

STAFF HAND BOOK

CHAPTER 2

JOB DESCRIPTION

Objective

To ensure mutual respect and freedom for everyone and be role models to student community.

2.1 Reporting for duties on time

1. College working hours are normally from 8.50 a.m. to 5 p.m. However, those who have academic, administrative, examination or any other such work follow timings directed by HOD/Principal/ Chairman as per the needs.
2. A six day working schedule from Monday to Saturday is followed.
3. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
4. Permission to come late / leave early for less than 60 minutes on 2 occasions in a month may be allowed by Principal.
5. Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from HOD/Principal and register his/her absence in the prescribed format available in the office.
6. Staff members shall compulsorily wear College ID while in the College premises.
7. Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal either orally or writing.
8. Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
9. All members of staff are expected to present themselves in decent attire. Clothes like sleeveless tops, T-shirts etc. are not permitted. Earrings, pony tails/long hair, bangles etc. are not permitted for gents.
10. Faculty and staff shall communicate to each other and with students only in English.
11. Staff members may arrange programs/events of any kind with permission/request to Principal/Management only.

2.2 The duties and responsibilities of a teaching faculty

2.2.1 General

- a) The Faculty Member should come to the college at least 10 minutes before the commencement of classes.
- b) All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- c) The work load of all the staff shall be fixed by the management. The work load of the teachers should not be less than **40 hours per week**, of which teaching-contact hours should be at least as follows as per AICTE norms:

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1	Principal	4 hours / week
2	Dean / Professor	8 hours / week
3	Associate Professor	14 hours / week
4	Assistant Professor / Lecturer	16 hours/week

For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- Faculty Members should publish text books, research papers in reputed International / Indian Journals / Conferences.
- The Faculty Member must strive to prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

2.2.2 In Department

- The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal/ Director/Chairman/ Administrator in academic, co-curricular or extracurricular activities.
- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the software as soon as the classes/laboratory hours are over.
- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab/

Invigilation. In case of emergency, the HOD must be informed with appropriate alternate arrangements suggested.

- The Faculty Member should make himself/herself presentable. The Faculty

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- Member should show no partiality to any segment/individual student.
- g) The Tutor must update the student's performance regularly and put up for inspection by HOD/Principal as the case may be.
 - h) To give counseling to the students if needed.
 - i) To bring the students misbehavior in the class to the knowledge of the Tutor/HOD/ Principal.
 - j) To carry out the administrative works of the department given by the HOD concerned.

2.2.3 In Class Room Teaching

- a) Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan.
- b) The Faculty Member should get the lesson plan and course file - approved by HOD and Principal.
- c) The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject .The course file consists of preface, previous year university question papers, notes, hand-outs, PPT, test/exam question papers, three model answer scripts for each test/exam (top, middle and bottom), Assignment plan, topics and copy of assignment, feedback analysis report etc. The teaching faculty has to get verified their course file by their HOD at least once in a month and submit it to the concerned HOD within two weeks of the last instruction day of the concerned semester.
- d) The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- e) The Faculty Member should engage the full period and should not leave the class early.
- f) Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the attendance register and at the attendance software.
- g) The Faculty Member should make use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students asking doubts/questions.
- h) The Faculty Member should get the feedback from students and act/adjust the teaching appropriately.
- i) The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
- j) In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
- k) The Faculty Member shall give all possible pattern questions of each unit to the students.
- l) The Faculty Member should interact with the class tutor or counselor and inform him/her about the habitual absentees, academically backward student, objectionable

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behavior etc.

- m) The Faculty Member should always aim for 100% pass results in his/her subjects and work accordingly.
- n) The Faculty member should regularly visit library and read the latest journals/magazines in his / her specialty and keep oneself abreast of latest advancements.
- o) The Faculty Member should make himself/herself available for doubt clearance.
- p) The Faculty Member should motivate the students and bring out the creativity/originality in the students.

2.2.4 In Laboratory

- a) The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- b) Whenever possible, additional experiments to clarify or enlighten the students must be given.
- c) The lab observations/records must be corrected then and there or at least by next class.
- d) Allow the students inside the lab only on submission of the required records written up to date.
- e) To give crystal clear instructions.
- f) To attest the readings of the experiment. To let the students know the percentage of error he/she commits for every experiment.
- g) To sign the manual/rough record before the end of each practical class.
- h) Faculty conducting practicals/projects shall be responsible for the respective labs during their practical hours.
- i) Faculty shall follow the guidelines/instructions as prepared by the Lab in-charge. However, faculty can suggest changes in these matters with the consent of the HOD.
- j) In order to prevent theft, faculty members are advised to take the following action.
 - i) Before starting the practical's/projects, students shall be asked to check the PCs/equipments etc. and report in case of any missing items/irregularity to the lab In-Charge.
 - ii) As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
 - iii) Students shall not be permitted to carry bags into the labs.
 - iv) In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

2.2.5 Student – Faculty Rapport

- a) The Faculty Member should have a good control of students.
- b) As soon as the Faculty Member enters the class, he/she should take attendance by calling their Name. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher

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should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the mentor/HOD.

