalty is imposed.

A comprehensive final warning will be valid for twelve months from the date of the imposed penalty.

16.1.7 The Role of the Director/Principal

The maintenance of workplace discipline is strictly a function of line management. Director/Principal should be available to assist line management where required. As far as possible, the Director/Principal should, in consultation with the official chairing hearing, ensure that disciplinary action taken is procedurally and substantively fair.

The Director/Principal should be available to advise and assist all employees on all disciplinary matters.

The Director/Principal must not impose penalties, nor hear appeals in respect of own subordinates or Immediate Chairman/ Dean of Academics

The Director/Principal is responsible for:

- Ensuring that the complaint form properly identifies the offence and is otherwise correctly completed
- Ensuring that the alleged offender is aware of the charges against him/her
- Interviewing and taking statements from the Complainant, accused and any witness
- Investigating the domestic circumstances of the alleged offender, when necessary.
- Ensuring that all facts are collated marshaled and presented without bias.
- Advising the Complainant, accused, witness (as) and representative of their roles and rights

- Ensuring that documentation pertaining to the hearing is forwarded to the appropriate officials
- Advising the accused and his representatives of progress made for cases that are pending or in recess.

The Director/Principal may at his/her discretion recommend that a concluded disciplinary case be reopened in instances where gross non-compliance to the Disciplinary Code is evident.

16.1.6 The Role of the Representative

Any employee, against whom formal disciplinary proceedings are held may at his request, be accompanied at the initial and any subsequent hearing by a colleague from the same working section, or in the case of an employee who is represented by a properly constituted consultative committee, by a member of such a committee. Legal representation or representation by non-Institute persons during internal Institute enquiries is not permitted.

The representative has no right to insist on the employee being accompanied if he does not wish it; that is, a representative will attend a disciplinary hearing only at the request of the employee. He will be invited to 'Comment on the evidence, the representative may ask question and cross-question during the disciplinary hearing, but may not give evidence during such hearings.

The representative may ask question and cross question during the disciplinary hearing, but may not give evidence during such hearings.

The representative may make submissions to the hearing officials on the guilt or otherwise of the accused prior to the hearing official making his findings. He also makes submissions to the hearing officials on the mitigating factors to be considered and on the penalty to be imposed.

Should the representative's comments at the hearing be of such a nature as to warrant re-consideration. Of certain matters or further investigations, time should be allowed for this and, if necessary, the enquiry recessed.

16.1.7 Dismissal Procedure

- a) A direct Department In-Charge / HOD may recommend that an employee be dismissed.
- b) For the purpose of the dismissal procedure, a direct Department In-Charge / HOD is defined as an employee graded D-lower or above who has a Principal/Dean of Academics link to the employee concerned.
- c) Following a disciplinary hearing outcome being advised to the employee who results in the recommendation for a dismissal and the employee accepts the recommendation; the Hearing Official will refer the case documentation for review to the relevant In-Charge / HOD for the department concerned.
- d) The relevant In-Charge/ HOD will endeavor to review the case within forty-eight hours/two working days and endorse or reject the recommendation
- e) If the recommendation for dismissal is endorsed, the hearing official shall refer the recommendation to the Director/Principal who will review the case with the relevant In-Charge / Head of Department
- f) If the recommendation for dismissal is rejected, the case shall be referred to the Director/Principal and the original hearing official.
- g) The relevant In-Charge / HOD may sanction the recommendation in writing, thereby effecting dismissal, or reject it.
- h) The employee shall be notified of the decision verbally by the Hearing Official. If the employee is dismissed, the employee will be notified in writing. This notification shall be signed by the relevant Disciplinary Committee Members.
- i) Every employee has the right to appeal against a decision to dismiss him/her.

16.1.8 Disciplinary Appeal Procedure

16.1.8.1 Every employee has the right of appeal against any decision which involves any entry on his/her disciplinary record and which may thus affect his future employment prospects.

16.1.8.2 Any employee who wished to appeal against the outcome of any disciplinary hearing against him/he must notify the Director/Principal in writing within two days of being notified of the outcome of the disciplinary hearing. The right of appeal must be based on one or more of the following appeal grounds.

Dispute of Guilt

i. Severity of Penalty/Mitigating Factors

ii. Procedural Inconsistencies

iii. New Evidence

16.1.8.3 Appeals against Verbal, Recorded and Severe Warnings in terms of 16.6.2 (i) and (ii) may be referred to the official at the level above the official who originally heard the case. The decision of the Appeal Hearing Official shall be final and no further appeal level shall be available.

16.1.8.4 Appeals against recommendations for Final Warnings and Dismissals shall be heard by the relevant Executive Committee member. If the sanction was originally imposed by an In-Charge / HOD! The accused may request the Disciplinary Review Committee to review the case.

16.1.8.5 Appeals in terms of 16.6.2 (iii) shall be reviewed by the Director/Principal may refer the case back to the original Hearing Official for further investigation and/or re-hearing, where after the procedure as per 16.6.3 and 16.6.4 above shall apply.

