

प्राचार्य का कार्यालय
राजकीय पोलिटेक्निक,कैमूर

आदेश सं०:-

/कैमूर

दिनांक:-

कार्यालय आदेश

विभागीय आदेश पत्रांक 3473 दिनांक:-21.12.2018 एवं दिनांक:-02.03.2022 के VC (Virtual Conferencing) के आलोक में संस्थान के सभी व्याख्याताओं, तकनीकी सहायकों, अनुदेशकों एवं अन्य सभी कर्मियों को आदेश के साथ स्मारित किया जाता है कि संलग्न दिशा-निर्देश के आलोक में पूरी तत्परता, कर्तव्य निष्ठा एवं सकारात्मकता के साथ अपने-अपने उत्तरदायित्वों का अक्षरशः अनिवार्य रूप से निर्वहन करेंगे।

प्रधान सचिव के निदेशानुसार विशेष रूप से प्रातः 10 बजे से शाम 5 बजे तक वर्गाध्यापन/प्रायोगिक कार्यों के अतिरिक्त प्राचार्य द्वारा आवंटित कार्यों/दायित्वों का विभागीय "Code of Conduct" के आलोक में अनुशासन के साथ निष्पादन करेंगे।

इसे अतिआवश्यक समझा जाए।

HP

प्राचार्य

राजकीय पोलिटेक्निक,
कैमूर

ज्ञापांक :- 108
प्रतिलिपि :-

/कैमूर

दिनांक :- 03.03.2022

1. प्रधान सचिव, विज्ञान एवं प्रावैधिकी विभाग, बिहार, पटना को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।
2. निदेशक, विज्ञान एवं प्रावैधिकी विभाग, बिहार, पटना को सूचनार्थ प्रेषित।
3. संस्थान के वेब पोर्टल पर सभी व्याख्याताओं, तकनीकी सहायकों, अनुदेशकों एवं कर्मियों को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।
4. स्थापना शाखा, राजकीय पोलिटेक्निक कैमूर को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

HP
3/3/22


प्राचार्य

राजकीय पोलिटेक्निक
राजकीय पोलिटेक्निक
कैमूर (भभुआ)
03.03.2022

DUTIES & RESPONSIBILITIES
AND
CODE OF CONDUCT
OF
TEACHING FACULTY
AND
TECHNICAL SUPPORT STAFF



DEPARTMENT OF SCIENCE & TECHNOLOGY


संयुक्त निदेशक (त.)
विज्ञान एवं प्रारंभिकी विभाग
मिहार, पटना

CHAPTER II

GENERAL WORKING NORMS

2.1 CAMPUS WORKING HOURS.

1. College working hours are, normally from 9.00 a.m. to 5 p.m. However, those who have academic, administrative, examination or any other such work may follow 10 a.m to 5 p.m timing or any other timing as directed by HOD/Principal/Director /Principal Secretary.
2. A six day working schedule from Monday to Saturday is followed except second and fourth Saturdays. Classes are scheduled from 9.00 am to 5 p.m.
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. Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from HOD / Principal / Registrar and register his/her absence in movement register.
5. All Staff members shall compulsorily wear College ID while in the College premises.
6. 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 on Standard Discipline Report as per Disciplinary Rule of DST (Circulated vide Letter no.2634 dt:-27.102011).
7. Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
8. All members of staff are expected to present themselves in decent attire. Clothes like sleeveless tops, T-shirts, jeans etc. are not permitted.

2.2 WORKLOAD OF FACULTY

a) Working hours

- i) All full-time faculty members should perform a minimum of 40 hours of work per week for the Technical institution on a 6 day week basis. The Technical institution has the right to fix the working hours and days depending upon the exigency/AICTE norms.
- ii) The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.

Workload of a teacher should not be less than 40 hours a week, of which teaching contact hours should be as follows:

Principal	- 4 hours/week
HO D/Prof./ Assc. Prof. / Lecturers (Selection Grade)	- 14 hours/week
Asstt. Prof. / Lecturers	- 18 hours/week

The above mentioned is only minimum contact hours be assigned by the HOD. However, the faculty member is expected to devote his/her time for research, lesson preparation, valuation of test/assignment etc. He/she shall be present in the department during the working hours of the institution, unless, otherwise he/she goes on other official duties with prior permission from the competent authority.