- e) The Faculty Member should act with tact and deal with insubordination by students maturely.
- d) The Faculty Member should be strict, but not harsh. Never use harsh words, which would hurt the feeling of students.

2.3 Duties and Responsibilities of Class Tutor:

Objective: To help students in their pursuit of knowledge and to maintain a close watch and build rapport with students and parents.

- a) To ensure that every student is well supported to fulfill his/her learning potential
- b) In order to monitor the progress and quality of students, appraise them and consult their parents.
- c) To encourage the students to learn beyond the syllabus contents.
- d) Give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
- e) To maintain student discipline in the class as per the college policies.
- f) To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree
- g) Address students' queries.
- h) Meeting the parents of students, especially defaulters.
- i) To lead an effective Induction Programme and value added course for student's in consultation with HOD.
- j) To produce the assessment plan for every semester well in advance
- k) To manage the production and dissemination of reports to students, parents, College Management, VTU, Belagavi, AICTE and other governing bodies from time to time
- l) Implement the actions based on the minutes of class committee meetings.
- m) Cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
- n) Arrange PTA meetings and all common functions of the college to represent the class.
- o) Take charge of any special projects assigned by the management from time to time.
- p) Make sure students of the department are regularly attending class and coming to the college in time in proper uniform.
- q) Make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
- r) Be the academic leader of the designated class in the Department.
- s) To lead the development and maintenance of appropriate standards and quality assurance in the delivery of course materials, assignment and question paper setting and its valuation.
- t) To monitor the semester progress regularly based on approved semester and assessment plan.



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- u) To arrange industrial visits and guest lecturers for students to improve their learning experience in the consultation with HOD
- v) To encourage the students to participate in technical competitions conducted outside the college.
- w) To maintain the desired academic standards in the assignments and tests administered in the class
- x) Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
- aa) Prepare a subject wise list of the final attendance (APC), practical and lectures together and make forwarded to Principal within 3 days of a semester closing in the prescribed format through HOD.
- bb) Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- cc) Arrange class committee meetings as per MIT Kundapura norms.
- dd) Any other duty the HOD/ Chairman/Principal may assign.

2.4 Duties and Responsibilities of the Laboratory /workshop Foreman/Supervisor and Lab Assistant

2.4.1 Laboratory and workshop

Objective: *To help students analyze, Evaluate & Create themselves through experiments, what they learn in the classroom*

- a) To maintain the Dead Stock Register and Consumable Registers.
- b) To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
To plan for the procurement of equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
- c) To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- d) To organize the laboratory for oral and practical examinations.
- e) To hold those responsible for any breakage / loss etc. and recover costs.
- f) To ensure the cleanliness of the lab and switch off all equipment after use.
- g) Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Administrator for necessary action.
- h) The Lab Foreman/Supervisor are required to assist the respective Lab Assistant for smooth functioning of the laboratories.
- i) Foreman and Lab Assistant shall be available for maintenance and care of resources/services of the institute
- j) All the Foremen, in coordination with the respective Lab Assistant, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.



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- k) Foreman/Supervisor in coordination with Lab Assistant should display (i) List of Equipments/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- l) Any other duty as may be assigned by the faculty in charge of lab /HOD/ Principal/Chairman from time to time.

2.4.2. In order to prevent theft/damage, the Lab In-charge shall take the following action:

- a) Lab Foreman and Lab Assistants are to report the matter in writing immediately to the HOD through faculty in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- b) Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- c) If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.



Principal

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CHAPTER 3

GENERAL GUIDELINES/POLICIES

3.1. Rules and Regulations of Internal Examinations

The Examination Cell (Internal) of MIT headed by Coordinator of Examination who will be a Senior permanent faculty nominated by the Principal on the basis of potential of the person on rotation basis. **The Principal of the college shall be the Chief Coordinator, Examinations.**

The Coordinator of Examination will create his/her own team with the approval of the Principal of the College. The team shall consist of Departmental Examination Coordinator; the number of persons to be nominated shall depend on the quantum of work in the Examination Cell. An Office Assistant will be deputed by the Principal to the examination cell who will be under the Coordinators to carry out the work related to internal examinations (preparation of invigilators list, time table, notices, seating arrangement, exam hall preparation etc)

