



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Affiliated to APJ Abdul Kalam
Technological University
(Owned by Adi Sankara Trust)

HR Policy

ADI SHANKARA
INSTITUTE OF
ENGINEERING & TECHNOLOGY



Adi Shankara

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Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY

CHAPTER 1

INTRODUCTION

Adi Sankara Trust wishes to maintain a work environment that encourages personal and professional growth for all employees. It is the responsibility of all employees to promote and maintain cohesion, cooperation, fairness and transparent communication among each other. Treat each other in a fair manner, with dignity and respect. Improve and promote peace, harmony and teamwork in all relationships. Help in achieving the insightful requirement of growth and development in employees by helping them to achieve their personal goals. Administer all policies equitably and fairly; organizing all operational aspects with absolute formal transparency, recognizing each as very important and different but each for contribution; that individual performance should be recognized, appreciated and measured against predetermined standards set; and that each employee has the right for fair treatment.

1.1 Vision of The Institution

To emerge as a center of Excellence in Engineering, Technology and Management by imparting quality education, focusing on empowerment and innovation.

1.2 Mission of The Institution

- Impart quality professional education for total upliftment of the society.
- Create congenial academic ambience that kindles innovative thinking and research.
- Mould competent professionals who are socially committed and responsible citizens.

1.3 Genesis

1.3.1 Organization History

Adi Shankara Institute of Engineering & Technology was established in the year 2001 with the benign blessings of His Highness Sri Sri Bharati Tirtha Mahasannidhanam of Sringeri Mutt. The institute strives to provide value added technical education with flair of professional excellence and commitment to society.

Initially the institute began its function with four undergraduate courses and an intake of 180 students. In 2004, the School of Management studies incepted with an intake of 60 students and offering specialization in Marketing Management, Human Resource Management, Financial Management and International Business. From 2001-2015 affiliated to M.G. University and from 2015 onwards affiliated to APJ Abdul Kalam Technological University. In the year 2010, postgraduate courses also incepted. In 2015, our college got approved as KTU Research Centre.

1.3.2 Board of Trustees

Board of Trustees are the apex body in analyzing the progress of the Adi Shankara Group of Institutions. Every year the board meeting shall be conducted to discuss the status and to ensure the smooth functioning of the group of institutions.

1.3.3 Governing Body

Governance is the key activity that connects between the management, staff, students and the community. We believe it should be effective, efficient and committed in execution of its duties. Governing Body is constituted by the representative of Adi Sankara Trust, eminent Technocrats, academicians and our well-wishers by giving their valuable suggestions for improvement.

1.3.4 College Council

Advisory body for overall management of the Institute including Academic and Non-Academic matters. The members are management representatives, Principal, HoDs, senior faculty, Staff advisor, office administrator and student nominee. They shall meet as per the requirements to decide the activities of the college.

1.3.5 Academic Council

This council consists of the Principal, HODs, Deans, Placement Officer, IQAC Head, Academic Coordinator & First year coordinator for taking decisions on academic matters adhering to the regulations given by the affiliated university.

1.4 ASIET Overview

Ideally located in an idyllic ambience, the Institution kindles vibrant memories of the serene presence of Jagadguru Adi Shankara. Affiliated to APJ Abdul Kalam University, Thiruvananthapuram and approved by AICTE. Established in 2001 and ably run by the Sringeri Mutt with the benign blessings of His Highness Sri Sri Bharati Tirtha Mahasannidhanam, Sri Sri Vidhushekhara Mahasannidhanam the ASIET boasts of state – of –the art infrastructure and an esteemed faculty of scholars, trained at leading universities in India and abroad.

Adi Shankara Institute of Engineering & Technology was established at Kalady with the aim of providing value added technical education with a flair of professional excellence and ethical values. The college is run by ADI SANKARA TRUST, a registered trust which has carved a niche in the educational sector by running Sree Sankara College, Sree Sarada School, Sree Sarada Special School DDU Kaushal Kendra, Adi Sankara Training College, Adi Shankara Digital Academy, at Kalady.

The reins of the institution are in the able hands of Sri. K. Anand the Managing Trustee, who is fully committed to the overall development of the college. A team of highly qualified and dedicated faculty, under the direct supervision of the Principal, works untiringly for the betterment of students in all respects.

ASIET believes in fostering all round development of the students. Therefore, we also place considerable emphasis on sports, co-curricular activities and in human values. Digital tools and latest technology make it possible for the students to interact with the teachers and others on a deeper level. The entire focus of education is on instilling qualities of self-reliance, courage, self-confidence and self-esteem in the students.

We focus on inculcating the true values of Indian culture and tradition in our students. All teaching learning process in ASIET is managed through a digital learning management system and is based on Outcome Based Education. Latest IT tools deployed for the complete process

of teaching and learning including Planning, Delivery and Assessment is in practice.

The educational enterprise resource planning (ERP) software, Etlab a cloud-based automation college ERP system/software which manages the entire academic management, admission, fee collection, HR functions , Hostel management and Transport management in an efficient way.

The college is now looking forward to synergizing the activities of all disciplines in order to motivate the students to cross the barriers perceived by many, which is to seek jobs in diversity careers. A sense of entrepreneurship is also instilled in the students by a separate wing fostering creativity and Innovation. At the moment, ASIET serves as an incubation center for productive engineers, researchers and job creators than mere job seekers in the advancing fields of science, technology and engineering.

Under Industry collaboration, college is offering various industry specific programs sponsored by Industries who have signed MoUs with us. Adi Shankara is a recognized Research Center for courses and internships. College has well established Industry Labs offering PG and PhD courses under KTU.

The college has well established Innovation, Incubation and Entrepreneur cell sponsored by Kerala start up mission and KSIDC.

CHAPTER 2

SERVICE RULES

2.1 General

These rules shall apply to all categories of employees (Academic, Non-Academic, Field and Contract).

Definition:

- (a) **‘College’** means Adi Shankara Institute of Engineering And Technology, Kalady
- (b) **‘Trust’** means Adi Sankara Trust
- (c) **‘Academic’** means Faculty & Technical staff (Lab Instructors, Lab assistants, system administrators, Librarian, Physical Education Director, Placement Officer etc.)
- (d) **‘Non-Academic’** means Permanent/regular categories of Office staff including Library Assistants, Maintenance Staff, Drivers, Hostel staff and Sub staff (Security)
- (e) **‘Field Staff’** means a worker engaged by ASIET for different works on regular/contract basis.
- (f) **‘Contract Staff’** means employees/faculty engaged by ASIET on contract basis.

2.2 Appointing Authority and Recruitment.

All appointments of the faculty and Staff Members (regular/contract) of the College shall be made by the Principal, subject to the approval of the Management/Trust.

2.3 Recruitment of Academic/ technical Staff

The chief element that contributes to the excellence of the Institute is its academic staff, and hence utmost care is taken to acquire and retain the best.

Recruitment of faculty with distinguished academic background takes place throughout the year as per the requirement to ensure smooth functioning of the organization. Before the commencement of every semester, the department heads submit their requirements to the Principal. The direct recruitment will be done by open advertisement through social media or references.

The short-listed candidates will be called for an interview and will be interviewed by a competent selection committee comprising of the Principal, HoD & subject expert. The selection is strictly based on merit and performance in the interview

2.3.1 Non- Academic Staff

The Sr. Administrative manager submits the requirement for non-academic personnel to the Principal keeping in view the future requirements and efficient functioning of the organization. The applications will be scrutinized by the Principal. Short listed candidates will be called for an interview and the competent selection committee comprising of Managing representative, Principal, Senior manager administration will select the apt candidate. The right candidate is selected based on the performance in the interview.

2.3.2 Reporting for the Duty

The selected candidate shall have to submit their original degree certificates with the Office for verification.

After joining, personal service file to be opened comprising the following documents.

