

BANGALORE INSTITUTE OF TECHNOLOGY

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POLICIES FOR RECRUITMENT PROCEDURE & GUIDELINES FOR FACULTY

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Recruitment Policies:

Bangalore Institute of Technology (BIT) Service rules are constituted by Rajya Vokkaligara Sangha. The service rules are made available for all the employees of the organisation. The service rules are under the guidelines of AICTE, affiliating University and Government of Karnataka. The establishment section maintains Service Book for every staff members. Being an affiliated and accredited Institution operating process is defined for all the activities of the institution. The Recruitment Procedure for the appointment of teaching faculty is presented below.

- Staff requirement details will be collected from the HODs through prescribed format during the academic year and will be placed before the management approval to advertise in the newspapers.
- Advertisement will be given in Hindu newspapers by mentioning qualifications Experience etc.
- After receiving the applications/resumes, it will be scrutinized and shortlisted.
- Shortlisted candidates will be called for interview on the prescribed date.
- The Committee prepares the merit List (Selection List)
- A letter signed by principal shall be issued to the selected candidate (In case of delay in obtaining signature of the president).The president of the Sangha shall issue Appointment Order. The candidate will meet the principal and report to duty within the specified joining date as mentioned in the letter signed by the Principal/ President and submit all his/her original documents to the Office. In case the candidate requests for an extension of joining period, the same shall be examined by the principal suitable decision will be conveyed to the candidate. In case, the chosen candidate does not report within the prescribed time, his/her appointment stand cancelled and a fresh Appointment order is issued to the waitlisted candidate.
- The HOD will be informed about the reporting of duty

- Name of the staff who has joined will be informed to the Library, Transportation section and hostels.

Procedure:

The vision of BIT is “Promoting prosperity of mankind by augmenting human resource capital through quality Technical Education and Training”. This translates into an organizational goal to identify, recruit and retain highly qualified, talented and diverse faculty/staff for the positions in all academic fields.

The recruitment of faculty/staff is a crucial activity at BIT. The board of appointment (BOA) was constituted specifically for governing the recruitment procedure.

The process of recruitment includes:

1. Search for prospective candidates
2. Short listing of prospective candidates
3. Preliminary interview (for entry level positions only)
4. Final interview with the BOA

1. Search for prospective candidates

1.1 The search or prospective candidates is implemented in the following two ways simultaneously:

- Advertisements are placed in the leading Kannada and English dailies listing the open positions
- The details of the open positions like eligibility criterion, scales of pay and other conditions are displayed on the BIT website

The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

1.2 Application procedures:

- Application form can be obtained from the college office by paying the prescribed fee in DD. The application can also be downloaded from the website. DD for the prescribed fees drawn in favor of the Principal, BIT, payable at Bangalore should be enclosed.

- Retired personnel from teaching/industry and R & D are encouraged to apply for the posts.
- The duly filled application along with required enclosures should reach the central office (BIT) on or before the prescribed last date.

The application should include all the relevant authenticated data regarding age, academic qualifications with Class/Grades, experience, post held, publication list, statement of teaching interests, phone No, Email ID and the names of three referees (with contact information) together with attested copies of certificates and Marks cards (of all the years/semesters) etc., in duplicate (in two sets)

- Separate applications are to be submitted in the event of candidates applying for more than one category of post.
- Candidates who had applied for the same posts before have to apply afresh again
- All appointments will be on probation not being less than two years as per relevant rules.
- The age limit is as per the Karnataka civil Service (General Recruitment) Rules and subsequent orders in force and is relax able to the extent as provided in the said rules and also in respect of retired candidates.

2. Short listing of Prospective candidates:

Applications, when received, are organized, relevant information summarized, and sent to the respective HOD by the central office (BIT) for short listing. The objective of short listing is two folds:-

2.1 To reject applications that do not meet eligibility criteria

2.2 To shortlist the candidates from the remaining list so that the number of candidates to be called for interview with the BOA remains within manageable limits.

Usually, primary concerns at this stage are the educational background, previous experience and research activities done by the candidate. The concerned HOD shortlists the candidates based on the requirements of the respective department. The resumes of the shortlisted candidates are further ranked in the order of merits by the concerned HOD and sent to the

central office along with their comments and observations for the next level of the recruitment process.