16.1.8.6 Appeals in terms of 16.6.2 (iv) shall be heard by the original hearing Officer and thereafter in terms of 16.6.3 and 16.6.4. The decision as to whether the grounds of appeal constitute new evidence shall rest with the Director/Principal with the employee representative.

16.1.8.7 The employee shall be present at the appeal hearing and shall be entitled to a representative in terms of Section 6 of the Disciplinary Code, except at the Disciplinary Review Committee level, where the procedure as outlined under 16.6.9 and 16.6.10 shall apply.

16.1.8.8' The Disciplinary Review Committee shall be chaired by the Operations manager and shall comprise the Director/Principal and Senior representatives of other Department. .

16.1.8.9 When an employee requests that his case be referred to the Disciplinary Review Committee for a review, he may at the same time request that he or his representative be invited to make representation or motivate his grounds of appeal in person. The Disciplinary Review Committee shall however review each case on its own merits and take decisions independently.

16.1.8.10 The Disciplinary Review Committee shall have the authority to uphold or reduce a penalty imposed by the Head of Department. It will also have the authority to impose a more severe disciplinary action should it be found that the offence committed warranted a more severe penalty. The Disciplinary Review Committee may refer a case back to the Head of Department or the Director/Principal for re-hearing or for further investigation.

16.1.8.11. The decision of the Disciplinary Review Committee will be final and should also be read in conjunction with 16.6.13. The Director/Principal shall inform the employee of the decision of the Disciplinary Review Committee. In addition, the Chairperson of the Disciplinary Review Committee will notify the employee of the decision, in writing.

16.1.8.12. Should an appeal against dismissal be successful, the employee will be reinstated retrospectively to the date on which his services were terminated and he will be advised in writing to return to work. This also applies where an appeal against a dismissal is reduced to a warning in terms of 16.6.3 (i).

16.1.8.13 In the event of the dismissal being upheld by the Disciplinary Review Committee, the dismissal shall be effective from the date of the employee's services were terminated by the In-Charge / Head of Department. The Chairman of the Disciplinary Review Committee shall inform the employee in writing of the outcome of the Committee's Review.

16.1.8.14 It should be noted that the Disciplinary Review Committee, referred to above, should only have the authority to review disciplinary cases that have been dealt with by In-Charge / HOD.

Classification of Offences - Guide to Disciplinary Action.

Nature of Offence	1 st Offence	2 nd Offence	3 rd Offence	4 th Offence
Absenteeism				
Absenteeism	RW	SW	FW	DC
Desertion	FW	DC		
Offences related to control at work				
Poor time keeping	VW/RW	SW	FW	DC
Sleeping of duty	RW	SW	FW	DC
Negligent loss, driving, damage or misuse of Institute property	RW	SW	FW	DC
Unsatisfactory work performance	RW	SW	FW	DC

Offences related to Indiscipline or Disorderly behaviour				
Disobedience & related offences (general)	RW	SW	FW	DC
Abuse and related offences				
▪ Abusive language	SW	FW	DC	
▪ Insubordination	SW	FW	DC	

Disorderly behaviour and related offences				
Disorderly Behaviour	FW	DC		
Threatening violence	FW	DC		
Assault/attempted assault	FW	DC		
Fighting	FW	DC		
Riotous behaviour	FW	DC		
Sexual Harassment	FW	DC		
Discrimination	DC			
Alcohol and drug offences				
▪ Intoxication while on duty	FW	DC		
▪ Willful lose, damage or misuse of Institute property	FW	DC		

Offences related to dishonesty				
▪ Bribery or corruption	DC			
▪ False evidence	DC			
▪ Forgery and uttering	DC			
▪ Misappropriation	DC			
▪ Fraud	DC			
▪ Theft of / unauthorised possession of Institute property	DC			
▪ Breach of Trust	DC			

Industrial Action				
▪ Intimidation	FW	DC		
▪ Sabotage	DC			
▪ Illegal strike/lockout	FW	DC		

The schedule of sanctions merely provides a guideline and the following factors shall be considered when arriving at a decision: Disciplinary record, length of service, position of employee, any other mitigating or aggravating circumstances raised at the hearing.

GRIEVANCE POLICY**CHAPTER-17****17.1 Introduction**

Grievances may be real or imagined, but in either case, it is essential that the grievance is brought to light, discussed and the matter resolved to the satisfaction of all concerned. Failure to do so will only result in the grievance becoming a worsening source of conflict and eventually ending in a far more serious problem.

Asansol Institute of Engineering and Management-Polytechnic regards it important that all its employees will have sufficient knowledge of such procedure and easy access to it. To this effect Asansol Institute of Engineering and Management-Polytechnic has formulated a grievance procedure, which has as its main objective the speedy resolution of floor grievances and thereby eliminating possible and unnecessary causes of conflict.

