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## INTRODUCTION

### 1.0 Geetanjali Education Society:

#### 1.0.1 ABOUT GEETANJALI EDUCATION SOCIETY

In 2002, Geetanjali Education Society was formed with aim to provide the people of Rajasthan with affordable but quality technical education and provide them medical facility with world class teaching and research facility.

In 2002-03 Geetanjali Institute of Technical Studies, popularly known as GITS was established by Geetanjali Education Society. The institute is recognized by AICTE and Govt of Rajasthan and is affiliated to Rajasthan Technical University, Kota to provide technical and professional education to the youth and tribal people of the region in particular.

In 2007, Geetanjali University came into existence and several programs on medical, dental & paramedical education were started. It has 1200 bedded hospital.

Geetanjali Group is fortunate to have young and energetic board of management under the Chairmanship of Sh J P Agarwal, Sh. Kapil Agarwal, Sh Ankit Agarwal.

The Geetanjali Education Society strives for setting high standard of education, both for technical & professional education through offering various courses in Computer, Engineering & Management.

### 2.0 OUR VISION, MISSION & OBJECTIVES

The GITS has set its goal through notifying and dissipation of its vision and mission statements. The statements have been dynamic in nature and last revised in 2017 following laid down procedure.

#### **Our Vision**

*To achieve excellence in technical and management education through quality teaching and innovation.*

#### **Our Mission**

- *To provide an excellent learning environment to produce socially responsible and productive technical professionals.*
- *To set up the state-of-the-art facilities for quality education and innovation.*
- *To impart knowledge & skills leading to shaping a budding manager as a quality executive.*
- *To encourage for life-long learning and team-based problem solving through learning environment.*

### **3.0 Service Condition to link the employees with work culture of GITS:**

The employee friendly service conditions set through these rules will guide the employees to work for achieving the goals set up through its vision & mission, besides giving them a direction in day-to-day working & GITS traditions & culture. The Society reserves the right to amend the conditions from time to time based on the institute's need or on the recommendation of the institute's administrative authorities, after following the laid down procedure.

### **4.0 Code of Conduct for the employees:**

The policy of the institution lays down **SOCIAL & HUMAN VALUES AND ACADEMIC & PROFESSIONAL ETHICS** to be followed by all the employees of the institute, for which they must follow the Service Rules in action and spirit. The abstract from the manual are reproduced below:

- Every employee will observe academic discipline and follow the rules of the institution and discharge the assigned tasks with full devotion and commitment including other than academic duty required for the overall development of the students.
- It is expected that the employees will keep themselves abreast with the latest technologies, knowledge & research and use these in teaching learning.
- The teachers will be assigned a group of the students to Mentor them on academic, social, cultural, psychological and career by establishing one-to-one contact in class and outside in the institution.
- The employees will maintain the dignity of the post and the institution and will appear and wear the graceful attire.
- The employees will always be open to participate and attend academic programmes, at least one in a year such as FDP, Seminar/conference and also present/write a paper.
- The employees will guide and support the students in extra academic works, such as project, fabrication, design, to demonstrate the superiority of the GITS students over others.
- The employees will show and present themselves as good and responsible citizens contributing to the society through service and participation in national programmes & festivals.
- As part of the social commitments, everyone will give respect to the teachers, seniors, staff, women and divyang in institute premises, functions, bus etc. by offering way, seat, space, picking baggage or in any other ways to show courtesy and respect to them.

### **5.0 RECRUITMENT PROCESS: This section shall apply to the recruitment of all staff.**

**5.0.1 CREATION OF THE POSTS:** The Head of the institution in consultation with the institute's finance division can create any post on justifying the provisions of AICTE or affiliating university, following prescribed qualifications and process of selection.

#### **5.0.2 Recruitment of Teaching Staff:**

- a) The policy laid down by the affiliating university or AICTE shall be followed for recruitment of teachers on regular/permanent basis. However, in case of urgency appointment can be made by the institution Selection Committee with Experts nominated by the Director.
- b) The applicant will have to fill the application form in the prescribed format with all certificates, mark sheet and other documents showing their suitability on the post applied.
- c) For selection of the Principal/Director, the nominee of the GES will Chair the meeting of the selection committee.