A faculty member shall follow detailed instructions issued in this regard from time to time by the competent authority.

For the above stipulation, two tutorial hours/ two laboratory hours will be counted as one teaching hour. The head of institution under exigencies may have to make necessary changes. The above only provides a tentative guideline for framing up teaching and activity schedule and for calculation of staff requirements.

It may be mentioned here that the Engineering College / Institution teaching normally extends to 30 weeks in a year. Leaving 10 weeks for vacations, it is expected that the staff is involved in various institutional activities such as development maintenance and preparation of teaching materials during all the working hours of the institution during the remaining working days.

2.3 TEACHING DAYS

Every institution will have at least 180 full teaching days per year (or 90 full teaching days per semester). "Teaching days" here shall mean actual class room/ laboratory contact teaching man days and shall not include days of examinations/ sports etc.

2.4 ACADEMIC CALENDAR

Institutions shall follow the Academic Calendar as per prescribed by DST/SBTE/AICTE

The academic session and the teaching process shall commence on 1st July of the year (except for First Year).

For First year of the Program:

Ist Semester-	Commencement of Classes -1st Aug
3 rd and other Odd Semester-	Commencement of Classes -1st July
Even Semester-	Commencement of Classes -1st Jan
Ist Semester-	End of Classes -30 th November
3 rd and other Odd Semester-	End of Classes -15 th November
Even Semester-	End of Classes -30 th April

CHAPTER III

3.0 DUTIES OF VARIOUS FUNCTIONARIES OF TECHNICAL INSTITUTIONS

3.1 PRINCIPAL

Principal is Chief Academic and Executive Officer of the Institute who has the prime responsibility to run the Institute as per the directions of the State Government. His main duties are-

- Provide leadership to make Institution an institution of State/National Repute.
- To plan for the holistic development of institution.
- Setting up of Vision and Mission of the Institution
- Identify the resource persons for every activity of the institution
- Identify training needs of employees.
- Ensure effective teaching learning process.
- Observe discipline and culture in Institution.
- To conduct the affairs of the Institute with utmost integrity. Chief academic and executive officer of the institute who has the prime responsibility to run the institute as per the directions of the State Govt./Board of Governors.
- Annual magazine and report publication.
- Ensure compliance to NBA and prepare documentation
- Conduct periodic Monitoring of academic process
- Prepare Academic Calendar
- Preparing budget for each deptt with the help of HOD
- Compliance of AICTE, DTE and AKU / SBTE or any other regulatory authority of GOI/GOB's Direction
- Public relations and coordinating AICTE, DTE and SBTE
- Approve leave policy
- Approve expenses and propose budgetary requirement
- Inform defaults in conduct
- Encourage project and consultancy to faculty
- Recommend advances to discharge responsibility
- Approve industrial visit and recommend expenses
- Assigning work to faculty about academics
- Issue certificates such as bonafide, character certificate, provisional

passing certificate and all other student related work.

- Any work/direction assigned by DST,GOB, GOI or other regulatory authorities

3.2 Dean Academic or Academic Incharge

Dean Academic is Academic incharge of the Institute who has the prime responsibility to run the academic work of the Institute as per the directions of the State Government / University/ SBTE.

- To plan academic affairs of institution holistically.
- Publication of Academic Calendar.
- Identify training needs of staff and student.
- Ensure effective teaching learning process.
- Maintain discipline and culture in Institution.
- Publication of Annual magazine and report.
- Ensure compliance to NBA and prepare documentation
- Conduct periodic Monitoring of academic process
- Compliance of AICTE, DTE and AKU / SBTE or other regulatory authorities
- Public relations and coordinating AICTE, DTE and SBTE
- Encourage project and consultancy to faculty
- Assigning work to faculty about academics
- Any work assigned by the Principal in the interest of institute