17.2 Objectives

- a) The Grievance Procedure is aimed at resolving work related grievances within Asansol Institute of Engineering and Management-Polytechnic, as fairly and as swiftly as possible. Grievances are feelings of injustice or dissatisfaction affecting an employee.
- b) This Procedure is not used for appeals against disciplinary action. Such are to be carried out in accordance with Disciplinary and Appeal Procedure and Code.
- c) This Procedure is neither used for the resolution of collective grievances related to wages or salaries as these form part of the collective bargaining system.
- d) Employees may lodge grievances without fear of victimization
- e) Grievances should be resolved at the lowest possible level within Asansol Institute of Engineering and Management-Polytechnic,
- f) Employees lodging grievances have the right to be represented by fellow employee of his/her choice.
- g) Records will be kept of all statements and decisions.

17.3 Procedure and Guideline

The Grievance Procedure will be implemented as follows through **Grievance Redressal Committee**:

Step 1 - Immediate Superior

1. In Step 1 the employee must discuss his grievance with his 'immediate superior or the latter's superior in the event of a grievance against an immediate superior.
2. The superior must endeavor to solve the problem within two 2 working days and inform the employee.
3. Should the employee not be satisfied with the outcome, he may proceed to Step 1 to **Next Superior than Immediate Superior.**

Step 3 - Grievance Hearing

1. The matter is referred to the Dean of Academics by handing him the grievance statement together with any other further relevant written information.
2. The Dean of Academics shall convene a grievance hearing and attempt to resolve the matter within a period of ten (10) working days. His decision shall be final.

Procedure to be followed by a Group of Employees

If a grievance to be raised affects not one employee, but a group then a spokesman for the Group, accompanied (if he so wishes) by a delegation of not more than ten 10 of the employees concerned, should proceed with Step 2 as for an individual grievance.

18.1 Introduction

Asansol Institute of Engineering and Management-Polytechnic ,shall take all such steps as prescribed by the Regulations made under the Labour Act, 1892 (Act 6 of 1892) in order to ensure the Health, Safety and Welfare of all the employees in the employment of Asansol Institute of Engineering and Management-Polytechnic.

18.2 Objectives

- a) To prevent all downgrading incidents, which could result in personal injuries, fire, property damage and waste, and to create and maintain a safe and healthy working environment for all our employees;
- b) To promote and maintain the highest possible degree of mental and social well being of all our employees;
- c) To promote and maintain good working conditions so as to safeguard our employees against injuries and occupational health and safety hazards, and to conduct our operations with due consideration to the protection of the environment.
- d) To train employees at the workplace so that they are well equipped to participate fully in the identification, reporting and management of unsafe acts and conditions:
- e) To strive for maximum employee participation in creating a healthy and safe working environment at all hierarchical levels through effective communication

Management shall:

- a) At all times provide the correct attitude for safety consciousness and leadership
- b) Supply materials, tools and all requirements for safe practices and operations, within reasonable limits
- c) Encourage all employees at all levels within Asansol Institute of Engineering and Management-Polytechnic to make suggestions for the improvement of health and safety, through the appropriate In-Charge / HOD, and Principal/Dean of Academics.
- d) Publicize, praise and criticize safety practices and initiatives wherever warranted

18.3 Security

A number of measures are in place to ensure adequate security around the office. The entrance to the premises is guarded round the clock.

The doors to the building as well as those of individual offices are locked after working hours. Staff members expecting to work late or over the weekend should obtain a key and an authority to operate the security locking system from the Finance and Administration Head.

Staff members working after working hours should ensure that all the windows are closed and the lights / fans turned off before leaving.

No money or valuables should be left unattended. The insurance for the building does not cover personal Property.

18.4 First Aid

Asansol Institute of Engineering and Management-Polytechnic will provide a qualified Doctor. A sick room is there with all necessary items and first-aid kit and also ensures that at least two staff members are trained on how to provide the first-aid adequately.

18.5 Visitors

All visitors should report to the reception.

18.6 Emergencies

In the event of an emergency, e.g. fire etc,

- raise the alarm
- inform the relevant authority e.g. in the case of fire, inform the Fire Brigade or the Police explaining what kind of fire it is;
- disconnect all machinery and close all the windows;
- evacuate the building. **DO NOT LEAP OUT OF THE WINDOWS; AND**

If the situation is life threatening

- Raise the alarm;
- Evacuate the building immediately. **DO NOT STOP TO CLEAR YOUR DESK OR COLLECT PERSONAL OBJECTS**

Equipment**19.1 Computers**

All computers should be strictly used for official purposes. Only authorized persons may access the computers. GAMES ARE STRICTLY PROHIBITED. Private diskettes are not allowed to be used on Asansol Institute of Engineering and Management-Polytechnic computers except with granted permission and upon scanning for viruses. Permission must be sought from the Finance head for borrowing of portable computers equipment or accessories

19.2 Telephone and Fax

All international telephone calls and fax should be made through the register of call maintained at the front office. It is important that the superintendent is to be notified of all calls and fax so that they are charged appropriately.