### **5.0.3 Recruitment of Supporting Staff:**

(a) The applicant will have to fill up the Employment Form and submit along with CV and copies of certificates, mark sheets and testimonials.

(b) The candidate will have to appear for personal interview before the selection committee constituted by the Director/Principal for the purpose.

### **5.0.4 Associating Person of Eminence as Visiting Faculty/Adjunct faculty/Professor Emeritus or of Eminence:**

The Director/Principal is authorized to associate the persons with eminence & academic standing to engage them on the post as specified in the title of this rule or other similar post on the terms and condition to be mutually decided in individual case. Each programme can associate 2-3 such persons of the eminence. The selection will be done by the committee constituted under the Chairmanship of GES nominee, Director/Principal and two persons of outstanding standing such as Vice Chancellor/Dean/Professors of the any State University/Colleges. The person so engaged will advise the GES for academic enhancement of the institution beside engagement of classes. The payment to such persons of eminence will be made by the GES on recommendation of the Director/Principal.

**5.0.5. Maintenance of the personal files of staff:** The HR division of the institution will maintain the complete record of the staff on roll in a personal file in the following format:

Application Form

Resume

Mark Sheets: X, XII, Graduation, P. G. PhD Others

Aadhar Card copy,

PAN Card Copy

- Passport Size Photos (4)
- Experience Letter
- Consent Letter
- Joining Letter
- NOC from Previous Employer
- Other Document
- Copies of all paper publications in conference/journals/Book chapters etc
- Copies of certificates (Workshop attended)

## **6.0 SERVICE CONDITIONS**

These rules shall be broadly called Service Conditions for the employees of all the institutions under GES.

1. **Term of Appointment:** A person will be appointed on a post after following notified procedure. The continuation of the service cannot be claimed as matter of right, but it will be governed by the annual assessment of the employee. The GES reserves the right to terminate the services of the employee if he/she does not meet the terms & conditions of the employment. During the probation period, including any extension thereof, the services of an employee are liable to be terminated without any notice, at any time without assigning any reason whatsoever. The employee will remain on probation until the issue of confirmation orders.
2. **Rules & Regulations:** It is expected that an employee will ethically work for the betterment and growth of the institutions, following all rules and regulations listed in this HR Policy and any additional directives of the GES & the Advisory Board of the society.
3. **Service Term:** An employee will be in the service by the order of the GES and his/her services can be terminated, if his/her working and behavior are found to be against the smooth working of the institution.
4. **Governance:** Each institution shall have one Principal/Director, who will work under the guidance of GES & advisory board of the society. He will be assisted by Heads of the Department, Officer In-charges and Unit In-charges as deemed fit.
5. **Power of Delegation:** The following powers shall be exercised by the various authorities, although the management may further delegate any powers for the smooth running of the institutions & for the seamless execution of the various responsibilities.

<b>Item</b>	<b>Director/Principal</b>	<b>Head of the Department and others</b>
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<i>Financial Powers</i>		
Capital Works including starting new building	Full power after approval of the Project by the GES	Nil
Repair and Maintenance of the building and furniture.	Up to Rs. 5,000 per year With prior notice of a week	Up to Rs. 5,000 per year With prior notice of a week
Purchase of laboratory equipment, store items of recurring nature and instruments.	Up to Rs. 10000 With prior approval	Up to Rs. 10,000 after approval from the Director/Principal for budgeted items.
<i>Administrative Powers</i>		
Appointment of staff on ad-hoc & stopgap basis	Power as per rules	Nil
Grant of Casual Leave and Annual Leave for academic work	Full Power as per rules	Up to one Day
Grant of Earned Leave, Maternity or Leave, study leave on Half/Full Pay and leave without Pay	With approval of GES	Nil
Taking Disciplinary action against Teachers and supporting staff including accepting resignation.	Full Power as per rules	Nil