3.1.1 General guidelines


- a) Follow only the typical question paper format with common instructions printed. The nature of question paper should be precise. Paper setter should design question paper such that the questions:
 - i. are unambiguous
 - ii. Are written in simple and meaningful words.
 - iii. are asked for appropriate marks
 - iv. Cover the entire Modules prescribed for the Exam OBE Model.
- b) Marks allotted to a question or sub-question shall and indicated on the right side of that question or sub-question.
- c) The questions shall be serially numbered as 1, 2, 3...
- d) The number of sub-questions, shall be restricted to six and numbered as a, b, c.
- e) The coordinator is responsible to set the question paper format depending on the scheme.
- f) Format of the Question Paper for Printing a. Both sides of the papers shall be used for printing. b. Additional sheets may be used for printing if the contents of the question paper exceed two A4 size papers. Additional sheets shall be stapled with the main sheet.

3.1.2 Appointment of Paper Setters and Examiners

- a) Paper setting of IA-I, IA-II and IA-III shall be done normally by the concerned faculty who is teaching the course.

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- b) If multiple faculty members are teaching a single course, then they together shall setup the question paper and inform the department exam coordinators about the same.
- c) In case of deviations, the Head of the concerned department shall do alternative arrangement and inform Principal.
- d) The concerned faculty who is teaching the course shall follow all paper setting related guidelines from Principal.
- e) Principal may appoint a competent external / internal paper setter in place of the course faculty teaching the course.
- f) A committee shall be constituted for the purpose of quality checks on question paper setting and evaluation, appointed by Principal and the committee shall report the anomalies, if any to the Principal.
- g) As per the academic schedule, the faculty member, teaching a course shall set the question papers for each of examinations in that semester.
- h) A scheme of marking, giving distribution of marks for different points in the question, shall be prepared by the paper setter for the guidance of examiners assessing the answer books. In case of numerical problems, solutions of the problems with distribution of marks for different stages shall be given in the scheme of marking
- i) **The concerned faculty who is teaching a course shall forward the question paper to Internal Quality Assurance Cell for ensuring the quality.**
- j) If the concerned teacher is not available due to some reason or unable to set the question paper or cannot be given the work of paper setting, the HOD shall arrange for alternative faculty who shall do the paper setting and all related work.
- k) The faculty who has set the question paper should submit the solution in a separate sealed envelope as and when demanded by Principal.
- l) Quality assurance cell forward the approved question paper to concerned HOD and HOD forwarded to **Chief Coordinator of Examinations.**
- m) The concerned faculty shall maintain secrecy of the question paper and shall be responsible for the same.
- n) The exam cell take printout of question paper and kept in sealed packet. The coordinator shall keep all packets in the exam cell and use each packet as per the examination schedule.


Principal

3.2 Consultancy, R&D and Teaching Assignments

1. The College encourages its teachers to take consultancy and in-house R&D assignments. The teacher shall undertake such assignments when the College is approached for such help and the College assigns such engagement to the particular teacher or when the teacher himself/herself is approached by the outside agency for such help. In either case, the teacher shall take up the assignment by obtaining the approval of the Principal in writing.
2. A teacher, who has been approached for giving guest lecturers in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
3. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.
4. The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
 - Where it is a project or R&D type assignment, testing, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).

3.3 Incentives for publishing papers

As a part of the continual quality improvement policy of the college, it has been decided to give incentives to the staff members publishing papers in conferences and journals as per the following guidelines, subject to budgetary allocation.

- Rate of incentives
 - Internationals conference: 50 % of the registration fee, with a ceiling of two papers per year.
 - National Journal (SCI or Scopus or WOS indexed): 50% of publication fee for open access publication or Rs.2000 for free publication, with a ceiling of one paper per year.
 - International Journal (SCI or Scopus or WOS indexed): 50% of publication fee for open access publication or Rs.3000 for free publication, with a ceiling of two papers per year.
 - International Journal (WOS Q1-Q2): Rs. 6,000/-, with a ceiling of two papers per year.



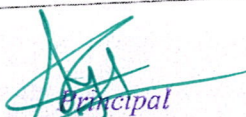
Principal

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- To claim the above incentives, a hard copy of the paper published in the proceedings/journal clearly indicating the affiliation of the author as a staff member of MITK has to be submitted along with the application.
- Faculty members who are pursuing PhD on part time external basis may claim only 50% of the declared incentives when they mention the author affiliation as research scholar.
- Prior permission shall be obtained from competent authority for sending papers.
- In the case of conferences, oral presentation is needed and poster presentation will be having only 50% weightage.
- In case of more than one author for the free publication paper, the first author will get the full credit and the subsequent authors can claim 50 % of the incentive.
- In any case the number of authors per paper shall not exceed four to claim this incentive.
- To prepare the manuscripts of text books, author may claim an advance amount of Rs 10000 which shall be paid back to the college within 12 months.