19.3 Photocopier

A photocopier is available throughout the day to meet photocopying needs. It is to be used for official use but could be used for limited personal use. The office superintend should authorize any personal use.

All official copies made should be entered in a register maintained in the respective department.

19.4 E-mail and Internet Facilities

An E-Mail service is available for official use but staff is allowed to use it for personal mail, strictly during the work breaks-lunch break or at end of the day. Wi-Fi facilities are available in campus.

Currently, the administrative assistant handles mail. All incoming mail and hand deliveries are received and stamped the date of receipt before being filed on the running file and distributed to the respective persons. All outgoing mail must be photocopied and filed before being sent out,

DEATH OF STAFF MEMBER, CERTIFICATE OF SERVICE & OTHERS CHAPTER - 20**20.1 Death of Staff Member**

In the event of the death of a staff member, Asansol Institute of Engineering and Management- Polytechnic shall notify the labour office in the prescribed form. All wages and terminal benefits due shall be paid to the next of kin, as specified in the Personal Data Form.

20.2 Certificate of Service

Certificate of Service shall be issued to employees of Asansol Institute of Engineering and Management- Polytechnic on request in service or after resignation. This certificate is neither a reference nor a statement of the staff performance.

20.3 Others

All others issues and references not covered by this rule will be decided by the Director in consultation with the Principal of Asansol Institute of Engineering and Management- Polytechnic.

ACTIVITY CALENDAR

CHAPTER - 21

The key objective of an activity calendar is to organize the activity of an institution month wise in a planned manner. The activity calendar is amended if necessary at the beginning of each academic year. It lays down in detail the activities to be performed. It shall be the responsibility of Administration /Academic departments to deal with different tasks in a planned manner. Activity calendar may be academic calendar issued by WBSCT & VE and SD.

NON-COMPLIANCE OF RULES/REGULATIONS

CHAPTER - 22

Non compliance of rules/regulations on account of ignorance of the orders is inexcusable. All the staff members shall acquaint themselves with the orders in vogue.

Faculty Performance Appraisal, Evaluation and Development System (FPADS) given in ANNEXURE - II**Action plan for Unsatisfactory Performance**

Where the teacher fails to consistently demonstrate one or more of the professional standard dimensions at a level appropriate to their years of experience. In this circumstance the institute is required to initiate one of the following measures:

- (i) Further professional development and training through FDP arranged by the institute; and
- (ii) Counseling (advice and guidance) and Remedial measures.

In all instances of unsatisfactory performance, the first action to be taken involves the Principal meeting with the teacher to discuss the area(s) of concern. The following steps should be taken:

- (i) The Principal will arrange to meet with the teacher in presence of departmental In-Charge - advising him/her that the purpose of the meeting is to discuss regarding his/her performance.
- (ii) The Principal is to provide the teacher member with a letter outlining the areas of concern. The letter may be the result of an unsatisfactory as per appraisal report.
- (iii) At the meeting, the Principal should raise all areas of performance that have been identified as being unsatisfactory, provide specific examples of the teacher's performance that do not meet the required standards and describe the level of performance that is required.
- (iv) The teacher must be provided with an opportunity to respond to the issues raised by the Principal.
- (v) After hearing the teacher's response, the Principal and Departmental chair in presence of the teacher should develop an action plan aimed specifically at the teacher achieving and demonstrating an acceptable standard of performance within a reasonable period (this should be no longer than 12 weeks). The action plan should include specific and detailed measures to support and counsel the teacher so as to assist them to reach the necessary standard within the timeframe agreed. This may include providing the teacher with a more experienced senior teacher to act as a mentor and role model. The plan must also include monitoring mechanisms and an agreed time to meet again to discuss and appraise performance in the areas of concern.
- (vi) A full written record of the discussions and the action plan must be made by the Principal. A copy of this should be provided to the teacher within one working day of the meeting having taken place. The teacher will be required to sign on the action plan.

Disciplinary Action If, after having implemented the action plan prepared during the counseling stage, the teacher fails to demonstrate the required level of performance within the agreed time period; the Principal may consider it appropriate to take disciplinary action. Before doing so the Principal should carefully consider if all other options have been exhausted and should ensure that the institute has taken all reasonable steps to assist the teacher to attain the performance level required. Disciplinary action may be necessary in cases of professional misconduct, in which case the Principal should involve the management personnel. In all instances where a decision is made to proceed with disciplinary action, the following steps should be followed:

- (i) The Principal should arrange to meet with the teacher- advising them the purpose of the meeting is to discuss their performance and that the meeting may result in disciplinary action being instigated.

(ii) At the meeting the Principal should outline the area/s of performance that still remain or are of concern, again providing specific examples, and then review the support that has already been made available. The teacher is to be provided with an opportunity to respond.