3. Preliminary Interview (for entry level positions only):

Initially the candidates applying for the entry positions will be screened by the BOA sub-committee. The BOA Subcommittee conducts the preliminary interview of the shortlisted candidates to evaluate them for their suitability and to ensure that the prospective candidates have the requisite skills and confidence in their respective domain.

During this round, the subcommittee members get an opportunity to assess the candidates better and the candidates get an opportunity to familiarize themselves with the college. Once this round concludes, the resumes of all the eligible candidates are forwarded to the BOA for the final round of interview.

4. Final Interview with the BOA

The BOA conducts the final round of interviews with the shortlisted candidates. The successful candidates are issued offer letters with a 15 days' time frame to accept the offer. After receiving acceptance letters from the candidates, appointment orders are issued to them.

Note: All the meetings/interviews are scheduled in consultation with the head of the Institution, BIT.

5. Qualification /Experience/ Pay scale for faculty & staff:

- 5.1 Minimum Qualification and Experience prescribed for faculty of Engineering / MBA / MCA / as per AICTE (all India Council for Technical Education) norms.
- 5.2 Minimum Qualification and experience prescribed for faculty of Architecture as per COA (COUNCIL OF ARCHITECTURE) norms.
- 5.3 Scale of pay for faculty of Engineering /Architecture /MBA & MCA as per AICTE norms.
- 5.4 Minimum Qualification and Experience prescribed for Non-Teaching (Technical & Administrative) staff as per State Government /C&R Rules.
- 5.5 Scale of pay for Non-Teaching (Technical & Administrative) Staff as per state Government / C&R Rules.

Working hours & Punctuality

1. Working hours of the college shall be subject to change as per the requirement of the college and will be finalised by the Principal from time to time.
 2. Every teacher shall sign the attendance register twice a day, on all working days at:
 - (a) Start of the college (at the principal office)
 - (b) Staff movement register-If moving out of campus.
 3. Signing after the prescribed time of commencement will be treated as late. Five such late arrival in a month cause deduction of half day salary from the monthly salary bill.
 4. Missing to punch while leaving the college in the evening will be treated as a half leave on that day.
- Note:** Under unavoidable circumstances a staff member may leave the college before college timing by sending a written request to the principal through HOD and the same is submitted to the Bio-metric device custodian.
5. It is obligatory for the staff to remain present in the campus throughout the day. Any absence from the campus for more than one hour will entail half day leave going out of campus for college work or other genuine reason with the permission of the HOD is permissible.

Sanction of Leave

1. Staff Members are entitled to avail a maximum of 15 Casual Leaves (CL) in a calendar year (maximum of 2 CLs per month). HOD/Principal is not allowing any staff to avail more than 2 CL per month. Application for leave by a faculty / staff should be made to the HOD. Desiring leave should get it cleared from the Principal/HOD for sanction.
2. Leave should not be sanctioned an important task such as preparation for inspection or other works like arranging admission of students.
3. The HOD should confirm before the recommendation of leave whether the work allotted to the staff such as, labs, alternate arrangement or any other work is done.
4. Application for any kind of leave shall be addressed to the principal and should be submitted to the class teacher, who recommends to the HOD and submits the same to the principal of the HODs recommendation.
5. Request on phone for the sanction of leave will not entertain. In case of emergency request for CL may be considered provided leave application should reach the principal before 12 noon on the same day and the same to be forwarded to biometric in charge.
6. Attendance on national festivals like independence day, republic day etc., is obligatory absence on such occasion shall be treated as LWP.
7. Any programmes or functions conducted by the college or department must be attended by the staff members without fail and it will not be considered as holiday.

Classroom Performance

- 1) The teacher shall plan and prepare the lecture according to the lesson plan format.
- 2) He / she shall encourage the students to be interactive during the lecture.
- 3) He / She shall be in the class-room for the stipulated period.
- 4) He / She shall create healthy learning environment in the classroom.
- 5) He / She shall establish eye contact with every student.
- 6) If any student in the class-room misbehaves or creates nuisance, the teacher shall not initiate any action on his own, but he/she shall report it to the HOD for needful action.
- 7) Use of proper teaching aids such as glass boards, OHP, LCD etc., to make teaching more interesting.
- 8) Practical in charge staff must conduct practical for the whole three hours duration, one hour for explanation, two hours for practical if any student completes the experiments early he or she should be involved in other activities like viva-voce, report writing, repetition of the experiments if need be.
- 9) He/she shall submit comprehensive notes before three weeks from the start of the semester to HOD and HOD will submit to Principal. Both HOD and Principal shall evaluate the effectiveness of the notes material. Notes prepared by a teacher should be cross checked and only after correctness and effectiveness is observed, notes to be supplied to the students.