### 6.0.1 Scheme of Rewards and Punishment:

**6.0.1 a: Rewards/Incentive:** The institutions must strive for the excellence and implementation of the quality policy as laid down by the management. The institutions will set, plan and actively progress towards Total Quality Management with Zero Error. The GES management, to motivate the staff and the students, may grant additional incentive as per detail given hereunder to work towards achieving excellence:

<b>Achievement</b>	<b>Incentive</b>
Excellent Result of the University Examination In theory paper. All students getting more than 60% marks & in practical above 75%	Appreciation and one day's salary as incentive
Presenting Paper in National Seminar	Appreciation
Not taking single day's leave throughout the academic year	Appreciation and Cash Prize of Rs 500
Associating in activities other than organized in the institution	Appreciation and cash prize
Associating in activities organized in the institution and sponsored activity	Appreciation and memento
Organization of National/International event and getting funds from the other agencies	Chairman's Appreciation with memento and/or cash incentive

Creative teaching and motivating students for study	Appreciation
Best teacher on the basis of feedback from the students and Management committee assessment	Chairman's Appreciation with memento and/or cash incentive

#### **6.0.1 b: Punishment:**

Frequently reporting late or leaving early without permission or not completing the allotted duty hours (more than 3 times in a month)	Verbal Warning, followed by day's leave without pay
Reporting but not engaging class	Written Warning, followed by day's leave without pay
Not sticking to the schedule such as examination result, assessment, sending marks, attendance & other's notified by the Director/Principal/Authority	Verbal Warning and instruction that he/she will not leave college, till the job is completed. If it is disobeyed then disciplinary action should be recommended, including deduction of salary.

#### **7.0 Preparation of Lecture Plan and Course Completion Strategies:**

The teacher will, at the beginning of each semester prepare the day wise teaching plan and notify to the students. The daily delivery will be validated by the students/HoD or the Principal. The unit test will be conducted in the form of test, quiz, and presentation by the student or any other innovative method. The assignment will be given during/at the end of each unit. The quality of test questions and assignment will be matched with the university question papers. The teachers will extensively used the innovation in teaching such as use of PPT, posters, Charts, lectures down loaded from the open sources or any other such practice. All these will be mentioned in the course completion report and also in the Annual Appraisal Form.

#### **8.0 Payment of the Wages & Salary:**

**8.0.1 Pay scale:** The regularly selected teachers will be given approved pay scale, which are adopted by the society keeping in view the resources and mandatory requirements. However, the society will adopt its own pay scales for non teaching and supporting staff. However, the committee can recommend higher starting pay or payment on fixed remuneration in the approved pay scale.

**8.0.2 Grant of annual increment:** Those appointed in the pay scale, shall earn annual increment as admissible on satisfactory completion of one year's service, which includes the submission of Annual Appraisal form, fulfilling the teaching requirement, assessment on the basis of feedback from the students and participation in activities/FDP/Seminar, presenting/publishing paper and other organized by the institution.

**8.0.3 Security Deposit:** All the employees who have been given the appointment shall have to serve the institute for the specified period, serve one month's notice before leaving & completion of assigned duties. Against the mid-session abrupt leaving the institution, a security amount of one month's pay shall have to be deposited or it may be deducted from the salary. The amount shall be refunded only on leaving the institution after clearing all dues.

**8.0.4 Duty Time:** Every employee shall work during specified duty time, which will be 8 hours per day and more on special occasion or organization of an event. Those who want to come late/leave early will seek permission from HoD & Principal, who may decline or accept the request. Such request will not be entertained more than once in a month.

**8.0.5 ESI & PF: The ESI & the PF contributions** shall be deducted from the payable salary for the staff members who fall in the income brackets decided for the same, as per mandatory legal requirement.

**8.0.6 Attendance:** For the purpose of registering the attendance of the staff, dual mode of attendance entry has been adopted by the Institution, viz. (1) the registering of the attendance by the thumb in the machine installed at the Front-office & (2) Entry by the staff in the attendance registers. It is mandatory for the staff members to use both the forms of registering the attendance. The salary will be processed based on the two modes.