3.3 REGISTRAR

Registrar is administrative Officer of the Institute who has the prime responsibility to run the Institute as per the directions of the State Government. The Registrar shall be the disciplinary authority of the employees of the Institution other than the teachers. His main duties are-

- To plan for the maintenance and development of institution.
- Manage the resource persons for every activity of the institution
- Observe employee conduct.
- Public relations and coordinating AICTE, DTE and SBTE
- Peruse leave of Non-teaching staff.
- Adminster expenses and prepare budgetary requirement
- Encourage project and consultancy to faculty
- Recommend advances to discharge responsibility
- Prepartion of certificates such as bonafide, character certificate,provisional passing certificate and all other student welfare work

- Any work assigned by the Principal in the interest of institute

3.4 PROF INCHARGE OF EXAMINATION/ CONTROLLER OF EXAMINATION

- Is a coordinator between the AKU / SBTE and Institute
- To conduct regular class test and term end examination for the students' during the semester
- To forward marks of internal/external examination to AKU / SBTE
- Prepare and display supervision time table examination results and invite applications for verification, reassessment of mark and forward it to AKU SBTE.
- To maintain a database of the record of current students as well as passed out students in order to convey the information as per requirement
- Any other duties/ work assigned from time to time
- Any work assigned by the Principal in the interest of institute

3.5 TRAINING AND PLACEMENT OFFICER/INCHARGE

- Appraise the student for job opportunities available
- Arrange in and out campus interviews
- Arrange visits to the industries/training for the students during the academic year
- Arrange expert lectures for students on technical or general topics
- Coordinate the training programs for technical and non- technical staff
- Maintain database of passed out, recruited and opted for higher studies students for further communication
- Any work assigned by the Principal in the interest of institute

3.6 HEAD OF DEPARTMENT

- To review progress in syllabus, laboratory resources in the department
- To implement college policies and procedures
- Ensure effective teaching and learning activities

- Propose evaluation methods of assessment of students
- To actively monitor and promote students
- To submit staff appraisal report to Principal
- To counsel the students and organize parent-teacher meeting
- To analyze the students feedback and take action_for corrective measure from faculty and motivate the faculty for better performance
- To recommend the faculty for their excellent performance at higher authorities
- Maintenance of equipment, furniture in the lab/office/classroom
- To assist the Principal in timely procurement of equipment
- Annual physical verification of departmental laboratories, stores, shops. Get list prepared for write off, obsolescence removal etc.
- Smooth conduct of AKU / SBTE Internal, External Practical Oral examinations
- Enhancing capability of faculty through Career Development Program
- Interaction with industries and professional bodies
- To participate in the interview process for teaching post
- Any other assignments given by the Principal or administration
- Maintain the records of departmental activities and achievements
- Any work assigned by the Principal in the interest of institute

3.7 Associate prof. / Asst. Prof. / Lecturer

(i) ACADEMIC

- Teaching PG/UG Degree/Diploma courses including lectures, laboratory & tutorials.
- Students' Assessment & Evaluation including Examination work of the Technical institution/ Technical Board.

- Planning & implementation of Curriculum, Developing Resource Material & Design & development of laboratory instructions
- Participation in the Co curricular & Extracurricular activities, Student guidance & counseling & helping their character development, innovation in Technical Education.
- Promoting & coordinating Continuing Education Activities.
- Self development through Up-gradation of Knowledge & skills.
- Any work assigned by the Principal in the interest of institute

(ii) ADMINISTRATION

- Assisting in Institution / Department Administration. Planning & its implementation. Organizing R & D work in industrial problems & projects.
- Academic & Administrative management of institution Preparation of project proposals for funding.
- Providing Academic & Administrative leadership by participating development, administration & management of institutional facilities..
- Monitoring & Evaluation of academic activities in the institution.
- Participation policy & system planning at State , Regional & National level for development of Technical Education Assisting in resource mobilization for the institution.
- Maintaining Account ability , Developing , Updating & Maintaining MIS Conduct performance appraisal.