(iii) If having heard the teacher's response, the Principal considers all reasonable steps have been taken to allow the teacher to improve their performance; a written directive is to be issued to the teacher. A copy of the written directive must be provided to the teacher and a copy must also be placed on their personal file.

(iv) In all instances, the Principal is required to prepare a full written report including full details of the cause(s) for concern, together with full details of all actions/measures that the institute has taken during the counseling and disciplinary action steps. A copy of this report is to be provided in person to the teacher at the same time it is being forwarded to the Chairman (GB). A third copy must be placed on the teacher's personal file.

For Un-Satisfactory Performance, the following action to be taken-

1. To assist teachers in identifying their potential and, areas and ways for improvement, so as to raise their professional standard and improve their team spirit, which support the overall development of the institution.
2. To provide guidance, counseling and training to teachers having difficulties in their performance
3. To provide relevant information on human resource development for institution
4. To plan appropriate teacher development activities through FDP.
5. Co-ordination with Other Teachers and Professionals in the institution. They are encouraged to discuss or share their experiences with others to find out ways to improve students' learning and behavior. For example, they may discuss on the teaching plans, learning progress of students, test and examination questions etc.

Policy Framework & Terms & Conditions for Higher Studies of Faculty Members/Administrative Personnel

Institute is committed to increase the diversity of its academic and administrative staff. Because of the many activities required to keep the Institute functioning, the faculty members / administrative personnel may undergo higher studies for quality improvement.

The Faculty members / administrative personnel may undergo higher studies for quality improvement.

The faculty member(s) / administrative staff member(s) willing to enhance their Professional qualifications may be permitted on Full Time / Part Time/ Weekend programmes in recognized Universities/ higher educational Institutions (in and abroad). Concerned faculty Member / administrative staff member(s) are requested to comply with the following 'Terms & Conditions' as applicable.

Terms and Conditions

The candidate will be permitted to pursue higher studies in Recognized Universities / Higher Educational Institutes.

2. No travel grant will be applicable for attending the programme.
 3. Distance between the Asansol Institute of Engineering and Management-Polytechnic and Study centre should be within 50 KMs by public transport.
 4. The faculty and administrative staff member / members desire to attend Modular Programmes; they can do so during institute's vacations/ holidays.
 5. The concerned faculty member / members must be confined in his / her services and must have good track record all round.
 6. In case there are more than one applicant from same department, preference will be given to the senior faculty member/scholar subject to fulfillment of all the criteria. In case of tie, the decision will be made by the Head of Institution.
 7. The faculty and administrative staff members who will be allowed for pursuing higher studies in Post Graduate Programmes (regular/ part-time evening programme) in their respective professional field, have to sign a bond confirming that he or she will serve this institute at least 3 (three) years after completion of his / her studies.
 8. Faculty member(s) willing to pursue the Part time Post Graduate Programme (weekend) may be permitted without hampering his/her normal Academics & Administrative activities assigned to him/her.
 9. The faculty member(s) willing to pursue Post-graduate weekend programme will be provided financial assistance as loan without interest from the Institute for pursuing higher studies, have to sign a bond confirming that he or she will serve this Institute at least for 3(three) years after completion of his / her studies.
- The faculty member who does not require any financial assistance as loan from the Institute for pursuing weekend programme, have to sign a bond confirming that he / she will serve this Institute for 1 (one) year after completion of his /her studies.
11. No financial assistance will be provided by the Institute to the concerned faculty member / members for pursuing the Ph.D. programme.
 12. The applicants pursuing higher studies in foreign universities will submit their applications with necessary documentary evidences.
 13. In the event of an emergent requirement; they should be present in the Institute.

14. No study leave will be permitted during the programme.
14. In the event of NO CLASSES in the University/ Institute, the candidate must attend their duties at Asansol Institute of Engineering and Management- Polytechnic Institute.
15. Candidates must submit their examination schedule for sanction of special leave (except PhD. Programme) before the commencement of examinations.
16. No leave will be granted to the concerned faculty member/ members for pursuing PhD programme in excess of normal leave.
17. Candidates pursuing higher studies must submit the performance report immediately after publication of semester results.
18. Faculty members willing to pursue part-time PhD. programme may be permitted without hampering his/ her normal Academics Administrative activities assigned to him /her.
19. Faculty members willing to pursue part-time Ph.D. programme should have at least 3 (three years) of experience in a regular position at the time of application.
21. No objection certificate for pursuing higher studies will be issued on fulfillment of the above 'Terms and Conditions' and Undertaking by the candidate including revised, amended, suspended, cancelled and other related issues.

Undertaking by the candidate

I have read and understood all the above rules and regulations as laid down by the Institution authority of Asansol Institute of Engineering and Management-Polytechnic Institute in respect of "Higher studies of the Faculty members / administrative personnel" and I declare that I will strictly follow these rules and regulations. I further promise to abide by the decision taken by the institute authority.

Policy Framework for Engagement of In-charge/Course-in-charge of Academic Department

Summary

The prime role of the In-Charge and Course-in-Charge of an Academic Department is to provide strong academic leadership.