**8.0.7 Tax Deductions:** If the salary of the employee exceeds the IT limits then TDS will be deducted from his/her salary. The staff member has to provide the proof of the tax-saving investments done by him/her in time; else the deductions will be done in the salary. Form 16 shall be provided for the Tax deductions done from the salary.

**9.0 LEAVE RULES:** Leave is not a matter of right. Sanctioning of leave is at Management discretion based on exigencies of organization or seriousness of the case.

#### **9.0.1 Casual Leave (CL)**

Entitlement:

- 12 days of Casual Leave in a calendar year.
- Any employee on his joining first time shall get 2 days leave for every 3 months' service rendered up to maximum of 10 days in the first year.
- Advance casual leave can be granted at the discretion of the Director/Principal, provided, there is a valid ground.
- The casual leave shall exclude Sundays /holidays such that the total absence from the work is not more than 7 days.
- However, appropriate deduction from the salary, for any excess leave availed shall be made.
- National / Festival / Declared / weekly off days can be prefixed and / or suffixed to CL.
- Intervening National / Festival / Declared holidays will NOT be counted as part of the leave.
- Balanced CL remaining unutilized as on 31st December will lapse.
- When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective HoDs on the same day through phone.



- Approved leave application should reach the Concern department within 3 working days of rejoining.
- New employee shall not be allowed for CL in the first 30 days of joining.

### **9.0.2 Privilege Leave (PL)**

#### Entitlement

- Those employees who complete one year of continuous service shall be entitled for 18 days paid privilege leave.
- PL will be credited to staff only on completion of one year of service with the college.
- The leave shall be credited after completion of one-year service during first year and thereafter on every 1 January for the service completed.
- The leave can be accumulated up to a maximum of 60 days, beyond which un-availed privilege leave in excess of permissible accumulation will lapse automatically. Further, Sunday or any other holiday falling within leave period shall be counted as a part of the leave.
- Intervening National / declared / festival / weekly off days will be counted as part of the leave.
- Half day of PL cannot be taken.
- Number of PL shall not be less than 3 days.
- The privilege leave shall not be granted in advance of accrual.
- Further an employee can surrender the privilege leave due to his /her credit, once in four years' time. Of the total leave surrendered, payment shall be made for 50% of the leave surrendered. Leave encashment is admissible only after completion of 5 years of service tenure.
- An employee while proceeding on PL shall inform the management the address and the telephone number at which he can be contacted. The employee will proceed on leave only after handing over the charge and uniform to the appropriate authority.
- The application for privilege leave should be submitted in the prescribed form at least 3 days ahead of the commencement of the leave. The request for extension of the leave must be made such as to reach the office a week prior to the expiry of leave already sanctioned.

### **9.0.3 Compensatory Casual Leave (CCL)**

#### Entitlement

- The teaching and non-teaching staff shall be allowed compensatory leave; if they are called on Sundays and institution holidays. However, the leave will be admissible only if they work for more than 6 hours.
- Compensatory Casual Leave can be availed of within 60 days of the day in lieu of which it is claimed and will lapse after that. A maximum of 3 days' compensatory casual leave can be availed at a time and it can be suffixed or prefixed to ordinary casual leave, Saturdays, Sundays and other holidays.
- The leave duration and its period including the time of leave shall be specified and sanctioned by the concerning Authority.
- Interpretation: In the event of any clarification, interpretation, dispute or missing clause, the decision of the management shall be final and binding on all.

#### **9.0.4 Leave Without Pay (LWP)**

All leave other than specified above will be treated as leave without pay. The employees are not entitled for this leave unless prior approval is taken from the Principal on valid ground, which may be refused also by him without any reason. If the employee fails to report to duty on refusing LWP or after availing the specified sanctioned LWP, it is deemed that the employee has left the service and dealt with existing rules. The LWP cannot be combined with any other types of leave.