Syllabus Completion

- 1)** Every semester should start at least 2 weeks before the commencement date notified by the University.
- 2)** The teacher shall complete theory syllabus (100% 160 marks) for each and every semester, in all subject allotted to him by engaging a minimum of 52 hours (duration as per VTU Syllabus) of teaching per theory subject per semester as prescribed by V.T.U.
- 3)** He/She shall conduct extra classes on Saturday / free slots in working days to make good the loss of teaching hours due to Holidays, Leaves, SCL & OOD (On Office duty) etc., Govt./Non. Govt. Holidays.
- 4)** He/ She shall complete all the experiments prescribed by the University for each semester.
- 5)** He / She shall deal the subject in accordance with the weightage of marks in the VTU question papers / models. (Shall solve some previous semester exam papers).
- 6)** The teacher shall give equal emphasis on theory as well as numerical problems (if any) and the subject concepts.
- 7)** The teacher shall prepare lesson plans for every semester according to formats, and display the same on the department notice board as mention below and submit a copy of the same to the HOD and Principal.
 - (a) For the first internal assessment test 80 marks (50%) of Syllabus must be completed.
 - (b) For the second internal assessment test additional 80 marks (50%) syllabus to be completed.
 - (c) No option for third internal test (except in genuine cases, which should not exceed more than 10% of the total absent students who had remained absent for any one of the first two test).
- 8)** Twice in a semester the teacher shall submit the status of syllabus signed by him / her to the academic coordinator. The HOD may cross check status of syllabus through the student and report the same to the principal. If principal feels it necessary, can cross check the status of syllabus with students.
- 9)** In addition to the HOD the task of completion of syllabus and the priority of taking important chapter on which further study is based.

Internal Assessment Tests and University Examinations

1. Preliminary requirement :

The teacher should assess day to day work of each of the students, so that the students feel comfortable to answer the I.A test and University exam.

2. Based on the syllabus covered, the teacher shall set the 3 unique sets of question paper as per the lesson plan and submit at least 3 days before the commencement of the I.A test.

3. The question paper shall be kept confidential.

4. He /she shall assist in examination work if require.

5. IA test and University examination work such as submission of question paper on time exam invigilation / valuation of blue books etc., is mandatory. Failing which one day's salary will be deducted from his / her account. In case of emergency, if he / she is unable to perform the duties mentioned shall seek permission from the principal by written application and same to be forwarded by the exam coordinator.

6. He / She shall evaluate the blue books as per the VTU guidelines and submit the same to the academic coordinator of his / her respective department with in stipulated time.

7. He / She shall analyze the results of IA tests and report to the class teacher, who in turn will report to the HOD.

8. He / She shall allot the IA marks to the students purely on the basis of his / her performance. He / She authorized to allot marks on the basis of Assignment.

9. (a) The internal marks in practical must be allotted based on following criteria.

(i) Attendance, discipline

(ii) Regularity

(iii) Performance in lab test.

(iv) Submission of records in time & its quality of work, &

(v) Performance in viva-voce conducted during the lab test.

(a) At the end of second I.A test, after evaluation of blue books the teacher shall allot the marks for the second internal in the following order given in the pre-final format.

(b) Instructions for submission of IA marks.

A faculty shall follow the following procedure to submit the IA marks in his / her subject.

- (i) Prepare the consolidated marks list of all the two IA tests (in the given format).
- (ii) Obtain the signature of every student for having seen his / her I.A marks.
- (iii) Display the consolidated list of marks on the notice board for a period of 4 days.
- (iv) In case of any discrepancy reported by the students, necessary changes may be made as per the marks allotted in the blue book.
- (v) The consolidated final list of I.A marks shall be submitted to the principal through teacher and HOD for verification and approval.
- (vi) Before the final entry of I.A marks in the I.A tally sheet of VTU the I.A marks should be verified and approved by the class teacher, HOD and Principal.