3.4 TRANSPORTATION POLICY & RULES

1. The college provides limited bus transportation facility to students and staff members.
2. Bus facility is offered to staff members at the discretion of the college management and cannot be claimed as a right by any staff member.
3. Staffs who wish to avail the college bus facility should register themselves with the office.
4. No person shall be allowed to travel in the bus without permission of the college authorities concerned in writing. Bus mangers are authorized to disallow travel by any person without proper authority.
5. Staffs are requested to sit in the seats allotted to them.
6. College bus charge will revised periodically based on the various operating expenses.
7. Normally College buses will be available to the already existing routes on all official working days. However, trip could be adjusted if number of passengers is very less.
8. During the university examinations transportation facility will be available irrespective of the strength of passengers.
9. Passengers will be picked up and let off at designated stops only.
10. The time schedule and the stages of trip can't be altered in any situation unless prior permission is secured.
11. Bus will not wait for any passenger. Passengers are expected to be at the designated stops/stages before time.
12. Getting bus pass doesn't ensure the passengers any reserved seat.


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13. Passengers must be possession of valid bus pass and is required to produce it as and when asked by any staff.
14. Music is not played in the bus until further information.
15. As college bus is an extension of the institution, all the code of conduct and rules of the college are equally applicable in the bus with special reference to use of mobile phone with headset and proper dress code.
16. College doesn't encourage any form of celebrations in the bus or during the travel(birthday, sendoff etc.,).
17. Harmful or dangerous articles (explosives, fireworks, matches, cigarettes, lighters, knives, etc.) are prohibited.
18. The use of profane, vulgar or other unacceptable language or gestures will not be tolerated.
19. Eating or drinking on the bus and littering are strictly prohibited.
20. Any other misconduct which may distract the driver from safe operation of the bus will not be tolerated.

3.5 Mobile Phone Policy

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

1. Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.
 - a) Staff members are allowed to use mobile phones in their respective cabins/rooms.

3.6 Biometric Attendance Policy

The purpose of this policy is to establish guidelines to improve efficiency in monitoring the attendance, leave records and over all working environment by Biometric Based Attendance Monitoring System (BBAMS). This policy is applicable to all staff members who work under normal working hours.



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The rules that will be followed for operation of the system as follows:

1. The Biometric Based Attendance Monitoring System (BBAMS) will be maintained by Principal. Whereas the matter of attendance and related policy will be dealt in office.
2. The term staff used in these rules would include all the teaching non-teaching and other staff of MITK.
3. Adequate numbers of machines have been installed to avoid long queue and inconvenience during office opening time.
4. All staffs will be required to mark their arrival and departure time in the Biometric Based Attendance Monitoring System machine without any exception.
5. The office timings are from 08:50 AM to 05:00 PM with 50 minutes of lunch break from 01:10 PM to 02:00 PM and these are to be scrupulously observed.
6. The Academic timings are from 08:50 AM to 04:45 PM with 50 minutes of lunch break.
7. Arrival in the office after 9.00 AM or departure from office before 5.00 PM will be reckoned as half day Leave subject to other rules mentioned herein. In exceptional cases like consultation with doctors hospitals/attending social obligation, etc., late coming in the morning/early departure in the afternoon up to one hour (maximum,) will be allowed twice in a month subject to the condition that prior intimation/approval of the immediate superior officer has been obtained.
8. Any staff availing half-day Casual Leave in the forenoon will make arrival entry in the BBAMS not later than 2.00 PM and the staff availing half-day Casual Leave in the afternoon will make departure entry in the BBAMS after 1:00 PM.
9. Attendance reports would be available on intranet on daily basis and concerned staffs shall get their attendance regularized within two days from the date of absence.
10. In case, any staff is to visit local offices for official purposes and situation is such that such staff would not be able to mark attendance in the system either in the morning, or evening, prior intimation regarding it would be sent to principal in proper channel through e-mail as mentioned the details above.
11. All installed machines and corridors leading to these machines shall be under 24-hours surveillance through CCTV cameras. Disciplinary / legal action shall be taken against any staff found to be tampering with the attendance monitoring system / surveillance system.
12. Further, a consolidated monthly statement in this regard would be sent from the office by every 24th of a month.
13. It must be ensured by the controlling officer/ staff concerned that duly recommended leave applications of any nature are sent to concern sections promptly through DHI ERP.