#### **9.0.5 a. Maternity Leave**

The institute will sanction Maternity leave to women employees as per policy of the State government which states that Maternity Leave may be granted to a woman member of the Service with less than two surviving children on full pay up to a period of 180\* days from the date of its commencement. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Such leave shall not be debited to the leave account. Maternity leave may be combined with leave of any other kind. Notwithstanding the requirement of production of medical certificate, leave of the kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) up to a maximum of two year\*, may, if applied for, be granted in continuation of maternity leave granted. NOTE: Maternity leave may be granted in cases of miscarriage including abortion subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a medical certificate.

#### **9.0.5 b. PATERNITY LEAVE**

The Paternity Leave to male employees will also be sanctioned as per government policy. A male employee with less than two surviving children may be granted paternity leave (maximum two times) for a period of 15 days during confinement of his wife i.e. 15 days before to three months after childbirth and if such leave is not availed of within this period it shall be treated as lapsed. During the period of such leave, the employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account but such entry should be made in the service book separately and may be combined with any other kind of leave (as in the case of maternity leave).

#### **9.0.6 Academic Leave (AL)**

Academic leave, not exceeding 10 days in a academic year, may be granted to teacher after completing one year of his/her service in the institution. For the following AL is provided;

- To conduct the examination of university /public Service Commissions or other similar bodies/ institutions; and
- To inspect academic institutions attached to a statutory board, etc.
- To participate in academic activities in the interest of the institution.

#### **9.0.7 Study Leave**

Study leave may be granted with specific condition on pay/stipend for the entry level appointees as Assistant Professor/Associate Professor/Professor/Principal after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the college or to make a special study of the various aspects of college organization and methods of education.

### 9.0.8 Procedure for Applying Leave:

The available leave balance is to be checked by the employee with the concerned department and the leave to be applied by duly filling up the leave application form. The application has to be submitted to the concerned HoD, who will forward/sanction with remarks. The Principal/Director will take final decision, for the leave which does not fall under the powers of HoDs. The application for all leave must be submitted at least three days in advance except for casual leave in emergency.

### 10.0 Travel Rules:

If an employee is deputed on duty outside the place of work shall be entitled for payment of travel, boarding and lodging expenses incurred. The outside duty shall be undertaken on prior approval of competent authority.

**a: Traveling Expenses:** The actual journey expenses subjected to travel by train or bus shall be reimbursed unless special permission is granted by the Competent Authority for travel by other mode. Ordinarily, the entitlement for class of travel shall be as given below:

Officers including Teaching Staff: AC II/III tier or AC Bus  
Supporting Staff: Sleeper Class/Bus (Non AC)

The original/copy of the travel ticket must be attached with the claim for the journey; otherwise the fare equivalent to II class train/ordinary bus will be reimbursed.

**b: Food and living Expenses:** The payment will be made on production of hotel bills, which shall be limited to the room rent and taxes but will not include expenses for laundry, tips, room service etc. The entitlement will be limited to amount as shown below:

Officers including Teaching Staff: AC Room in Non star hotel  
Supporting Staff: Non AC ordinary Room

The food, living and local transport expenses are payable according to the amount as stated below:

Item	Officers including Teaching Staff		Supporting Staff	
	Other than major cities	Capitals and A, B1 Class cities	Other than major cities	Capitals and A, B1 Class cities
Room rent	Rs. 350	Rs. 700	Rs. 150	Rs. 300
DA during stay (12 hours or more)	Rs. 300	Rs. 400	Rs. 150	Rs. 200
Local Journey	Rs 10 per km	Rs 20 per km	Rs 10 per km	Rs 20 per km

However, in the event the employee is accompanying some institute guest/delegate, special expenses may be incurred beyond these rules & they can be sanctioned after obtaining prior permission from the management.

### **11.0 Annual Appraisal:**

The annual appraisal of the staff members will be carried out at the end of the every academic year. It is an important exercise for the rewards and punishment. The period of appraisal will be from 1st July to 30th June every year.

#### **Process of appraisal:**

Every staff member will fill up the annual appraisal form (Annexure A) and submit it along with the documentary evidences, a brief write of the achievements and hand over to the HoD on or before 7th of every July.