- Resume
- A joining report
- Letter of appointment
- Copies of all degree certificates and testimonials
- Experience certificate from the institutes previously worked or from the college previously studied and other from a local responsible person
- Experience & Service certificates for both teaching and industry
- Two passport size photographs

2.4 SERVICE CONDITIONS

2.4.1 Employment EQUALITY

Adi Shankara is an equal opportunity employer and employees' personnel without regard to race, ancestry, place of origin, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental handicap or financial ability.

2.4.2 Employee Classifications

Each position at ASIET shall be classified as Academics/ Administrative/ Management in nature, as determined by the Board of Trustees. This decision will be based on the responsibilities and duties assigned, job profile and qualifications required for each position.

2.4.3 Exclusive Service

An Employee shall not take up any other work against the interest of the establishment during the employment.

2.4.4 Employer Property

Upon leaving/termination of employment for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the Employer which, includes computers, reports, files, manuals, literature, confidential information, or other materials shall remain and be considered as the exclusive property (including intellectual property) of the Employer at all times, and shall be surrendered to the Heads of departments in good condition.

2.4.5 Employee Duties

As mentioned in the offer of employment the employee is liable to adhere to the duties assigned.

2.5 PERSONAL FILE

All the information related to the employee should be there in the designated personal file. It is the employee's responsibility to update their personal file.

.2.5.1 Maintenance of Service Records:

The establishment shall maintain a Service Record in respect of each employee in the appropriate form, wherein particulars of that employee shall be recorded with the knowledge of the management.

N.B: Information which is contained in an employee's personal file to be updated which

includes performance reviews, **amendments** to the job descriptions based on Higher Education (with proof) and any other additional duty assigned.

2.5.2 No Due Certificate:

An Employee who ceases to be on the service of the Institution shall return all the goods/ articles/ tools/ instruments/ data in any form that were required to' be kept by him/her in connection with his/her work to the concerned department and will obtain "No Due Certificate" submit to HR department. Only on production No-Due certificate, the salary and other amounts if any, due to the employee shall be paid. The employee also will be issued experience certificate after receiving the no due certificate. For any reasons, if the employee does not return the items belonging to the institution within a reasonable period, the Management may deduct the cost of such items, withhold the employee's salary payable, or take legal proceedings in the court of law.

2.5.3 Service Certificate:

Every employee who served for a minimum one-year period shall be entitled to a service certificate at the time of leaving his/her service provided he/she produced NO DUES certificate from the concerned department.

2.5.4 Interpretation and Amendment of Standing Orders

The management may, from time to time amend the standing orders in accordance with the Current Industrial development/requirements.

CHAPTER 3

PROMOTIONAL POLICY

3.1 Teaching Staff

Promotions are based on qualification, experience, performance and other effective qualities like attitude, motivation, initiative, innovation and ethics. Contributions to teaching, research and service are all highly valued based on feedback collected. The ability to work as a team to promote harmony among the stakeholders of the institution will be appreciated. Interviews are conducted for promoting faculty members to higher posts. Promotions to higher positions are considered strictly as per the All India Council for Technical Education (AICTE) and the University norms and the norms as laid down by the affiliated University. Besides qualification and experience, quality of service and discrete contribution is also given weight age.

3.2 Non-Teaching

Promotions to higher positions are considered based on the efficiency and quality of work as well as the total services rendered to the group. The Self-appraisal reports and personal files of staff with recommendations of the Principal are taken into consideration. The promotion depends on the vacancies available and the need for additional staff based on the demand of workload.

Note: Performance reviews, for all employees will occur near the end of the academic year.

CHAPTER 4

SALARY AND OTHER BENEFITS

4.1 Salary and Wages:

Salary shall be determined by the Board of Trustees or Managing Trustee, based on budget considerations and commensurate with the experience of the successful candidate and prevailing industry standards. The organization shall pay employees monthly, not less than the usual and necessary statutory and other deductions payable in accordance with the mandatory government payroll practices.

Salary, monthly is transferred to the employee's savings bank account on or before 5th of every month.

4.2 Rates of Salary / Wages and Payment of Wages:

- Every employee shall at the time of appointment be advised in writing about the salary /wages/stipend.
- All employees may receive their salary / wages through the bank account, and the decision about respective bank and branch shall be at the establishment's sole discretion.
- Unclaimed salary /wages of the deceased employee shall be paid to the legal nominees/ heirs on production of legal proof and if not received within a particular period will be deposited in the welfare fund as per Rule.
- Authorized deductions from salary/ wages made to employees in accordance with the payment of statutory obligations and their rules there below.

The salary / wages of each employee shall be paid after deductions if any as follows:

1. Deduction for Income Tax payable by the employee, deducted at source.
2. Deductions required to be made by order of Court or other authorities competent to do so.
3. Deduction for subscription to Employees Provident Fund, Family pension scheme.
4. ESI and deductions required to be made by any law for the time being in force.
5. Deduction for absence from duty.
6. Deduction of Professional Tax.

7. Deduction of fine from salary as part of disciplinary action.

Any other deduction authorized by the employee himself/herself and the Managing Trustee from time to time.

4.3 Employee Welfare

1. **Provident Fund:** ASIET is committed to comply with statutory provisions of Employees Provident Fund (EPF) Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization as per the provisions of the said Act. Employees must comply with the statutory requirements like nomination and can avail of such ensuing benefits as prescribed by law.
2. **Employee's State Insurance (ESI):** Staff members who have gross salary less than or equal to INR 21000/- are covered under Employee's State Insurance (ESI) as per the central government rules.
3. **Group Insurance Scheme / Medical Insurance:** The Group Insurance Scheme (GIS) is extended to all teaching and non-teaching staff of the ASIET.
4. **Promoting higher studies:** The institute encourages and support faculty members for higher studies/qualification.
5. **TA/DA allowance:** All faculty members who are availing bus facility is eligible for the concession of 50% of the bus fees (which can change from time to time). TA/DA (within nation) will be available to the faculty if they represent the institute in any manner subjected to approval from the management.
6. **In campus medical assistance and counselling facility for staff and students (Wellness clinic).** We are having an ambulance facility and tie up with the hospital with in 5 Km.
7. **Counselling for staff and students:** A counselor is available for ASIET.
8. **Faculty and staff are given free wi-fi access to laptops and mobiles 24/7.**
9. **Financial Assistance/Duty leave** will be given to the faculty for reputed publications/Conferences attended, FDP's and research carried out.

10. Eligible faculty members are given 50% of professional body membership fee.
11. Fee concessions are provided to the wards of teaching and non-teaching staff.
12. Free uniforms are provided to college bus drivers.
13. Gratuity is given to all staff members.

4.4 Performance Appraisal

4.4.1 Teaching

Periodic evaluation of faculty performance is done by the Principal, the respective department Heads. In accordance with AICTE norms, performance, qualification and experience are the main criteria that contribute to the performance index on which the academic personnel are evaluated for awarding promotion.

Details of the Faculty performance evaluation scheme (known as FPAD) is included in chapter 8.1.

4.4.2 Termination of Service/Resignation

- (a) Based on the opinion of the appointing authority, the efficiency of an employee has *been* impaired due to any infirmity, his/her retention in service is considered undesirable, his/her services may be terminated, by the authority
- (b) In case an employee decides to leave the college during service, he shall serve 1-month notice. In case the employee is found to be non-competent to management will have the discretion to relieve him. His services can be terminated by giving one-month notice.

4.4.3 Retirement

- (a) The age of retirement of teaching faculty member is followed as per the AICTE norms. However, based on the State Government rules the superannuation is considered after the age of 56.
- (b) The age of retirement of other non-teaching Staff Members is 56 as per the AICTE norms. However, based on the State Government rules the superannuation is considered after the age of 56.

4.4.4 Conduct and Discipline

The Management/Trust shall be at liberty to take necessary disciplinary action against any Staff Member for valid reasons. In such cases a formal enquiry shall be conducted and penalties like ceasing increments, ceasing promotions, suspension, dismissal from service etc. may be imposed, whenever and wherever required, based on the enquiry report.

CHAPTER 5

LEAVE RULES

5.1 Introduction

Leave is a provision allowing individuals to be absent from work for legitimate reasons, subject to prior approval from the authorities. It may be granted for casual purposes, planned activities, medical grounds, or in extraordinary circumstances.