10. The teacher shall be responsible for the valuation of blue books. The teacher must use red pen for valuation of answers & should not skip any of the answer and must allot the marks to all the answers & re-total the same before signing. If any correction is done teacher must sign for each correction. The records should be kept in safe custody and to be returned to the HOD of concerned department.

11. Internal marks to the students shall be awarded as per CBCS scheme of VTU.

Further Note: The process of assessment as to whether a student understands the lecture should proceed from day one. If it is observe that if any student is not showing proportionate progress, that student should be warned and his / her parent to be informed, and still within a month if he/she does not show progress his / her name should be kept aside for consideration discontinuation of name for the study during the semester.

Criticism and Appreciation

- 1.** Feedback obtain from the student shall be brought to the notice of concerned teacher, confidentially by the principal along with and the department head and necessary steps should be taken if required.
- 2.** In case of positive feedback teachers will be appreciated for their performance. If he /she get a negative feedback the same shall be entered in his / her service register.
- 3.** Any feedback whether positive or negative shall be updated in the central service register, the contains of which shall be used towards all the human resource activities such as promotion, demotion, increments, scaling – up salaries, termination, giving out responsibility & authority, etc.

Increments and Promotion

1. The sanction of annual increment shall be on the basis of the confidential report submitted to the Management by HOD and the Principal.

The confidential report comprises of punctuality, syllabus completion, results, attitude, students feedback etc., if the confidential report is not satisfactory then the Management, may take suitable action otherwise the increment will be sanctioned.

2. **Promotion:** A teacher will be promoted to the next higher cadre on the basis of the following.

- 1) Number of vacancy positions in the department.

- 2) Required Educational Qualification & Experience as per AICTE / VTU

- 3) Direct recruitment: Through Interview based on recruitment policies.

- 4) Through career Advancement scheme :

- (a) Confidential report.

- (b) Punctuality (Number days late comings, Number of days early leaving the college etc., will be observed regularly (as per report of bio-metric device)

- (c) Number of publications to his credit.

- (d) Participation in Seminars / Symposium / workshops.

- (e) Participation in re-fresher or orientation courses as per A.I.C.T.E norms.

- (f) Authoring any technical books.

- (g) Research projects undertaken.

- (h) Up gradation of qualification.

- (i) Contribution towards institute – Industry linkage

- (j) Participation in community services.

- (k) Participation in consultancy services.

- (l) Participation in QIP (like NBA, ISO etc.,)

Note: 1) Any suggestions from the teaching faculty are welcome.

2) Any change for Modification. If any, will be circulated to the faculty from time to time.

Documents to be maintained

At least last three years documents to be maintained by the teacher and submit the same to the office of the Principal/ NBA co-ordinator or the department HOD as and when required.

- a. Students Attendance register
- b. Valued blue books
- c. Records book of assessed practical's
- d. Stock register
- e. Record of I.A Marks
- f. Work load
- g. Individual time table
- h. Certificates for having attended / participated in seminars/ conferences symposia/ workshops.
- i. Copies of the papers presented
- j. Details of remedial class conducted for the weak students.
- k. Performa of the details of completion of the syllabus.
- l. Details of Guest Lecturer organized in every semester.
- m. Details of higher studies pursued after joining the college.
- n. Action taken in respect of the absentees.

Duties and Responsibilities of Head of the Department (HOD)

The Head of the department is the team leader who builds cohesive team with foster team spirit. He/she is responsible for the overall development of the department and the students in addition to his / her regular teaching work. He /she shall also shoulder the following responsibilities.

- 1.** Regular monitoring of all the classes , by making alternate arrangement if required (with the help of academic coordinator)
- 2.** Ensure completion of syllabus in time (before the last day of the term) by all the faculty of his / her department.
- 3.** With the help of academic coordinator, shall monitor attendance of all the students and send the reports to the parents of such students.
- 4.** Counsel the absent student and take required steps to make them as regular and up to the mark.
- 5.** Redress the grievances of faculty's and students.
- 6.** Welfare of faculty's and students.
- 7.** Solve the dispute if any among students, faculty's, students & faculty.
- 8.** Look in to the complaints of the students if any and solve.
- 9.** He / she may seek the help of Academic / co-curricular coordinator for solving any problems. If situation demands may seek the help of the principal.
- 10.** Prepare time table for the next semester and allot the subjects before the closure of the current semester.
- 11.** Question papers of I.A tests and blue books are to be kept in safe custody. In case of leakage of QP and mall practice in I.A he /she only held responsible.
- 12.** Establish personal contact with Principal to solve the problems or issues concerning the department.
- 13.** Totally responsible for the stock / dead stock / all the material of his / her department.
- 14.** Conduct stock verifications annually.
- 15.** Prepare calendar of events for the next two semesters well before the closure of the current semester.