(iii) RESERCH & CONSULTANCY

- R & D work on industrial problems & projects.
- Publication of Technical papers in reputed journal.
- Promotion of industry institution collaboration & industry oriented R & D Organizing & coordinating consultancy services.
- Providing testing/ repair Services
- Follow guidelines by Dean R & D

(iv) EXTENSION

- Assisting in extension to the industry
- Contributing to community activities.

- Public relations & interaction with community Providing non formal/ distance mode of Education for benefit of community Promotion of Entrepreneurship & job creation
 - Dissemination of knowledge.
 - Technical support to Socially Relevant Projects
- (v)To undertake any other duty as specified by higher authority not mentioned it the above.

3.8 WORKSHOP INSTRUCTOR

- Erection/installation/commissioning of equipment
- Procurement, storage, accounting of raw materials, tools and instruments
- Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks
- Issue of raw materials, tools and equipments for workshop jobs
- Plan, deliver and evaluate theoretical and workshop instruction.
- Guide the students in performance of practical tasks and skill exercises and evaluate their performance.
- Arrange for preventive and breakdown maintenance of institute machinery.
- Assist students and faculty members in the fabrication of their project work.
- Participate in professional development activities
- Assist the workshop superintendent in certain functions as and when necessary.
- Inculcate safety procedures and safety practices among students
- Any other duties/work assigned from time to time.

3.9 PEON

- Assist the Workshop in charge/Instructor in the performance of his duties.
- Routine maintenance of machines, work benches etc.
- Cleaning and arranging in order all equipments and furniture in the assigned shop.
- To maintain neatness and tidiness in the section/departments.
- To deliver the correspondence & files to the respective department & to collect similar correspondence.

- To arrange tables, cupboard in order as per instructions of the Superiors.
- To convey the messages to and fro as instructed by the Superiors.
- To carry out miscellaneous job such as display notice etc.
- To carry out routine tasks as closing of windows, locking of gates etc.
- To take Xerox and cyclostyling work as per instructions of the Superiors.
- Any other duties/work assigned form time to time.

CHAPTER - IV

Responsibilities of Faculty Members of Technical Institutions

4.1 CURRICULAR RELATED RESPOSIBILITY

4.1.1 Teaching and Learning

A faculty is responsible for,

- i) Teaching of both core and elective courses in the field of his/her specialization as allocated by the Head of the Department for various programmes offered by the Technical institution.
- ii) Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
- iii) Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/organization if the project is industry related one.
- iv) Making the teaching more effective and interesting to the students by the use of multi-media teaching aids.
- v) Making the laboratory and seminar classes more purposeful by examining the students orally either before or after the experiment/seminar to improve the student's understanding of the subject.
- vi) Conducting the core / elective course as project based / experimental / activity based learning.

vii) Helping peer-assisted learning.

viii) On the whole, the teaching learning shall be learner centered ensuring learning outcome of different courses.

4.1.2 Course Planning and Material Preparation

- i) The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.
- ii) He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same.
- iii) The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical phenomena or concept.

4.1.3 Examination, evaluation and grading

- i) A faculty is required to set standard question papers to test the knowledge / analytical thinking of students and evaluate the answer scripts of courses not only taught by him/her, but also that assigned to him/her by the Dean/Head of Department/Controller of Examinations of the Technical institution.
- ii) A faculty is required to conduct and invigilate any exam/test in the Technical institution. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department/Controller of Examinations of the Technical institution.
- iii) A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only. Besides, he/she should indicate the mistakes on the script except for end semester examination, where no marking is permitted to be made on the script.

4.1.4 Maintenance of Records

- i) Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD after the academic audit.
- ii) Each faculty member is required to keep a file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit.
- iii) If the faculty member is assigned to be the Class Adviser by the HOD, he/she

should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them. The Class Adviser shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class Adviser should also help the HOD in counselling the students performing poorly and the follow up action taken to improve the students' performance.

4.1.5 Monitoring of students' progress

- i) The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Adviser so that the information can be sent to the parents/guardians.
- ii) A faculty member is required to attend/organize the Class Committee Meeting either as a course teacher and/or as chairperson of the class committee and should actively participate in the deliberations there to improve the teaching-learning process.
- iii) A faculty member may be required to be a Faculty Adviser to a group of students. He/she is then really a mentor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advice and counsel the students.
- iv) A faculty member has to be thorough with the academic regulations of the programme offered by his/her Department and other instructions issued from time to time so that he/she can effectively guide the student.
- v) As a Faculty Adviser, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till they leave the Technical institution.