The HoD will put his/her app raise and assess and then remarks and forward it to the Principal/Director. He may rate the assessment as excellent, very good, good, and satisfactory or otherwise put adverse remarks.

The Principal/Director either accept the recommendation of the HoD or lower the rating done by HoD with full justification. In the event of poor or adverse remarks, the Principal will ask for the explanation in writing from the concerned employee and may issue warning, reduce salary, stop increment, issue notice or even terminate the services.

### **12.0 Organization Set Up:**

The administration of the institution will be done as per the organization set up created by the Geetanjali Education Society and working in decentralization of the power. The Principal will be administrative and academic head of the institution who will be supported by the Heads of the Departments and unit in charge (TPO, NCC Head, Games In charge etc.)

The duties of the HoDs and teachers have been defined in **Annexure B** and they will assign any task to the non-teaching staff under them.

## Annexure A



**GEETANJALI INSTITUTE OF TECHNICAL STUDIES**  
NH-76, Airport Road, Dabok, Taluka Mavli, Udaipur (Raj.)-313022  
(Affiliated to Rajasthan Technical University, Kota and Approved by AICTE, New Delhi)

### Annual Appraisal Proforma

(For Teachers)

The staff must fill the form in ink in own handwriting.  
Please put dates at all the places

Period of Assessment: 1<sup>st</sup> July \_\_\_\_\_ to 30<sup>th</sup> June \_\_\_\_\_

#### 1. General Information:

- Name of Faculty \_\_\_\_\_
- i. Designation \_\_\_\_\_
- ii. Pay Scale/Monthly salary \_\_\_\_\_
- iii. Department/Place of posting \_\_\_\_\_
- iv. Date of joining present post \_\_\_\_\_  
and grade \_\_\_\_\_
- v. Date of Birth \_\_\_\_\_

#### 2. Academic Qualifications: (Starting from 12<sup>th</sup> including those being upgraded during report period)

Examination Passed	University/Board	Year	Division/GPA

A) Area of specialization:

B) Teaching assignments during the assessment period:

(i) Undergraduate:

S. No.	Course Name	Year/ Semester	Subject	Credit Hours	No. of students	% Result

(ii) Postgraduate:

S. No.	Course Name	Year/ Semester	Subject	Credit Hours	No. of students	% Result

**3. Work report:**

A: Were part of a committee for organization of institute's academic activity: Yes/No  
If yes, give detailed report of work done.

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B: Were you part of a committee for organization of institute's extracurricular activity:  
Yes/No  
If yes, give detailed report of work done.

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C: Were you Mentor of a group of the students: Yes/No  
If yes, give detailed task/counseling done along with list of students

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D: Did you take feedback from the students on your teaching during midsession, If yes, how many times, procedure followed, analysis and action taken including submission of the report to the HoD/Director/Principal. Give course wise report.

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E: During the report period list the participation in FDP/Seminar conference/presentation of a paper, publication work.

F: Mention innovation used in teaching, (The teachers of MBA programme will mention the Case Studies they prepared in each course and discussed in the class) give course wise details.

G: Your activities for self-learning and advancement:

H. Any Other Work/contribution:

Signature of the staff

4. Comments of Head of the Department/Director/Principal (All Officers in Charge will write their comments)

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Final Rating: Excellent/Very Good/Good/ Satisfactory/ \_\_\_\_\_

Comments:

Signature of Reporting Officer

5. Final Appraisal & Review comments by the Director/Principal

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Signature of Review Officer

6. Suggestions for improvement/Action taken:

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Final Remarks of the Director/Principal, if explanation asked  
Order:

Signature of Review Officer

**Note:**

1. If any adverse remarks are made, the same shall be communicated to the Teacher / Officer concerned and the reply received from such Teacher/Officer shall be kept on record along with the reports.
2. The review officer on receipt of reply about the adverse remarks shall obtain the remarks of the reporting officer and after examining them shall take decision as to whether to keep the remarks or expunge them from the records.