- 16.** He / She shall maintained stock register, Inward and outward register of his / her department.
- 17.** He / She shall prepare the list of material requirement for the next semester during the current semester and submit to the principal for needful action.
- 18.** He / she shall submit the staff requirement for the next semester during the current semester to the Principal for alternative arrangements.
- 19.** Reach department at least 10 minutes before college timing and shall remain in the department/campus till the day's work is completed.
- 20.** Shall furnish all the details of the department as and when called for by the principal.
- 21.** Shall prepare all the requirements needed for VTU, NBA, and AICTE (like inspection online approval process etc.,) and face the committee with his / her team.
- 22.** He / she and his / her team members shall contribute for the newsletter , college magazine etc.,
- 23.** He / She shall send information to the parents regarding, attendance and performance.
- 24.** He / she shall help in local hospitality for NBA team, LIC team of VTU, AICTE team, resource persons, any guest to the college etc.,
- 25.** He / she shall maintain the leave accounts of his / her staff (Teaching & Non-Teaching).
- 26.** Contribute for the development of the department and college.
- 27.** Take care of smooth conduct of college and department functions.
- 28.** Conduct meeting of the faculty at least once in a week.
- 29.** With the help of the academic coordinator, co-curricular coordinator & department conduct at least one guest lecture in each subject in every semester.
- 30.** Arrange departmental level seminars every week with the help of the coordinators & faculty of his / her department.
- 31.** Encourage faculty and students for participation for presentation of papers in the seminars/ symposia / workshop / conference etc.,
- 32.** He / she shall organize at least one district level / state level. National level / International level / Symposia / conference / workshop per year.
- 33.** He / she shall cross check status of syllabus with the students.

34. The appointment of an HOD or a coordinator for different activities will be based in his / her performance sincerity, area of interest and confidential report of the HOD (predecessor) and the Principal. He shall hold the respective post minimum for a period of one year and maximum two years. This shall be on rotation basis for a period of one year and can be extendable up to two years.

Since students are in professional courses, exposure to industry, research institution, real work experience on sites is very beneficial to the students HOD shall organize at least one visit to such institution in a semester.

35. Responsibilities like coordinator and HOD for different activities should give on basis of his performance, sincerity, area of interest and confidential report of the HOD (predecessor) and Principal. He shall hold the respective post for a period on one year minimum and two years maximum. This shall be on Rotation basis for a period of one year and extendable two to years.

Duties & Responsibilities of Academic Co-ordinator

1. Whoever is the in charge of all the academic activities, like,
 - a. Conduct of Regular classes.
 - b. Completion of Syllabus.
 - c. Supporting exam coordinator in conducting I.A test.
 - d. Alternate arrangement for classes in the absence of regular faculty on leave.
 - e. He / she is also responsible to do alternate arrangement for subjects, till the end of semester, if any faculty has left in between.
 - f. He / she is responsible for the student's attendance, in case of any student / students absent in the class for more than two days. He shall get the information of the absentees from the concern faculty & shall call the student or through students friends, and counsel the student, and get undertaking first time.
2. I.A Marks to be taken from the concerned faculty (Consolidation of IA marks).
3. He / She shall monitor the I.A. marks displayed on the notice board by the concerned faculty.
4. (a) I.A. marks inspection.
5. He / She shall maintain the record of results of I.A. test & University examination for at least of last 5 years.
6. He / She shall prepare the academic calendar of events of coming semester along with HOD & Principal & Director before starting of every semester and display the same on notice board with the sign of Academic coordinator, HOD & the Principal, one week before the end of the present semester.
7. He / She shall prepare the time table signed by himself, HOD & Principal and display on the notice board, one week before the commencement of semester.
8. He / She shall prepare lesson plan one week before the commencement of the semester duly signed by the Academic coordinator, HOD & the Principal.
9. He / She shall keep the record of work load of the current and previous semester allotted by the HOD.