- I. Leave cannot be claimed as a matter of right and the authority responsible for sanctioning leave retains the discretion to refuse or revoke any kind of leave.
- II. Leave calculations are based on the calendar year, and any eligible leave that remains unused by the end of the year cannot be carried forward to the subsequent year. Additionally, commutation between different types of leaves is not permitted.
- III. Staff members under suspension are not eligible for leave.
- IV. Leave should always be applied for and sanctioned before it is availed, except in cases of emergencies and with satisfactory reasons.
- V. Unauthorized absence or failure to return to duty after the expiry of leave may result in disciplinary action.
- VI. During leave, staff members are prohibited from taking up any other service or employment without obtaining prior approval from competent authority.

For the purpose of leave, the employees of Adi Shankara Institute of Engineering and Technology have been classified into three categories:

1. Academic Staff: This includes Faculty working on regular basis and technical staff (Lab Instructors, Lab Assistants, System administrators etc.)
2. Administrative Staff: This includes Permanent/ Regular categories of Office staff, Library staff, Hostel staff and Security staff/ Sub staff.
3. Contract Staff: This includes employees/ faculty engaged by ASIET on contract basis.

5.2 Nomenclature of Leave

Leave has been classified into the following types: -

1. Casual Leave
2. Compensatory leave
3. Maternity leave
4. Leave without Pay
5. Duty Leave
6. Medical Leave
7. Study and Research Leave
8. Block Leave

5.2.1. Casual Leave:

This leave is to meet occasional needs of employees including those required under unforeseen circumstances. However, this cannot be claimed as a matter of right. Eligibility of Casual Leave for various categories of employees in a year is as given in the table below.

Table 5.1: Casual Leave for various categories of employees

Category	Eligible Leave during an annual year
Academic Staff	15 Days
Administrative staff	24 Days

The following rules are to be observed while availing Casual Leave:

- I. Prior permission from the Principal should be obtained through HOD for availing Casual leave.
- II. However, if prior information is not possible owing to reasons like sickness, emergency, etc., approval from the sanctioning authority may be taken over phone.

- III. Alternate arrangements for class work and all other assigned works on the day of leave, should be made in advance.
- IV. Sundays and other holidays may be prefixed and/or suffixed to Casual Leave. Also, if a holiday comes in between the casual leave period, that can be excluded from leave.
- V. Casual leave should not be clubbed with any other type of leave, except duty Leave.
- VI. Salary for the days of absence without approval and for any leave taken more than the permitted amount will be deducted from the salary.
- VII. Salary deduction for one day will be calculated by taking 30 days per month.
- VIII. The eligibility of casual leaves will be as per calendar year and will be calculated proportional to the period available from the date of joining to the end of the year.
- IX. If casual leave is not availed in a month, it can be carried over to the next month in the same year. During the probationary period, casual leave is limited to one per month, and any unused leave shall not be carried over to the subsequent month.
- X. Un-availed casual leave of a particular year cannot be carried forward to the next year.
- XI. The utilization of casual leave is restricted to a maximum of 7.5 days for academic staff and 12 days for administrative staff during the first six months of the calendar year (January to June).
- XII. A maximum of 4 casual leaves can be taken in a single stretch.
- XIII. No casual leave shall be available during the first month of probation. XIV. The management and principal have the right to impose restrictions on taking casual leave during critical periods, such as examinations or essential academic events.

5.2.2. Compensatory leave:

Compensatory leave is the one granted to an employee to compensate the duty discharged by him/her on Sundays and holidays as required and demanded by the organization owing to exigencies or emergency situations.

- I. Prior permission from the Principal should be obtained through HoD for availing Compensatory leave. Principal have the right to deny the compensatory leave, if necessary.
- II. Alternate arrangements for class work and all other assigned duties on the day of leave,

should be made in advance and shall be informed to the HOD/authority.

- III. Eligibility for compensatory leave is in the ratio of one day of leave against every day of duty performed on Sundays or Holidays.
- IV. The compensatory leave shall be availed within a period of 3 months from accrual, without adversely affecting the functioning of the college.
- V. Compensatory leave shall not be availed for more than two consecutive days.
- VI. Compensatory leave shall not be granted for additional tasks performed on normal working days at ASIET, as such tasks are considered part of one's duty.
- VII. Faculty on contract/consolidated payment who work for less than five days a week are not eligible for any category of leave.

5.2.3. Maternity leave:

This is the leave sanctioned to women employees for maternity purposes.

- I. All women employees except those on contract/daily wages, are eligible for Maternity Leave for a period of 3 months. Maternity benefit is applicable to female faculty only for their first and second delivery.
- II. Extension of Maternity leave for a further period up to 3 months on Loss of Pay will be given to all confirmed employees (as extension of their normal maternity leave) who have put in 3 or more years of service in the College, including the period spent on probation. The date of increment of pay will be delayed in the corresponding period in the case of those who avail this facility.
- III. If maternity leave is taken during the probationary period, the probation period will be extended proportionally.
- IV. Maternity leave cannot be combined with any kind of other leave.

5.2.4. Leave without Pay:

- I. When an employee is not eligible for any other type of leave, competent authority can sanction leave without pay to an employee for a reasonable period if he/she is genuinely unable to turn up for duty. But this type of leave is not a matter of right for the employee.
- II. If an employee is on leave without pay for more than three months, his/her date of normal pay increment shall slip into next period.

- III. Loss of Pay leave without written approval shall be considered unauthorized, and disciplinary action shall be initiated.
- IV. Loss of Pay leave shall not be considered for any kind of service benefits, including annual increments.
- V. Taking leave without pay during probation will extend the probation period proportionally.
- VI. Leave without pay cannot be taken as a half-day.
- VII. Continuous "Loss of Pay" for 15 days without prior permission shall result in the termination of service.

5.2.5. Duty Leave:

This is the leave granted to an employee to take up some duty other than his/her normal duty. Examples of this are duties performed by Faculty members for answer-script valuation in the University, as External Examiners in other Colleges, attending conferences and workshops for quality improvement, accompanying students on Industrial Visits etc.

- I. Prior permission from the Principal should be obtained through HoD for availing duty leave.
- II. Granting of duty leave is the prerogative of the Head of the Institution depending on the nature of the work and the benefit it can offer to the Institution. However the following ceiling for different types of duty leave is proposed in the case of every person. III. Attending Seminars and Workshops: 6 days per year (maximum)
- IV. Paper presentation in Conferences: in India: 5 days per year (maximum) (Papers must have the affiliation with the College).
- V. Paper presentation in Conferences outside India: 7 days once in two years(Max)(Papers must have the affiliation of the Author with the College)
- VI. Accompanying students on Industrial Visits: 8 days per year (maximum)
- VII. Any other type as decided by the Principal/Management.
- VIII. Alternate arrangements for class work and all other assigned duties on the days of leave, should be made in advance.

5.2.6. Medical Leave

This leave is granted to employees who require time off due to health-related issues

- I. Eligibility of Medical Leave for various categories of employees in a year is as given in the table below.

Category	Eligible Leave during an annual year
Academic Staff	7 Days
Administrative staff	12 Days

- II. Medical leave is not accessible during the probationary period.
- III. Medical leave cannot be taken as a half-day and must be utilized in full-day increments.
- IV. IV. Unused medical leave at the end of the calendar year shall not be carried forward to the next calendar year.
- V. Medical leave will only be sanctioned for inpatient treatment, when supported by a Medical Certificate from a qualified Medical Authority.
- VI. Employees are required to promptly notify the institution about the need for medical leave.
- VII. In cases of contagious diseases, medical leave may be granted at the discretion of the principal, even if the individual is not hospitalized.
- VIII. Sundays and holidays are not considered part of the medical leave duration, whether occurring before, after, or within the leave period.
- IX. Submitting a falsified medical certificate as supporting documentation shall result in disciplinary action against the employee.