The In-Charge / Course-in-Charge of the Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. He / She will be supported by the Faculty and Supporting staff within the department.

All In-Charge / Course-in-Charge of Departments are required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy within the Faculty.

Person Specification for In-Charge / Course-in-Charge of the Department:

Regular Lecturer with satisfactory services in the department will be eligible for the post.

Job Description for In-Charge / Course-in-Charge of Academic Department:

Job Title: In-Charge /Course-in-Charge of Department

Period of engagement: Normally three years in the first instance; But the period may be increased or reduced as per discretion of the higher authority.

Reporting to: Principal

Process for selection of new Departmental In-Charge & Course-in-Charge:

c) Departmental In-Charge & Course-in-Charge will be appointed by the Head of the Institute, after discussion with the Chairman (Governing Body), Principal and Coordinator.

d) Appointments will normally take effect from the beginning of a Semester (Odd or Even)

Person specification

i) Knowledge and skills

- Familiarity with the administrative and management systems of the Institute
- Strong interpersonal communication skills including negotiation and influencing.
- Ability to manage difficult situations
- Good decision-making skills
- Ability to set and communicate clear vision and expectations for departmental and individual performance

ii) Experience

Credible track record of high-quality academic work

- Knowledge In managing budgets and academic programmes (research and *I* or teaching)
- Experience of effectively line-managing individual members of staff and teams.

iii) Attributes

Ability to create a collegiate atmosphere and willingness to take account of diverse views, while accepting responsibility for decisions

- Commitment to excellence in academic endeavor
- Commitment to nurturing talent, recognizing contributions and providing opportunities for professional development
- Commitment to challenging poor performance and inappropriate behavior

Integrity: keeping promises, following through on commitments, demonstrating the values expected of others.

Faculty Promotional Policy

Asansol Institute of Engineering and Management-Polytechnic has adopted this policy to foster the advancement of its employees. This policy enhances the upward mobility of staff members and complements the present practices at the institute which allow for personal development,

The Promotional Policy is based on the recognition that in the course of meeting organizational objectives, the duties and functions of an employee may change in complexity and responsibility. Promotions therefore, are based on status changes that involve increasing responsibility levels. The added benefits of promotion serve as an incentive for better work performance, enhance morale and create a sense of individual achievement and recognition.

The process of screening / promotions of the faculty members shall be carried out at a regular span annually to avoid any stagnation in career growth of faculty members.

Candidates, who do not fulfill the minimum requirements proposed in the Regulation, will have to be reassessed after a period of one year. The date of promotion shall be the date on which he/ she satisfy all the minimum requirements and successfully re-assessed.

Policy Statement

It is Asansol Institute of Engineering and Management- Polytechnic goal to ensure maximum opportunity for promotion from within, consistent with the commitment to organizational needs, equal opportunity and applicable contractual agreements.

It is recognized that a promotion may occur in the following cases

1. A reclassification of the individual's existing position as a result of the individual performing duties at a higher degree of responsibility. This requires an audit of the position through the job evaluation process.
2. The filling of an existing higher level vacancy both processes must include a current job description and a new job description of the individual being promoted. Accordingly, it is the policy of Asansol Institute of Engineering and Management-Polytechnic to provide 'internal employment to qualified candidates through interdepartmental promotion whenever possible. The criteria used when considering employees' qualifications for promotion must be fair and unbiased, and all Asansol Institute of Engineering and Management-Polytechnic, employment policy requirements must be fully met and documented.' Faculty members are to be considered for promotion regardless of age, sex, race, color, national origin or disability.

For the purpose of this policy, a promotion is defined as advancement to a different position which has increased responsibilities and adjustment to a higher posts or advance increments or monetary benefits.

Faculty members who have successfully fulfilled the eligibility criteria as stipulated herewith are eligible to be considered for promotion. They are encouraged to review all job vacancies circulated to each department and posted on the institute's website or otherwise on a regular basis.

Eligibility for Senior Lecturer

Minimum Criteria to be fulfilled by the faculty members of Asansol Institute of Engineering and Management-Polytechnic for Promotion to Senior Lecturer:

Faculty members who have successfully fulfilled the following eligibility criteria, he/she will be entitled to get 4 (four) advance non-compoundable increments.

- i) Two weeks Faculty Development Programme (FDP) out of which at least one shall be on Pedagogy.
- ii) One eight weeks duration MOOCS course with e-certification by NPTEL-AICTE.

iii) Two weeks STTP at NITTTR / Higher recognized training institute in the relevant field at the level of Lecturer.

iv) Minimum 19 years experience after B.Tech. or B.E in the relevant field and an average 360° feedback score between 8 to 10 the scale of 10 in the cadre of Lecturer.