- 10.** On the last working day he/she shall collect the syllabus completion report from each faculty, number of hours engaged per subject, duly signed by the faculty, Academic coordinator, HOD & the principal and retain a copy of the same for the department and submit one copy to the principal.
- 11.** He / She should see that each faculty invites a minimum of one or two guest speakers in their respective subjects.
- 12.** Academic coordinator shall organize academic competitions amongst the students, like quiz, Technical Lecturer, Essay, etc.

Duties and Responsibilities of Co-curricular Co-ordinator

Every department will have one co-ordinator to organise the co-curricular activities of the department. The job of a co-curricular co-ordinator is given to one of the faculties of the department for a period of one year (can be extended to 2 years). In addition to his / her teaching work, he shall look after the following activities with the help of the HOD.

- 1.** To organize all the co-curricular activities of the department.
- 2.** He / she shall obtain the prior permission from the principal to organize any activity.
- 3.** He / she shall get the minute to minute programme approved by the principal.
- 4.** He / she cannot alter the programme without the permission of the principal.
- 5.** He / she shall be present during the programme write from the beginning till the end.
- 6.** If any programme extends beyond college hours, he /she shall see that the boys and girls students reach their respective hostels/ homes safely.
- 7.** He / she shall organize one educational tour / Industrial visit in each semester and one fresher party in every odd semester and Annual day/ Farewell in every even semester. He shall accompany the team with one male & one female faculty.
- 8.** He / she shall organize all the activities without disturbing academic work & without damaging the discipline of the college.
- 9.** He / she shall organize one or two guest lectures on personality development, general knowledge test, quiz, group discussion, motivational lectures by Industrialist / experts in the field.
- 10.** He / she shall organize a minimum of a one paper presentation per semester for the students at departmental level / city level / state level / national level / international level.
- 11.** He shall maintain all the documents all the activities conducted. Co-curricular co-ordinator of all the departments shall organize the college level activities.

Duties & Responsibilities of Class Teacher

- 1.** Class teacher shall monitor the student's attendance. If any student remains absent for more than three days continuously, it shall be brought to the notice of the students and his/ her parents & shall keep the recorded for the same. Class teacher shall also display the attendance of all the students on the notice board.
- 2.** He shall prepare along with HOD & principal & Director the academic calendar of events of coming semester before starting of every semester and display the same on notice board with sign of Academic Co-ordinator, HOD & Principal, one week before the end of the present semester.
- 3.** He shall prepare the time table signed by himself, HOD and Principal and display on the notice board, one week before the commencement of semester.
- 4.** He shall collect the lesson plan from the faculty and display the same on the notice board one week before the commencement of the semester, duly signed by the academic co-coordinator, HOD & the Principal.
- 5.** He shall keep the record of work load of the current and previous semester allotted by the HOD.
- 6.** He shall collect, the academic before every test, from each faculty, regarding.
 - a. Status of syllabus.
 - b. No. of hours engaged as per time table.
 - c. No. of extra classes engaged and deficiency if any.
- 7.** He shall conduct student's seminars weekly.
- 8.** He should see that each faculty invites a minimum of one or two guest speakers in their respective subject.

General Instruction

- 1.** Administration at the department level will be taken care by the Head of the respective department with the help of Academic co-ordinator.

For the administration at the college level the principal may create posts VTU Co-ordinator, Placement officer, students welfare officer, public relation officer, officer on special duty, administrative co-ordinator etc. Teaching & non-teaching staff holding any of above posts shall be directly under the control of Principal they need not forward the letters / information through HOD.

- 2.** The teacher shall keep the students attendance registers up to date every day for the subject he / she is teaching.
- 3.** The teacher shall inform about absentees weekly to the Academic co-ordinator in writing.
- 4.** The teacher shall sign with date of all the records of students & allot the marks.
- 5.** The teacher in charge of lab has to maintain & keep the stock register up-to-date.
- 6.** The faculty in charge of the lab shall inform well in advance to the principal, through HOD about equipment's, deficiency in tools, furniture, cleanliness of the lab etc.,
- 7.** The teacher / lab in charge shall place indent for requirement, he / she shall send the indent to the principal through the Instructor / Supervisor In charge forwarded / recommended by the HOD.
- 8.** Each faculty shall organize a minimum of one / two Guest Lecturers in their respective subjects, by inviting a renowned professor/ Industrialist of neighboring area.