4.1.6 Participation in Academic Developments

- i) A faculty member should actively participate in curriculum preparation for new programmes/modification of existing programmes.
- ii) Contribution to the preparation of new syllabus or updation of existing syllabus is also the responsibility of a faculty member pertaining to his/her specialization.
- iii) A faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging areas relevant to the society, innovative curriculum and new methodology of teaching and evaluation.
- iv) In order to be an effective in teaching learning process, he/she is required to update his/her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities. They may also enroll in one or more Professional Societies/Associations.

4.1.7 Punctuality and regularity

- i) The faculty member shall not permit any student to attend the class after the stipulated time specified by the Technical institution so as to ensure

punctuality in attending class by the students.

- ii) A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
- iii) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.
- iv) A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.
- v) The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD/Higher Authorities from time to time.

4.2 RESEARCH AND DEVELOPMENT

4.2.1 Academic research

- i) As research is an inherent component of the functions of a AKU / SBTE, every faculty member shall take active efforts to make research contributions in his/her field of specialization.
- ii) A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working, so that he/she either do it by himself/herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study under his/her supervision.
- iii) Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of research work is improved but also time over-run can be avoided.
- iv) As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the student's project work is very essential.
- v) If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.
- vi) Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with his/her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes.
- vii) Faculty members can act as research supervisor for other Universities only with the prior permission of the competent authority. External research supervision will be permitted, only under special circumstances.

4.2.2 Research publications and books

- i) As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.
- ii) Faculty members should be encouraged to publish their research output only in SCI or SSCI journals and publications in non-referred or paid journals will not be

recognized.

- iii) Faculty members shall also strive to file patents if their research output is felt new and novel.
- iv) Depending upon the research content, the faculty member may also present papers in International/National level conferences,
- v) Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by the international/National level publishers with ISBN/ISSN numbers.
- vi) The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations, immediacy index, half-life, etc.

4.2.3 Sponsored and funded research projects

- i) An important source of financing and professional recognition to the AKU / SBTE is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.
- ii) The faculty member, who is a Principal Investigator, besides employing Project Associates, if the project proposal contemplates and the funding agency approves, can also use the services of students and research scholars, wherever possible.
- iii) Many funding agencies provide funding assistance for establishment of centres of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centres.
- iv) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies.
- v) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or a computer software. In order to get recognition not only for the faculty, but also, for the institution, he/she should take efforts to obtain Patent/Intellectual Property Right (IPR) so that nobody could copy them.
- vi) Cash incentives, as may be decided by the Management, will be given to those faculty members for funded research/projects secured, research papers and books published and patents obtained.

4.3 CONSULTANCY AND EXTENSION ACTIVITIES

4.3.1 Consultancy projects

- i) Executing consultancy works for the state and private organizations is another important source of financial resource to the Technical Institution.

A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies.

- ii) To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.
- iii) A faculty member should constantly update his/her knowledge, familiarize himself/herself with the problem of industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of industry.
- iv) Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE) or other Industrial Associations will also help to understand the problem of industry.

4.3.2 Extension activities

- i) A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self supporting or sponsored ones.
- ii) Conduct of continuing education programmes/structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the Technical institution. A faculty member can organize such programmes either one time or on continual basis year on year.
- iii) Extension activities could include various community oriented services, preferably using the expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.

4.4 INVOLVEMENT IN DEVELOPMENT ACTIVITIES

4.4.1 Laboratory Development & Maintenance

- i) A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/instruments/computer software/computer control of machines or processes.
- ii) Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental setup for use by students.
- iii) As a member of the faculty, he/she should ensure that the various machinery and equipment in the laboratory and workshop are maintained in working condition and are used effectively both for academic requirement, project

works and research related activities.