## **Annexure B**

### **GEETANJALI INSTITUTE OF TECHNICAL STUDIES**



## **DUTIES & RESPONSIBILITIES OF STAFF**

### **1 Duties & Responsibilities of Head of Department (HoD):**

The Head of the Department shall be responsible to the Principal/Director of the College/Campus as the case may be, for the academic matter and discipline in his department. He shall also be responsible for the case and maintenance of the property of the Department.

#### **1.1 Duties of Head of the Department:**

- At the beginning of the semester they will assign the teaching subjects and discuss with the teacher the day wise plan of teaching and will ensure that all teachers follow lesson plan as given to them and put date of delivery in it.
- They will assign each teacher a group of students to be mentored by them.
- They will conduct the meetings of the Departmental Committee at least three times in a year and shall maintain the record of the meeting with action taken.
- HoDs should check the holding of the classes and observe the class of all teachers for the quality of the teaching and sources of teaching material. They will sit in the class once in each semester.
- HoDs should ensure the quality of assignment and internal examination question papers, which should be mapped with previous year's university examination's questions.
- They will ensure the teacher uses innovative methods in teaching and a record is maintained, including the PPT, charts, diagram, photo etc.
- The HoDs should visit the class and ask for quick feedback and it should be discussed with staff.
- They will ensure the labs are properly equipped with the experiments as per curriculum and make requisition of supplies as per allotted budget. They will ensure the utilization of the budget in time.

- It is expected that each department will associate one visiting/adjunct professor and ensure they are involved in regular teaching and conducting sessions for the staff or/and students in addition to holding experts talks, study tour, visits et.
- Each department will have a project committee for finalization of the projects and also selection of good students' projects.
- They will coordinate with the Training & Placement Officer for placement of the students.
- The department will conduct academic activities through branch society involving students.
- For the smooth functioning of the department the teachers will be assigned additional duties from time to time.

## **1.2 Duties & Responsibilities of Teachers:**

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

### **a) Teachers and Their Responsibilities:**

- To prepare the teaching plan as per syllabus for the allotted course and notify to the students after discussion with the HoD, obtain a copy of syllabus for the assigned course(s). The plan should contain the text/reference books to be followed in the course, scheme of evaluation and scope for learning beyond syllabus with remedial coaching. This should be pasted on the attendance registers and updated regularly.
- To ensure that the total course is covered according to approved lesson plan and the attendance of the students have been marked regularly.
- To carry out the continuous internal assessment of students via quizzes/home assignments/tutorial/seminars, etc.
- To prepare question papers for two unit tests based on the syllabus covering the respective periods according to Rajasthan Technical University's question paper and submit to examination in charge at least three days before the examination.
- To evaluate all answer books within seven days from the date of examination and show answer books to the students, discuss the question paper in the class and solve discrepancies, if any.
- To maintain a record of student's performance & attendance for a period of one year.

- To give suggestions to HoD, regarding the course content, new books to be procured, requirement of hardware/software tools.
- To submit the course file in soft copy at the end of the semester.
- To perform the duties of Mentoring to the students allotted to them.

**(b) As a Lab Teacher:**

- To check condition of equipment & facilities required for the performance of experiments as per syllabus before the new session.
- To update instruction manuals, if any, for the Lab.
- To announce evaluation policy at the beginning of semester.
- To check Lab. Records weekly and continuously and graded accordingly.
- To conduct internal viva voices to prepare students for their external examinations

**c) As Lab In charge:**

- To interact with Faculty and students regarding the Laboratory problems/suggestions.
- To obtain the status report of Hardware / Software available in the Departmental Laboratory from the Lab. Staff.
- To report the Head, regarding functioning of the Lab and the requirement of the Lab from time to time.
- To ensure that lab staff carries out preventive and corrective maintenance and maintain a proper record.
- To prepare proposals for up-gradation of labs.
- To maintain technical literature/manuals pertaining to available equipment
- To maintain records pertaining to lab grants and equipment repaired.
- To identify requirement of Hardware/ Software required in the lab.
- To ensure smooth running of Lab.