5.2.7. Study Leave and Research Leave

The management consistently encourages staff members to pursue higher qualifications, and study leave is available under the following conditions:

For Full-time Ph.D. and Post-doc:

- I. Faculty members who have successfully completed their probation and possess a minimum of 3 years of service at the time of application are eligible to apply for study leave without pay. This leave can be granted for a duration of 3 years for

pursuing a full time Ph.D. and 1 year for post-doctoral studies. It is important to note that the period of leave without pay will not be considered for increments and other service benefits.

- II. Faculty members delegated for higher studies are required to sign a bond committing to serve ASIET for a minimum period of 3 years upon the completion of their Ph.D.

For Part-time Ph.D.:

- I. Faculty members are permitted to register for part-time Ph.D., with a standard period of 4 years, extendable by an additional year if necessary.
- II. During the course work, faculty members pursuing part-time Ph.D. can avail one semester of study leave to complete coursework at the institution where they are registered for part time Ph.D.
- III. After completing the coursework, faculty members pursuing Ph.D. in other institutions are eligible for 5 days of research leave in a calendar year to attend the DC meeting and engage in research activities. Research leave shall not be availed for more than two consecutive days.

5.2.8. Block Leave

- I. All academic staff who have successfully completed their probation period are entitled to 15 days of block leave within a given calendar year.
- II. Administrative staff, faculty members on probation, and those with temporary appointments are not eligible for block leave.
- III. After the completion of the probation period, block leave will be calculated proportionally based on the remaining days in that calendar year.
- IV. Faculty members may take block leave based on the recommendation of the Head of the Department (HOD) and the Principal. This leave is intended to be taken during the semester break without disrupting the normal functioning of the college.
- V. Block Leave cannot be combined with other types of leave. Unutilized block leave within the annual year shall not be carried forward to the subsequent year.
- VI. All officially declared holidays and Sundays shall be excluded from the calculation of block leave.
- VII. The head of the institution reserves the right to deny block leave if deemed necessary.
- VIII. Block leave is to be taken in segments of either 5, 5, and 5 or 7 and 8 days.

5.2.9. Special Cases of Eligibility of Leave:

In the case of certain categories of employees like Security staff, Hostel Wardens, Cooks etc, the eligibility of leave is different from what is described above owing to the special nature of their work. Such cases are as follows:

(a) Security Staff:

- I. Sundays and all normal holidays are regular working days for Security staff, except the following – New Year Day, Republic Day, Good Friday, May Day, Independence Day, First and Second Onam Days, Gandhi Jayanthi, Mahanavami, Christmas Eve and Christmas Day. Security Staff required to work on these days are accorded compensatory leave on 1:1 basis.
- II. Permanent Security staff will be eligible for 18 days of casual leave during a Calendar Year in addition to two days of off on a monthly basis. However, all Security staff that are not permanent will be eligible only for two days of off on a monthly basis.

(b) Wardens:

Considering the fact that Wardens are on 24 hours duty, all Permanent Wardens are eligible for 24 days of casual leave during every Calendar Year. However, Wardens on contract and probation will be eligible only for two days of casual leave and two days of off on a monthly basis.

(c) Cooks:

All confirmed Cooks are eligible for 18 days of casual leave during every Calendar Year in addition to two days of OFF on a monthly basis. Those cooks who are on contract or Probation will be eligible only for two days of casual leave and two days of off on a monthly basis.

5.2.10 Holidays:

All employees are eligible for all holidays notified in the Institute Calendar. However if the Principal asks an employee to report for duty on a holiday for any official purpose, he/she is bound to report for duty.

5.3 Attendance on Closing and Re-Opening Days of vacation:

All staff members are obligated to be in attendance on the last working day before a vacation or on the reopening day after a vacation. Exceptions to this rule may only be granted by the Principal or the Competent Authority, following a thorough consideration of the circumstances. Unauthorized absence will result in Leave without Pay and a break in service.

5.4 Punching and Attendance recording

- I. The normal working time of the institution shall be from 08:45AM to 04:15PM. The working hours for administrative staff may vary depending on assigned responsibilities and shall be communicated in person by the competent authority.
- II. The head of the institution may adjust the working hours of any staff with prior notice to ensure the smooth operation of the college.
- III. All staff members are directed record your attendance by punching on all working days.
- IV. The punch-in and punch-out times for academic staff are as follows.

Day	Punch In	Punch Out
Regular Working Days	Before 09:00 AM	After 04:00 PM
Half Day (AN) Leave	Before 09:00 AM	After 12:00 PM
Half Day (FN) Leave	Before 01:00 PM	After 04:00 PM

- V. Late coming and early leaving are not entertained. However, a relaxation of 30 minutes per month (cumulative of all days of presence) shall be given.
- VI. Half day of Casual leave (if eligible) or Loss of pay leave shall be deducted from the credit of the staff member if the total deviation per month exceeds this 30-minute limit
- VII. For every additional 10 minutes of late/early punching (cumulative of all days of presence); half day of the eligible leave (Casual/Loss of Pay Leave) shall be deducted from the credit of leaves of the staff member.
- VIII. In case of permission granted/duty assigned/malfunctioning of the punching machine, regularization request can be forwarded to HOD through ERP platform.

5.5 Leave Entitlement:

- I. All staff members are entitled to leaves as stipulated in the institution's leave policy.
- II. Staff members must obtain consent from the Head of the Department (HOD) or/and Principal before availing their eligible leaves.
- III. Staff members are directed to take eligible leaves only after ensuring proper substitute arrangements, especially for handling academic sessions, to avoid disruption in the department's smooth functioning.

- III. Requests for alternate arrangements should be submitted through the ERP platform to the substituted person. The substituted staff member must accept/approve the arrangement request. It is the responsibility of the staff availing the leave to ensure approval. Once accepted, the substituted staff member is responsible for executing the activity and recording any necessary evidence (attendance, marks, etc.).

5.6 Leave Application Process:

- I. Application for all eligible leaves must be submitted through the ERP platform. II. Submissions should be made in advance or within 2 days after the staff member resumes duty.
- II. Relevant documents (Medical Certificate/Duty Certificate) must be uploaded along with the leave application on the ERP platform.
- III. HOD is responsible for forwarding eligible leave requests to the Principal, and leave is granted only upon approval by the Principal.

CHAPTER 6

CODE OF CONDUCT

All the faculty members are required to be in the College during Working hours from **8.50am to 4.00pm** (excluding Lunch Break), Second Saturday is a holiday. All staff shall be at their workplace (offices, classrooms, Labs, staff rooms etc.) at least 5 minutes before their reporting time.

1. A bio-metric system is used to record faculty punching in and out time. In addition to this they should sign in the attendance register kept in the respective departments/blocks twice every day before **9.00a.m** in the forenoon and after **4.00 p.m.** in the afternoon.
2. All faculty members are advised to wear decent clothes. Although no formal dress code is stipulated, ladies should preferably wear sari / Salwar and Men neat and elegant dress. Clothes like sleeveless tops, leggings, T-shirts, jeans, caps etc. are not permitted. Earrings, ponytails/long hair, bangles are not permitted for gents.
3. Staff shall compulsorily wear college ID while in the college premises. They shall also ensure that the students wear their IDs.
4. Faculty should be very punctual in conducting classes regularly and on time. Skipping a class or late entry or early exit from a classroom will promote indiscipline among students and hence should be avoided.
5. Before availing a Casual leave, faculty member should make alternative arrangements for engaging his / her class during leave period. The leave application to be submitted to the HOD before availing the leave. In addition, the details of alternate arrangements made for engaging classes should be completed. In exceptional cases, oral approval from either concerned HOD or the Principal may be obtained.
6. The faculty members who are found guilty of intentional violation of the above-mentioned leave procedures; will attract disciplinary action as decided by the management.
7. No faculty is permitted to avail leave when they are assigned essential duties such as special classes, Program hosted days, IA tests, model exam and university exam invigilation/valuation etc.