Two Publications in SCI/UGC/ AICTE/COA/PCI approved list of journals

OR

i) Two weeks Faculty Development Programme (FDP) out of which at least one shall be on Pedagogy.

ii) One eight weeks duration MOOCS course with e-certification by NPTEL-AICTE.

iii) Two weeks STTP at NITTTR / Higher recognized training institute in the relevant field at the level of Lecturer.

iv) Minimum 17 years experience after M.Tech. / Master's degree in the relevant field and an average 360° feedback score between 8 to 10 on the scale of 10 in the cadre of Lecturer.

v) Two Publications in SCI/UGC/ AICTE/COA/PCI approved list of journals

OR

i) Ph.D in relevant discipline with minimum 10 years experience.

ii) Two research publications in SCI/UGC/ AICTE/COA/PCI approved list of journals.

iii) An average 360° feedback score between 8 to 10 on the scale of 10 in the cadre of Lecturer

iv) Two weeks STTP at NITTTR / Higher recognized training institute in the relevant field at the level of Lecturer.

Abbreviations:

SCI : Science Citation Index Journal

UGC : University Grant Commission

AICTE : All India Council for Technical Education

COA : Council of Architecture

PCI : Precast/Pre-stressed Concrete Institute Journal

1. The feedback obtained every year, till the eligibility of promotion, shall be taken as an average of all the preceding years added together required for promotion.

2. In case the candidate fails to achieve the minimum specified feedback score, the subsequent years may be taken into consideration while dropping the lowest feedback score in one of the year.]

ANNEXURE - I

Recruitment, Selection and Appointment Policy and Procedure**Policy Statement**

The recruitment and selection policies of Asansol Institute of Engineering and Management-Polytechnic are designed to assist departments in obtaining the most qualified candidates in terms of knowledge, skills, experience and aptitude in compliance with Equal Employment Opportunity.

Asansol Institute of Engineering and Management-Polytechnic is committed to the attraction/recruitment, selection, appointment and ongoing support and retention of quality employees from diverse backgrounds.

Scope

This policy applies to all employees of this Institute. This policy does not apply to casual employees / visiting appointments.

Principles

Recruitment and Selection occurs within a transparent and merit-based context. Eligible applicants are equitably considered at the start of the recruitment process and each subsequent stage and the best applicant for the position is appointment.

Recruitment and Selection at Asansol Institute of Engineering and Management-Polytechnic:

- is merit-based
- is a confidential process
- provides a positive experience for applicants
- promotes Asansol Institute of Engineering and Management-Polytechnic Institute's employer reputation is preceded by planning in relation to the organisational structure; job analysis, job design; position descriptions/position outlines, including selection criteria.

Procedure, Scope & Responsibility

This document is applicable to all Chairperson, Committee Members, Technical Expert and who are involved in the recruitment process. All such person have a role to play and a contribution to make to ensure that the most suitable candidate is chosen for each position that arises.

Composition of the Selection Committee

The Selection Committee for the recruitment of employees shall have the following composition:

- i) Chairman of the Governing Body as Chairperson
- ii) Principal of the institute
- iii) Two senior academicians and one expert in academic administration to be nominated by the Chairperson.
- iv) One Technical Expert in the relevant field from higher educational institution / University (invitee)

At least four members, including technical expert should constitute the quorum. All the selection procedures of the selection committee shall be completed on the day of interview, wherein, minutes are recorded along with the scoring sheet and recommendation made on the basis of merit and teaching competencies. The list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

Policy and Procedures

Step -1 The Head of Department /In-Charge will seek approval to fill a vacant position of his/her department submitting statement specifying where the position will fit in relation to the department's workforce plan.

Step- 2 Whenever a post becomes vacant; it is reviewed by the Director and Principal informing the Governing Body.

Step- 3 When the decision to recruit the post is being made; H.R. Department takes necessary action to fulfill the criteria before the recruitment process is commenced.

Step -4 The job description and person specification is reviewed and prepared for each post to ensure that the candidates accurately and adequately reflect the skills, qualities, experience and attributes required for the post.

Step-5 Vacancies are advertised as openly and as widely as possible. The advertisement states the overall purpose of the job and gives clear guidance on the required method of application.

Step-6 No fees are being charged to the candidate for application for the post.

Step- 7 Initial short listing of the candidates is being undertaken by a minimum of two people of H.R. Department as per eligibility criteria.

Step-8 Final short listing of the candidates is being done on the basis of the result of the Faculty /Staff Selection Test

Step-9 Final short listed candidates are called for Interview by the Technical Expert & Committee Members.

Step- 10 The Selection Committee prepare a list of successful candidates and prepare a panel if necessary.

Step-11 Formal offer letter is given to the selected candidate / candidates,

Step-12 Job description, duties and responsibilities relating to the job are clearly mentioned in the offer.

Appointment on probation and on regular basis***Probation Period of Appointment***

An employee shall be deemed to be on probation for one year after his initial appointment in a post of service. Thereafter the probation period may be extended for another six months based on performance and at the discretion of the management.

The employee shall be made regularized in the service on satisfactory completion of the period of probation.