- iv) In case, a faculty member is assigned to be in charge of laboratory or workshop, he/she has to oversee the work of technical staff of the laboratory, besides arranging for periodical maintenance/repair and recalibration wherever necessary.
- v) As one in charge of laboratory, he/she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of over aged/unserviceable equipment, besides their safe custody.

4.4.2 Purchase of items for the laboratory

- i) As one in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HOD and finalise it before inclusion in the overall budget proposal of the Department.
- ii) As one in charge of laboratory has to initiate proposals for the purchase of consumables and equipment for his/her laboratory and take follow up action till it is procured and taken into stock.
- iii) The faculty member should help the Professor in charge of purchase or the HOD in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before the Purchase Committee.
- iv) Once the budget proposals are approved by the management, the faculty in charge of the laboratory/workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/she has to prepare revised budget proposal through the HOD.
- v) The faculty member shall follow the detailed guidelines/procedure issued by the Technical institution with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.

4.4.3 Co-Curricular activities

- i) A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department or Technical institution.
- ii) A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HOD.
- iii) A faculty member if nominated as an Office-bearer such as Treasurer, Adviser of Professional Society functioning in the Department/Technical institution he/she shall perform such duties accordingly.
- iv) A faculty member is required to help the Professional Societies in organizing annual events such as symposium, technical contest, quiz, and also in the

interaction with the parent bodies (e.g. ASME, IEEE etc.) to promote the student chapter of the professional bodies.

- v) A faculty member is required to coordinate National / International conferences / seminars / symposium / workshop.
- vi) A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, etc.

4.4.4 Extra-curricular activities (Co-administrative Activities)

- i) A faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.
- ii) A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.
- iii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature.
- iv) A faculty member if required to help the HOD in all administrative matters like distribution of hall tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.
- v) The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/Technical institution organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.
- vi) Faculty members are liable to be assigned the responsibility of Residential Tutor/Deputy Warden of the hostels run for the benefit of students for a specific period of time and for this service they shall be given perquisites in addition to their salary.
- vii) All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.
- viii) Faculty members should also take part in activities related to NCC, NSS, NSO, Red Cross Society, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position.
- ix) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

CHAPTER - V

Responsibilities Of Technical Support Staff In Technical Institutions

5.1 PRACTICAL CLASSES

5.1.1 Science Laboratories

The technical supporting staffs are employed in the laboratories of various science departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible for

- i) Arranging the equipment/instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.
- ii) Issuing instruments to the students based on the instructions of the faculty under due acknowledgement of the students for conducting experiments.
- iii) Receiving of the gadgets/instruments issued to students, after checking for any malfunctioning, damage caused etc., and reporting to the faculty member any damages etc., if noticed.
- iv) While the faculty member in charge of the practical class is responsible for issuing instructions as how to conduct experiment, the technical support member should refrain from prompting the students.
- v) While the students conduct experiment, it is the duty of the technical staff to help the faculty member in ensuring that the students do not cause damage to the equipment due to wrong operation or mishandling.
- vi) After the laboratory class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use
- vii) Being the custodian of lab, in case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the Office at the end of the semester to effect recovery from the student concerned.
- viii) Wherever items/chemicals which are harmful, the supporting staff should watch to avoid misuse by students in the interest of the safety of students.
- ix) Carry out any other work assigned to them by staff in charge and HOD.

5.1.2 Workshops

The technical staff such as Instructors and Technicians are employed in the Workshop primarily to coach the students in technical skills involving machining etc. While the faculty member in charge of the Workshop class is responsible for briefing the students about the exercise, the theory behind it, precaution to be adopted etc., the technical staff is responsible for

- i) Issuing of tools and gadgets required for carrying out the exercise assigned to the student and receiving it back after the class is over.
- ii) Coaching the students as how to operate the machine, mounting of tool, carrying out machining operation, etc.