8. The faculty are expected to come well prepared for engaging a class. It is advisable to dictate a brief note to students on a subject in addition to lecturing.
9. The faculty are expected to encourage/entertain the students to ask questions or doubts if any on the topic under discussion in the classroom and should try to clarify and address the student's questions / doubts.
10. It is mandatory for the entire faculty to take attendance of students in every class, marking specifically as present or absent in the Column provided. Leaving a blank column or a dot should not be practiced as this may lead to irregularities. The course journal of the subjects handled by the faculty should be brought to the Principal/ HOD for verification before the internal tests and monthly students' attendance should be published.
11. The faculty are required to conduct minimum two internal assessment tests in each subject for the evaluation of Internal Marks. Questions set for the test should cover the portions completed until then and should be in accordance with the questions asked in University Examinations.
12. The internal assessment test papers should be valued and marks to be distributed to the students within one week of the completion of the test. The valued answer scripts should be given to the students with answer key.
13. The faculty should ensure that the students come to the Lab / workshop / classes only in the prescribed dress. It is mandatory for students to come in uniform and teachers should see that it is complied with.
14. The faculty in-charge of laboratory classes, Workshop practice and drawing classes should strictly instruct the students to maintain the lab records, workshop diary or drawing sheets up to date and no student should be allowed for practical classes without submitting the previous week's assignment. This is very important because the internal assessment marks in these subjects will be based on such records only.
15. The faculty are required to identify those students who are below average in a subject, and special coaching classes should be taken to such needy students as specified by the university regulation.

16. In addition to teaching, faculty members are also required to take up additional responsibilities such as Student Counseling, Stock verification, internal audits, University Exam Invigilation, hostel Warden and similar duties as entrusted by the Principal.
17. The Performance of faculty will be monitored by the Principal/ HOD personally.
18. All the faculty are expected to behave in a manner that is most benefiting to their profession and should thrive towards maintaining the highest standards and traditions of Adi Shankara group of institutions.
19. Staff shall compulsorily submit their investment details to the accounts Section by 30th December each year in the prescribed form to enable them to deduct the tax at the source, failing which Income Tax shall be deducted as per rules.

6.1 General Instructions to Faculty Members

1. A pleasing personality leaves the first impression of a faculty. Always try to come to the college neatly dressed and with a good positive outlook.
2. Your first encounter with students in classroom is very crucial. Try to be strict and do not give any chance for students to indulge in discussion, mischief or casual talks. Controlling students in a classroom and maintaining silence and order is the first indication of a successful faculty.
3. Always maintain a reasonable distance between yourself and a student. Be helpful and kind to them but never allow them to take too much lenience.
4. Never develop the habit of going late to the classroom or leaving early before time. Likewise, never encourage late entry of students to your class.
5. Obtain a copy of syllabus and take a good look into the various topics to be covered under your subject of specialization following outcome-based education. Staff must update the documents periodically complying with the audit procedures insisted by the KTU and other accreditation requirements.
6. The topics to be delivered must be prepared before the commencement of class, by referring to at least three standard textbooks,
7. Never engage a class without proper preparation. A good and fluent lecture and convincing answers and clarification to students' questions and doubts will enhance the respect of a faculty among students.
8. Organize your lecture hour effectively. Give explanation, solve examples, dictate notes and ask a few questions to students. This makes your presentation more interesting to

students.

9. Good command on English is essential for a faculty.
10. Teaching is a noble profession. Every faculty should work his/her best to impart knowledge to the students. The more we share the more we gain.

CHAPTER 7

FACULTY PERFORMANCE APPRAISAL AND DOCUMENT

7.1 Guidelines for Faculty Appraisal Performance Index

- Performance appraisal is carried out at predetermined intervals and is documented
- Appraisal shall be done for all employees.
- Performance appraisal is evaluated based on the expected performance.

All the staff members are required to submit their self-evaluation report at the end of every academic year in the prescribed format and verified by a Panel. Sustained good performance will be a requirement for internal promotion and increments, selection to higher post etc. Results of the appraisal will find a place in the personal file.

The maximum marks are 100 out of which distribution is as follows.

Based on the total marks the weak area is identified and suggestions given by HOD and to be documented.

7.2 FPAD of faculty

Each year, every faculty member will undergo evaluation to identify and assess his/her strength and weaknesses in work performance. The appraisal will be carried out by the Faculty Appraisal Panel chaired by the Principal.

	Wtg	API	A	Wtg	RCI	B	Wtg	IDI	C	Total= A+B+ C (100)	Grade
Asst.Professor	5			3			2				
Associate Professor/ Professor	3			5			2				

Note:

Asst. Professor - 5* API + 3* RCI + 2* IDI

Associate Professor/ Professor - 3* API + 5* RCI + 2* IDI

- *Academic performance Index- (API)*
- *Research contribution Index - (RCI)*
- *Institutional Development Index- (IDI)*

Academic Performance Index(API)

- Good Practices
- Innovation in Teaching
- Web Resources
- Engagement with outside world
- Training programme participated
- Student feedback
- HOD Appraisal

#Research Contribution Index(RCI)

- Journal publication/ book publication/ conference
- Funded projects
- Conferences/ workshop organized/ reviewer
- Professional activities
- Research progress

Institutional Development Index (IDI)

- Completion of assigned work
- Co and extracurricular activities

a. Feedback from Students

Online feedback for all courses are collected from students of respective semesters twice in a semester.

Performance rating of the faculty based on the feedback obtained is analyzed by the HOD and the same is intimated to the higher authorities of the institution. The matter is also discussed with the concerned faculty individually. Suggestions to be considered for

improvement in teaching process are also provided. Feedback from students will help the faculty to take necessary steps to improve the methods of delivering lectures.

Impact Analysis

FPAD adopted in our institution truly

- Provides a constructive framework for evaluating faculty performance by identifying areas of strength and areas for improvement in classroom instruction.
- Provides quality education for students by continually monitoring instructional performance.
- Provides a basis for promotions relevant to professional growth.
- Improves the overall teaching effectiveness.

LAB staff / Office staff Appraisal

Lab staff/office staff appraisal is obtained based on their expertise additional skillset and contributions to the Institute. HOD will evaluate each lab staff appraisal and office superintendent will evaluate the office staff performance appraisal with suggestions for further improvement and is documented.

CHAPTER 8

AWARDS AND RECOGNITION

8.1 Best Teacher Award

Based on the performance in the academic results announced, the faculty who scored 100% are appreciated by the management. Also letter of appreciation is given to those who scored greater than 90%. Special recognition for National & International achievement is also done.

8.2 Promotions

The department encourages the faculty to seek/obtain promotion based on qualification, experience, performance and other effective qualities like attitude, motivation, initiatives, innovation and ethics. Contribution to teaching, research and service are all highly valued. The ability to work as a team to promote harmony among the stakeholders of the department will be appreciated. Faculty members are encouraged to take up research work. Contributions improving academic achievements will be specifically encouraged. Performance, qualification and experience are generally the basic criteria for promotion.

8.3 Motivational Initiatives for Staff

The college undertakes several endeavors to motivate & energize its Staff by way of the following initiatives

8.4 Quality Improvement Program (QIP)

The best performing faculty are motivated by the institution as a part of a quality improvement program to premier institutions in the country for advanced skill and knowledge programs.

8.5 Promotion for Participation in Conference/Faculty development program

The faculty members participating in Seminars / Conferences / Workshops/FDPs are entitled for the registration amount for an event subject to the approval by the management prior to their participation.

8.6 Internal Faculty Training

The faculty of the institution are given training as a part of their teaching and communication skill improvement. Some areas of training provided by the institution are:

- a) Introduction of innovative teaching methods
- b) Improve instructional design and delivery systems in their course
- c) Student evaluation techniques
- d) Human values

8.7 Publications

8.7.1 Publication of books/National/ International journal:

For books authored by a single author published by a reputed publisher are appreciated by the management. Publishing the works of faculty in International Journals, with high impact factors, are encouraged by the management.

8.7.2 Membership with professional bodies

The membership of faculty in reputed Professional bodies are supported by the Management.

8.8 Research Promotion Scheme

ASIET is eager to contribute to the social and economic development of the country by promoting the research propensity among its staff and students

8.9 IT Infrastructure

The faculty and students can avail the WI-FI enabled in the campus.