Notice period

While on probation, this appointment may be terminated by either side by giving thirty days notice. If an employee leaves the job without giving minimum notice period, he/ she will have to pay one month's gross salary in lieu of notice period and also the incumbent have to pay equivalent salary amount for the remaining period till the end of the notice period. This is applicable for appointments under both regular and during probation period. For violation of appointment contract, the Institute,

i) may begin disciplinary proceedings against the employee

ii) may sue the employee for contract violation

iii) may hold all exit benefits of the employee like salary, reimbursements; etc.

iv) may deny official documents like Relieving Letter, and Experience Certificate etc.

ANNEXURE - II

Faculty Performance Appraisal and Development System (FPADS)**A. AIEMP - FPADS for all the assessment years:**

The institute uses a well-defined system of Faculty Performance Appraisal in the form of Faculty Self- Appraisal. The Board of Governors (BOG) in its 14th meeting held on 24th Dec-1921, discussed the proposal made by the Principal and approved the present FPADS & also the Format of Self Appraisal.

Objective of the Practice:

The faculty self-appraisal is the formal evaluation systems of the performance of teachers. These evaluation systems have been developed with an objective to identify the strengths and weaknesses related to the incumbent's performance. Subsequently the Institute assesses teacher's performance in an effort to identify training needs and to assist with career development so that he/ she can meet the required standards of the post he/she occupies. The emphasis of the system is developmental, aimed at assisting and motivating individuals to attain their maximum potential and ultimately excel in their profession and increase efficacy of the education system.

B. Its implementation and effectiveness:***Implementation:***

Institute collects the information on performance of the faculty members in the month of June at every academic year through a Self-Appraisal Form. It is compulsory for every teacher to furnish the filled up self-appraisal form. The teachers have to prepare and submit self appraisal report related to teaching techniques, teaching compliance, functional responsibility and involvement in extension activities such as community service, departmental activities, institutional activities, professional development and student mentoring.

Also students provide their feedback on the performance of the faculty members through an Online/ Offline Feedback System.

Dully filled and signed Self-Appraisal form of Faculty members are then scrutinized by HOD. For HOD, Dean (Academics) scrutinizes the information and Principal reviews & approves with the consent of Management. Whereas for Deans, Principal does the scrutiny and finally takes up the matter to Management for approval.

Effectiveness:

The following evaluation Criteria are used to assess the effectiveness -

- Teaching based on teaching techniques, teaching compliance and functional responsibility,
- Involvement in community service, departmental activities, institutional activities,
- Professional development,
- Student mentoring.
- Encouragement provided to the students for participation in publications and technological projects.

Action Taken:

The faculty members whose rating is less than threshold value are called by the Principal, the Dean (Academics) and the HoD of the corresponding Department for a discussion on improvement of his/ her deficiencies and measures he/she is going to take to rectify the same and provide them opportunity to attend refresher courses, faculty improvement programmes, workshops and to attend faculty development programmes to improve their performance.

The emphasis of the performance system is aimed at assisting and motivating the individuals to attain their maximum potential and ultimately excel in their profession and increase efficacy of the education system.

C. Details of qualification up-gradation of faculty

For motivating the faculties for acquiring higher qualifications, while working in the college and completed minimum two years of services in the college can apply for availing the facilities.

Management approves special leave after registration/ enrollment to attend the course work, maximum up to one day or two half days in a week for the duration of two years. They have to furnish an Agreement of servicing the college at least two years after acquiring the higher qualification. Also to defend the thesis work, management approves required leave up to three days, one time.

OVERALL GRADE OF FACULTY

S.N.	Grade Point	Grade of Faculty	Conclusion	Remarks
1.	81 – 100	A	Good	Appreciation to be given by certification
2.	60 – 80	B	Satisfactory	Recognition
3.	Below - 60	C	Not Satisfactory	For grade C, identification of weaknesses and special interaction with HOD to provide necessary opportunities to improve.

Evaluation on Performance Appraisal for Faculty Members and Measures taken

[This amended version of Evaluation on Performance Appraisal approved by the Governing Body meeting held on 28.12.2019 and shall take effect from 01.07.2020.

For the Period fromto.....

General assessment taking all the parameters given hereunder:

Weightage on Self Appraisal (A) 50%

Weightage on Students Feedback (B) 20%

Weightage on Departmental In-Charge's Feedback (C) 20%

Publication /Presentation of Papers in Journals /Conferences (D) 10%

Total (A) + (B) + (C) + (D):

[Note: If a faculty member fails to meet the Expected Level of Performance above satisfactory level, even after two consecutive occasions of performance evaluation after mentoring by the In-charge of the department /self development, he/she will be ineligible for a salary increment]

A plan for improvement should be developed by the faculty member in consultation with his or her departmental in-Charge. This rating would render a faculty member ineligible for a salary increment. Even after if no up gradation in performance is noticed, he/she will be ineligible for the post.

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