- iii) Helping the students in grinding the blunt tool, so that the students acquire the skill involved in it.
- iv) Adjusting the machine tool, ensuring that they are kept clean after the students complete their exercises.
- v) Coaching the students in handling of hand tools involved in carpentry work, helping the student in learning simple carpentry works.
- vi) Coaching the students in fitting and welding activities, and in plumbing works.
- vii) Demonstrating to the students the steps involved in foundry and smithy related activities as per the instruction of faculty in charge of laboratory / practical class.
- viii) Keep a watch on the students so that they handle tools safely and securely in the interest of safety of students.
- ix) Technical staff should communicate with the students in English during Lab Classes.
- x) Carry out any other work assigned to them by staff in charge and HOD.

5.1.3 Testing and machine oriented laboratories

There are many laboratories, wherein the students are given practical exposure in conducting tests, which involve sophisticated and costly machineries. The technical staff provides support services to the faculty member in charge of the practical class in coaching the students. Their responsibilities include.

- ii) Helping the students in the preparation of specimens required as per the instruction of faculty for conducting the test. The technician should avoid doing by himself instead of the students.
- iii) Providing assistance if needed by the students in mounting the specimen and in handling the equipment or machinery so as to ensure that the equipment is not damaged.
- iv) Issue of necessary consumables from the sub stock required by the students for conducting the experiment and accounting it properly.
- v) Keeping the testing equipment/machinery in operable condition by checking them when the laboratory classes are not held.
- vi) Proper custody of all tools, gadgets, measuring instruments and other items of the laboratories and issue to the students and receipt back after the experiment is over.
- vii) Maintenance of the laboratory cleanness.
- viii) Carry out any other work assigned to them by staff in charge and HOD.

5.1.4 Electrical and Electronics laboratories

- ii) to assist the faculty in charge of laboratory practical class for an effective and orderly conduct of practical courses.
- iii) to ensure whether all the equipment and machineries are in proper working condition before the commencement of lab classes.

- iv) to ensure the safety of the students during lab classes by carefully following the safety instructions.
- v) to issue the required meters, instruments, components etc., to the students during practical classes and receiving the same back after completion of experiment.
- vi) to help the students in the circuit debugging measurement observation, etc., in the regular lab classes.
- vii) keeping the working tables in their respective labs always in working condition by proper maintenance.
- viii) to help the students in the fabrication of working models, as a part of their project work.
- ix) Maintenance of the laboratory clean.
- x) Carry out any other work assigned to them by staff in charge and HOD.

5.1.5 Computer related laboratories

- i) Routine maintenance of all computer systems, UPS and other peripherals related to laboratory.
- ii) Assisting the faculty in charge of laboratory class, so far as it relates to the hardware and system software problems.
- iii) If a system is in warranty period or in maintenance contract, wherever it develops defects, call the concerned company technical staff for fixing the defects.
- iv) Maintenance of computers attached to the Technical institution office and senior officials like Vice-Chancellor, Registrar, Director and Deans.
- v) Maintenance of networking of the laboratory concerned.
- vi) Creation of new login during the commencement of semester for the students, so that students can do new exercises during the semester.
- vii) Attending to the problem faced by students with respect to hardware and system softwares.
- viii) Arranging LCD projector to the class room, conference hall, seminar hall, etc., as and when needed.
- ix) Loading specific software and upgrading of system to meet the specific requirement of students during project works.
- x) Maintenance of all software packages attached to the laboratory. Removal of viruses in the system as and when affected.
- xi) Switching off the systems and air conditioners when students are not using the laboratory to save energy consumption.
- xii) Reporting to the faculty member if the technical staff notice any misuse of the system by students.
- xiii) Keeping the laboratory clean.
- xiv) To carry out work assigned to them by staff in charge of Laboratory or HOD.

5.2 CLEANLINESS AND MAINTENANCE

With regard to cleanliness and maintenance the duties and responsibilities of technical staff include,

- i) Ensuring that the laboratory/workshop, in which the technical staffs are posted is kept clean and neat by using the sweepers posted for the purpose.
- ii) All the equipment / machinery should be maintained so that they are in good working condition always. In case of any fault/defect, it should be brought to the notice of the faculty in charge of the laboratory and take prompt action to rectify the defects.
- iii) The technical staff should ensure that the garbage accumulated in the laboratory or in the vicinity outside the laboratory are cleaned by the cleaning staff of the Technical institution posted for the purpose.
- iv) All safety items like fire extinguisher etc., should be kept in working condition and first aid materials are kept in the box to be used in case of emergency.
- v) Many equipment/measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of faculty in charge or getting it done by outside agencies wherever it is needed.
- vi) Maintenance and exhibition of charts and other learning materials in the laboratory as per the instructions of the laboratory in charge is also the responsibility of technical staff.
- vii) The technical staff should bring it to the notice of faculty in charge about unserviceable items and items to be condemned. He/she should also help him/her in taking action to dispose them.
- viii) All the machineries and equipment are to be cleaned regularly by technical staff.