CHAPTER 9

ETHICS & STANDARDS

All employees, members and employers shall live and lead by example in every sphere of conduct particularly:

- To respect parents, teachers, elders.
- To express the love of brotherhood to fellow students.
- To accept and extend due respect to every religion and social grouping.
- To love the Nation
- Shall have a sense of belonging to the Institution.
- Shall assume total dedication to the teaching profession.
- Shall always have an urge to excel in professional expertise.
- Shall wear respectable attire, befitting the society's expectations.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other or tone wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke sensation or ill feeling of any sort.
- Shall never encourage or indulge in any form of malpractices connected with examinations or other college activities.
- The faculty must avoid using harsh and slang languages in the premises.
- The use of mobile phones in the class during working hours is strictly for bidden.
- Faculty must develop his / her general and professional knowledge of skills and remain updated in the specific line of work.
- Every teacher shall, by precept and example, inculcate respect for law and order among students.

- Every teacher should try to preserve and promote the dignity and solidarity of the profession.
- A teacher should aim to co-operate and secure the co-operation of the others in all activities, both curricular and co-curricular, which aim to improve the moral, mental, physical, social and economic well-being of Stakeholders.
- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- Shall always give the parents authentic and correct information.
- Shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.
- Every teacher must regard each individual student as capable of being uniquely creative and must do everything in his/her means to develop these special qualities / talents.
- Every teacher shall consider the College property and funds as if it is his/her own and should exercise great prudence and care in using them.

CHAPTER 10

Staff Grievance Redressal Policy

The Grievance Redressal policy holds the process by which the employees can report such complications to receive a proper solution. The employee can raise a grievance if they feel raising it informally has not worked, they do not want it dealt with informally.

Purpose

ASIET believes in employee satisfaction. Our employees are our family, and their satisfaction and content are our joy. The main purpose of this policy is to explain how employees can voice their complaints in a beneficial way.

Scope

This policy applies to all the employees regardless of their job position or job status in the company.

Definition

An employee grievance is a concern, problem, or complaint that an employee has about their work, the workplace, or someone they work with which includes the management. These doesn't include communication done for the purpose of seeking guidance or explanation. The grievance may include complaints about:

- a. Workplace Harassment/sexual Harassment
- b. Health and Safety
- c. Superior/ colleague behavior
- d. Adverse changes in employee conditions rights and responsibilities

The employee who files the grievances can

- a. Reach out their HOD / Grievance cell/ Internal Compliant cell/gender equity Cell/Principal

- b. Submit the complaint explaining the situation in detail

The company is obligated to

- a. Conduct a formal grievance procedure
- b. Investigate without prejudice
- c. Treat all the employee's fair

- d. Maintain confidentiality
- e. Maintain a safe environment

Procedure

The employee makes a formal, written complaint

- I. An employee can present written complaint, to the Staff Grievance cell/HOD/Principal which is the guiding document throughout the procedure. While the employee will (most likely) be interviewed as part of later steps, the employee should include as much information as possible, including names and dates.
- II. An official investigation begins: Depending on the written complaint received The Principal will formulate a committee/ Staff Grievance cell for a detailed enquiry. The committee members after receiving the complaint will contact the employee and fix a date for the confidential detailed enquiry.
- III. The Enquiry committee/ Staff Grievance cell writes a conclusion: After conducting a detailed enquiry by the committee constituted about the complaint raised, the committee will come to a conclusion & the same will be submitted to the Head of the Institution.
- IV. If the employee isn't happy with the outcome he/she can take his grievance to the court.

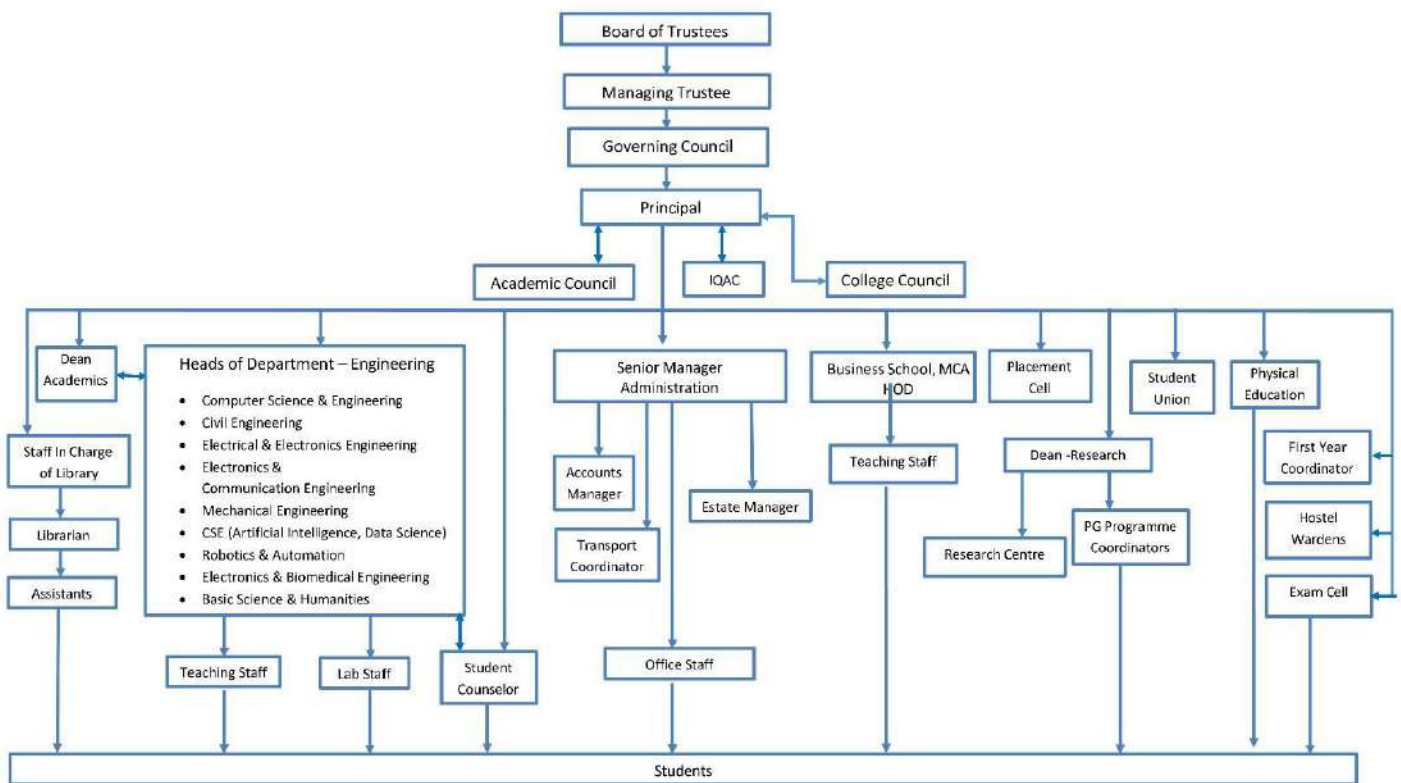
CHAPTER 11

ORGANIZATIONAL STRUCTURE

11.1 Decentralization in Working

Staff member have been delegated/allocated duties based on the expertise and experience on various domains.

Organizational Chart



11.2 Roles and Responsibilities

11.2.1 Board of Trustees

Its main function is to ensure that stakeholders, including students, faculty and institutional management, as well as those from the wider society, have full confidence and trust in our institution. All those who have governance responsibilities and account abilities, both within and outside institutions carry out their responsibilities effectively. The strategic planning of the Institution suggested by the Governing Body is approved by the Board of Trustees.

11.2.2 Managing Trustee

Managing Trustee is the ultimate authority in making the final decision about all the activities of the college. All academic and non-academic matters are to be reported to the managing trustee by Principal. The financial power of dealing the matters of the Adi Shankara Trust is entrusted with him.

11.2.3 Governing Council

The Governing Council is formed to ensure effective, efficient, economical execution of the administration of the College so as to achieve excellence in technical education as well as holistic development of the student. It also aims at giving the desired structure and shape to the Institution to meet the highest standards in the field of Technical Education.

It evolves the Vision, Mission and Objectives of the College and ensures that they are achieved. The council provides a direction in strategic planning & decisions related to the overall development of the College, approves new programmes of study taking into consideration the recommendations from the experts. It gives review to apply accreditations of different Regulatory Bodies (NBA, NAAC etc.).

11.2.4 Senior Associate Director-TAC

The Senior Associate Director supports the strategic planning to achieve vision and mission of the Institute.

11.2.5 General Manager: General Manager (Corporate Affairs) Responsible for the day-to-day administrative supervision of the institutions managed by the Adishankara trust. GM will be providing all necessary support to the Principal and MT in the functioning of the corporate office. Co-ordination and monitoring of Purchase and Maintenance under the guidance and instructions of Principal and MT.

11.2.6 Principal

The Principal / Head of the institution shall be solely responsible to the Managing Trustee and Management on all administrative, academic research and related activities of the college/ institution in order to maintain and uphold they academic supremacy and competence.

1. Shall formulate and present to the Managing Trustee and guidelines on all administrative, admission, academic, research and related activities pertaining to the college in order to maintain excellence in teaching and research.
2. Shall provide expert counselling and guidance and high-profile academic leadership to the Heads of Departments, Staff and students towards academic excellence.

3. Shall effectively coordinate the administrative, admission, academic, research and related activities of all the departments of the institution and ensure smooth function of both teaching and research activities.
4. Shall constitute a team and monitor by focusing on admission and admission strategies to facilitate the intake student's quality by framing strategies including improvement of intellectual capabilities of students to morph student's quality to the best.
5. Shall be responsible for the successful conduct of all the approved degree programmes of the institute as per the norms stipulated by the University and the AICTE, India and shall be responsible for carrying out all such instructions and directions communicated from the University and from other statutory bodies.
6. Shall be responsible for building the state-of-the-art infrastructure and for their maintenance.
7. Consistently upgrading the same to facilitate world-class teaching, learning and research activities.
8. Shall be responsible for monitoring the registration and progress of student's admission to various degree programs of the institution.
9. Shall be responsible for the preparation of annual budgetary requirements of the college as desired by the management from time to time.
10. Shall be responsible for procurement, purchase of stores, Equipment's, lab consumables, and such other items as may be necessary from time to time following conventionally acceptable procedures ensuring both and economy.
11. Shall monitor all academic and research programs through evaluation and taking feedback from faculty.
12. Shall be responsible to improve the quality of education through quality feedback from students and faculty periodically
13. Shall be responsible for acquiring quality standards through national /international agencies by ensuring improvement in overall activities of the institute.
14. Shall be responsible for maintaining the discipline of the campus.
15. Shall fulfill the requirement and other duties of management from time to time.

11.2.7 Dean-Research

Provide overall promotions, directions and motivations to do research and to co-ordinate research activities with Principal and respective HODs.

11.2.8 Dean Academics (UG &PG)

1. To coordinate all academic activities at UG/PG level.
2. Planning & implementation of academic calendar in consultation with HODs and principal adhering to the University regulations.
3. Monitoring the faculty performance in internal Exams and University results, monitoring and controlling students' discipline in the campus.
4. Provide overall directions to UG & PG studies and research.
5. Offer constructive suggestions with respect to improvement of academic performance of students at UG/PG level.

11.2.9 Internal Quality Assurance Cell (IQAC)

IQAC is constituted under the Chairmanship of the Principal with teachers from various disciplines and administrative units and other representatives. IQAC conduct regular internal audits and facilitates external audits (affiliated university). Primary objective of the IQAC-ASIET is to develop a quality system for continuous improvement in the academic and administrative performance of the institution, thereby improve the overall performance of the institution at all levels with the involvement of all stakeholders.

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the ASIET.
- Facilitating the creation of an environment conducive for quality education and faculty to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on the various quality parameters of higher education.
- Organization of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programs/activities of the ASIET, leading to quality improvement.

- Acting as a nodal agency of the ASIET for coordinating quality-related activities, including adoption and dissemination of good practices.
- Periodical conduct of Academic and Administrative Audit and its follow-up.
- Development and maintenance of institutional database, for the purpose of maintaining /Enhancing the institutional quality.

11.2.10 College Council

The College Council consisting of students and teachers shall advise or give direction to the Principal or the Head of the Institution on all matters relating to the Academic and Nonacademic matters of the College. The members include Principal, Deans, Heads of departments, senior faculty members, Physical Education Director, Hostel Warden (Special Invitee), Student council chairman/Secretary, Student lady representative.

11.2.11 Academic Council

This is constituted with The Principal, Head of departments & Deans, Academic Coordinator, First year Coordinator, Placement Officer for monitoring the implementation of the strategic plans suggested by the Planning & monitoring committee, Governing Council, adhering to the University regulations. This council functions as the major decision-making body for the academic matters of UG and PG studies.

11.2.12 Head of the Departments

1. The HOD / Head of the Department shall be solely responsible to the Principal and Management on all administrative, academic research and related activities of the department in order to maintain and uphold the academic supremacy and competence in the Department.
2. Assist the Principal in formulating and implementation of the policies and guidelines on all administrative, academic, research and related activities pertaining to the discipline/ Department in order to maintain excellence in teaching and research.
3. Provide expert counselling and guidance and high-profile academic leadership to the staff and students in the department towards academic excellence.
4. Solely responsible for the maintenance and upholding of a high degree of technical supremacy and competency in the discipline concerned in teaching, research and all such other related activities.
5. Effectively coordinate the administrative, academic, research and related activities of

all the staff of the department and ensure smooth functioning of both teaching and research activities of the department.

6. Endeavour to maintain a higher level of attendance, Pass percentage and University ranks.
7. Personally inspect and satisfy that the courses / Subjects in the departments are effectively and successfully handled by the staff to the entire satisfaction of students and Management.
8. Personally verify and satisfy that the contents provided in all reports including daily, weekly and monthly reports to the Principal / Chairman & Managing Trustee are correct and true and are duly supported by proper evidence and records,
9. Constantly verify the course files, lesson plans and all such other academic records of individual staff and of the faculty and ensure for their quality, content, and updating.
10. Report on the performance of staff and students to the Principal after assessing them through scientifically designed evaluation procedures including students' feedback.
11. Solely responsible for building the state of the art infrastructure in the department and for the maintenance and constant up gradation of the same to facilitate world class teaching, learning and research activities.
12. Assist the Principal in the procurement and purchase of stores, equipments, lab chemicals, consumables and such other items as may be necessary from time to time.
13. Responsible for the preparation of annual budgetary requirements of the department as desired by the Principal from time to time.
14. General supervision of the works of both staff and students in the department and review the performance of staff in respect of teaching, research and other related activities.
15. Strive to promote / motivate the students (or their participation in extra and co curricular activities besides inter collegiate, district and state, and National level competitions.
16. Assist the Principal in the maintenance and upkeep of discipline of both staff and students of the department.
17. Endeavour to render special and well-conceived coaching classes to students for empowering them to face the campus interviews confidently.
18. Assisting the Principal in acquiring quality certification of the institution by National and International agencies and to this extent ensure department participation in the process through academic up gradation.

19. Responsible to enter into MOU with related Industries and Institutions to establish a healthy Industry Institutional relationship.
20. Responsible for the care and maintenance of department's property.
21. Responsible for performing all such other duties & responsibilities as desired by the Principal/ Secretary from time to time.