5.3 RECORD KEEPING

Though the overall responsibility for the maintenance and upkeep of records pertaining to the laboratory is vested with The faculty member in charge of the laboratory, the technical staff is responsible for,

- i) Maintaining the stock register for both consumable and non-consumable items by making entries then and there, and getting it attested by the faculty member.
- ii) Keeping the store room / cupboard wherein the tools, gadgets, etc., are stocked securely and safely and issue to the students on the instruction of the faculty under proper acknowledgement only.
- iii) Helping the faculty in reconciliation of stock of items if any discrepancy pointed out by the stock verification team.
- iv) Maintenance of register regarding breakage of item by students while doing experiment, preparing the statement duly attested by the faculty member at the end of semester for forwarding to the office to effect recovery.
- v) Maintaining all instruction manuals and record note books submitted by students to the faculty for correction and redistribution back to the students.

5.4 INVOLVEMENT IN DEVELOPMENTAL ACTIVITIES

5.4.1 Laboratory development

- i) The technical staff should contribute in the efforts of the faculty member in developing new experiments as and when needed.
- ii) Especially in project works, the students do come up with lots of new ideas. The technical staff with the approval of the project guide and the laboratory in charge should help the students in fabricating/assembling the experimental set up or developing gadget using the laboratory facilities.
- iii) Whenever new equipment/machinery are purchased, the technical staff should ensure their fullest co-operation to the faculty in charge in the installation of equipment.

5.4.2 Research related

- i) Whatever experimental set up needed by the Ph.D./M.S./M.Phil. researchers, the technical staff should assist the research scholar with the approval of the laboratory in charge.
- ii) Not only help in preparing the experimental set up wherever needed, the technical staff shall assist the researcher in taking readings/measurements and in the operation of the gadget.
- iii) As a Technical institution, emphasis will be on sponsored research projects and consultancy, many research projects involve experiments, testing etc. Therefore, the technical staff of the laboratory should extend co-operation and help to the project co-ordinator and project associates in their endeavour.
- iv) Even if the work involves beyond the working hours of the institution, technical staff will have to render assistance to the project co-ordinators.

5.4.3 Testing for outside agencies

The institution may get request for testing components, materials etc., for certification from different sources. While conducting testing along with the faculty member, the technical staff should take utmost precaution in preparing samples and careful in testing, so that the credibility is ensured in certification.

5.5 EXAMINATION RELATED ACTIVITIES

The duties and responsibilities during practical examination are as follows:

- i) Issue of instruments and other equipment to the students as per the instruction of examiners appointed for the purpose.
- ii) Desist from revealing to the students any confidential information relating to the content and scope of the practical test given to the students.
- iii) Desist from giving any prompt or assistance to the students, who are undergoing examination thereby not jeopardizing the sanctity of the examination.
- iv) Checking all the equipment, machinery and tools for any defect and rectify the same so that the students do not face any difficulty during examination.

5.6 WORKLOAD

- i) A full time technical staff should perform a minimum of 34 hours of work per week for the Technical institution on a 5-day week basis. The Technical institution has the right to fix the working hours and days depending upon the exigency.
- ii) The 34 hours is only the minimum, but a technical staff is expected to devote more time to help faculty in connection with the execution of sponsored projects, consultancy work, continuing education, summer courses, etc.,
- iii) It is quite likely in some semesters, there may not be much work in a particular laboratory. Therefore, the HOD concerned will redeploy the technical staff depending on the need so that the workload is even out among the staff of the department.