11.2.13 Professor / Associate Professor

1. To handle effectively the subjects assigned, in a regular phased manner and completion of syllabus in full within the semester.
2. Conduct and correction of internal and model examinations and counselling the students based on their performance with special additional coaching to weak students.
3. To obtain feedback from students and modify the teaching and training as per the students' suggestions. To aim for better performance of students in the subjects handled and to counsel them based on their performance
4. To keep in touch with parents and updating them with the student's attendance, marks obtained in examinations as well as conduct and character.
5. Will assist the HOD in discharging his/her duties in all daily academic administrative activities, overall promotion of college and in the development of the Institution
6. To contribute to research activities, consultancy of the department.
7. Will try to propose projects from all possible binding agencies and help in the improvement of research and developmental activities of the Institution. -
8. Will attend to any other specific works of the department as assigned by the HOD
9. Will also execute and perform any other duties as assigned by the management from time to time for the students to get a better placement.

11.2.14 Assistant Professor

1. To handle effectively the subjects assigned, in a regular phased manner and completion of syllabus in full within the semester.
2. To monitor be attendance of all students in the class as well as the academic standing and communicating the observations to parents.
3. Conduct and correction of internal and model examinations and counselling the students based on their performance with special additional coaching to weak students.
4. To obtain feedback from students and modify the teaching and training methods as per the students' suggestions.
5. To aim for better performance of students in the subjects handled and to counsel them

based on their performance

6. To keep in touch with parents and updating them with the student's attendance, marks obtained in examinations as well as conduct and character.
7. Will assist the HOD in discharging his/her duties in all daily academic administrative activities, overall promotion of college and in the development of the Institution
8. To maintain all academic records as stipulated by the respective universities.
9. To strive for excellence in teaching and learning process and to assist better placement of students.
10. Will attend to any other specific works of the department as assigned by the HOD
11. Will also execute and perform any other duties as assigned by the management from time to time.

11.2.15 Placement and Training Development

The dean – placement and training department will be solely in charge for all the Internal Placement trainings

1. Offered to students of ASIET from time to time.
2. Shall effectively coordinate with the Principals, HOD's and faculty of various campuses in framing the contents of various training programmes, sharing the course materials to the students through the department placement staff.
3. Shall also monitor the functioning of various Corporate outsourced for training purposes in our campuses with respect to the contents, quality and effectiveness of the programmes.
4. Shall get the feedback from the participants and report to the undersigned on the usefulness or otherwise of the trainings.
5. Shall also suggest for improving the various career guidance/placement training programmes based on all feedback and help the management on outsourcing proper and efficient agencies for specific training purposes needed for the students of various disciplines with relevance to the Corporate and companies visiting.
6. Shall take up the responsibility of ensuring the success rate in every on or off campus interviews organized through effective monitoring of the training programmes and bringing in the most appropriate trainers.
7. Shall equip our students with current advanced areas of science in all branch, which includes Cloud Computing and proficiency in computer language relevant to industry

etc.

8. Shall also assist in improving the career guidance/placements of our students through bringing in various recruitment corporate.
9. Shall provide career /placement preparation guidance and information specific to each of the visiting Corporate / companies for the students to get themselves prepared in a better way.
10. Shall provide logistic support and leadership to all Principals, HoDs and Faculty to plan, propose and execute programmes of such nature, which will improve the communicative skill, knowledge and aptitude in students and make them industry ready.
11. Shall provide strategic counselling and guidance on various placement trainings beyond academics for various disciplines of students in the different campuses to ensure each and every student develops competency in the chosen field and the right kind of trainers are recruited and motivate
12. Shall maintain a separate record of training and developmental activities given to students on a student-to-student basis
13. The training programs are aimed at enhancing the employability skill set of the student, in which every graduate must hone their Leadership, Communication, Time Management, Problem Solving and Interpersonal skills.

11.2.16 Senior Manager Administration

1. Maintenance and organization of all registers, files, and documentation for the Principal's office and the college. Overseeing faculty and staff attendance, maintenance work, casual leave, compensation leave, vacation leave, late attendance registers, and other related records.
2. Receiving, entering, storing and distribution of all communications received from Corporate Office, University, Government, Non-Government and other agencies.
3. Monitoring all student cash payments, including college and hostel fees, preparing list of defaulters and coordinating and checking all receipts and parents.
4. He will allocate works to the staff of the administrative office on a permanent basis and on a day-to-day basis and monitor and ensure their accountability.
5. Registering and monitoring all incoming and outgoing dispatch communications. Responsible for overall monitoring of student's scholarship

6. Monitoring all material arrivals stock entry and verification of all kinds of bills including payment to EB and other dues.
7. He will be personally responsible for the maintenance of petty cash; sanction register and accounts.
8. Responsible for maintaining all confidential academic and related documents legal files and other.
9. He will attend to any other work as assigned by the Principal / COO from to time
10. Follow up the complaints registered by the faculty & students and settled.

11.2.17 Accounts Department: All the institutional accounts maintained by the accounting staff of the office. The accounting staff are responsible for maintain the audited statement by chartered account for the budget and expenditure of the departments and institute.

11.2.18 Office staff: The office staff are responsible for the smooth administration of the College which includes admission, fee collection, maintenance, recruitment, transportation, hostels, students' amenities and all office related administrative matters.

11.2.19 System Administrator

1. Maintaining complaint/Service/Maintenance register for department users
2. Preparing& maintaining IT purchase request if the components are not available in the stock.
3. Maintaining files such as purchase request file, Service request letters file for printer service & toner refilling, Systems working and not working status weekly consolidated reports file, purchase invoice/bills file, software license copy file, time table file , service report file etc.
4. Maintain the network infrastructure for LAN and WAN connectivity.
5. Monitor system performance and provide security measures, troubleshoot and maintenance as needed.
6. Assist users to diagnose and solve their problems.
7. Design and implement systems, network configurations, and network architecture, including hardware and software technology, site locations, and integration of technologies.
8. Maintain the peripherals, such as printers, that are connected to the network. Train users

in use of equipment.

9. Ensure virus protection software is operational on servers and workstations.

11.2.20 All Laboratory Assistants

1. The system/equipment should be serially numbered indicating the short title of ASI, Department and Lab.
2. All the system / equipment / instruments should be kept in working condition and should be cleaned daily.
3. The configuration of systems should be checked daily
4. Vendor's sticker should be pasted on the system wherever required, and care should be taken not to tamper it.
5. Maintenance and upkeep of systems will have to be carried out with the help of system administrators.
6. Provides timely technical support to faculty, staff and students
7. Maintains the Stock register, Break down Register, Preventive and Maintenance Registers and Purchase File up to date.
8. Maintains a schedule of preventative maintenance for all equipment and keeps adequate manuals and maintenance logs for equipment and parts
9. Observes and reinforces safety and housekeeping procedures and protocol within the lab
10. Installing and maintaining lab equipment's.
11. Informs the breakdowns, complaints and purchases of new equipment's of the particular labs to HODs.
12. Demonstrates the use of equipment within the lab
13. Provides assistance to Faculty during workshop and laboratory sessions
14. Performs other related duties as assigned by the HOD

11.2.21 Librarian

1. Create and use databases of library materials
2. Organize library materials so that they are easy to find Research new books, materials by reading book reviews, publishers' announcements, and catalogues
3. Maintain existing collections and choose new books, videos, journals pertaining to the UGC/AICTE norms and if required initiate the purchase.
4. Maintain Digital Library
5. Educate about the resources available
6. Train and supervise library technicians, assistants, other support staff, and volunteer to prepare library budgets
7. To review the functioning of the library with regards to its support to the academic program of the institute.
8. To coordinate with the management on matters of policy relating to development of library.
9. To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to take actions in their adoption.
10. To formulate action plan for the development of library infrastructure, facilities, products and services.
11. Evaluate the suggestions made by the library users.
12. To review the requirements of the new programmes being introduced and take necessary actions.

11.2.22 Estate Manager

The Estate Manager has to maintain the entry and exit of the materials/ equipment's with a valid gate pass and maintain the record for the same. Must check the vehicles entry and exit by maintaining a record. Responsible for the security of the movable and immovable properties of the college. Responsible for maintaining students' discipline in the campus during college working hours and 24 x 7 in the hostels. He must closely monitor the behavior and conduct of the students in the college premises throughout the working hours. He must go rounds and make surprise visit in the hostel to ensure the discipline of the students and report the same if any untoward incidents happen.